



Council Offices, Almada Street
Hamilton, ML3 0AA

Monday, 02 August 2021

Dear Councillor

Conference Allocation Committee

The Members listed below are requested to attend a meeting of the above Committee to be held as follows:-

Date: Tuesday, 10 August 2021
Time: 09:30
Venue: By Microsoft Teams,

The business to be considered at the meeting is listed overleaf.

Yours sincerely

Cleland Sneddon
Chief Executive

Members

Peter Craig (Chair), Maureen Chalmers (Depute Chair), Gerry Convery, Maureen Devlin, Kenny McCreary, Jim Wardhaugh

BUSINESS

1 Declaration of Interests

- 2 **Minutes of Previous Meeting** 3 - 4
Minutes of the meeting of the Conference Allocation Committee of 8 June 2021 submitted for approval as a correct record. (Copy attached)

Item(s) for Decision

- 3 **Elected Member Representation at Conferences, etc** 5 - 8
Report dated 2 August 2021 by the Executive Director (Finance and Corporate Resources). (Copy attached)

Item(s) for Noting

- 4 **Elected Member Representation at Conferences, etc Dealt with in Terms of Standing Order No 36(c)** 9 - 10
Report dated 21 June 2021 by the Executive Director (Finance and Corporate Resources). (Copy attached)

Urgent Business

- 5 **Urgent Business**
Any other items of business which the Chair decides are urgent.

For further information, please contact:-

Clerk Name: Lynne Wyllie/Gillian Cochran

Clerk Telephone: 01698 455361/455375

Clerk Email: lynne.wyllie@southlanarkshire.gov.uk

CONFERENCE ALLOCATION COMMITTEE

2

Minutes of meeting held via Microsoft Teams on 8 June 2021

Chair:

Councillor Peter Craig

Councillors Present:

Councillor Maureen Chalmers (Depute), Councillor Gerry Convery, Councillor Maureen Devlin, Councillor Kenny McCreary

Councillor's Apology:

Councillor Jim Wardhaugh

Attending:

Finance and Corporate Resources

L Wyllie, Administration Assistant

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the Conference Allocation Committee held on 23 March 2021 were submitted for approval as a correct record.

The Committee decided: that the minutes be approved as a correct record.

3 Elected Member Representation at Conferences, etc Dealt with in Terms of Standing Order No 36(c)

A report dated 11 May 2021 by the Executive Director (Finance and Corporate Resources) was submitted on action taken, in terms of Standing Order No 36(c) because of the timescales involved, by the Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, to approve member participation in a webinar.

The Committee decided: that the action taken, in terms of Standing Order No 36(c), by the Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, to approve the participation of Councillors Razzaq and Thomson in a webinar entitled "Delivering Equality, Diversity and Inclusion in Scotland's Public, Private and Third Sectors", held on 27 May 2021 and organised by MacKay Hannah, be noted.

4 Urgent Business

There were no items of urgent business.

Report

3

Report to:	Conference Allocation Committee
Date of Meeting:	10 August 2021
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Elected Member Representation at Conferences, etc
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide details on conferences, etc which the Council has been invited to attend to allow elected member representation to be determined

2. Recommendation(s)

2.1. The Committee is asked to:-

- (1) consider the invitations received for the conferences, etc listed in the appendix to this report and decide on which elected members should attend particular conferences, etc if it is considered appropriate for the Council to be represented.

3. Background

3.1. Invitations have been received in respect of the conferences, etc contained in the list attached to this report. In accordance with procedures for dealing with conferences, etc details of the conferences, etc have been issued to the Leaders of the Political Groups. Their comments are available to assist the Conference Allocation Committee with its consideration of particular invitations.

4. Employee Implications

4.1. There are no employee implications.

5. Financial Implications

5.1. Delegate fees associated with members' attendance at conferences can be met from within the existing budget.

5.2. The annual budget for attendance at Conferences and associated travel, subsistence and accommodation is £9,000, amount committed to date is £135, leaving a remaining balance of £8,865.

6. Other Implications (including Environmental and Risk Issues)

6.1. Attendance at conferences contributes to individual members' learning and development profiles. In terms of good governance, it is important that elected members have the opportunity to attend events which keep them briefed on current developments and reinforce the knowledge and skills required to enable them to fulfil their role.

6.2. There are no other implications in terms of risk or sustainability associated with the content of this report.

7. Equalities Impact Assessment and Consultation Arrangements

7.1. There is no requirement to carry out an impact assessment in terms of the proposals contained within this report.

7.2. Other than consultation with the appropriate elected members in terms of the process established for dealing with invitations received to attend conferences and seminars, no formal consultation was required.

Paul Manning

Executive Director (Finance and Corporate Resources)

2 August 2021

Link(s) to Council Values/Ambitions/Objectives

♦ Accountable, Effective, Efficient and Transparent

Previous References

♦ None

List of Background Papers

♦ Invitations received in respect of individual conferences, etc

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

Lynne Wyllie/Gillian Cochran, Administration Assistant

Ext: 5361/5375 (Tel: 01698 455361/5375)

E-mail: lynne.wyllie@southlanarkshire.gov.uk / gillian.cochran@southlanarkshire.gov.uk

South Lanarkshire Council
CONFERENCE ALLOCATION COMMITTEE – 10/08/2021
List of Conferences, Seminars, etc

No	Start Date	End Date	Conference Title	Organiser(s)	Venue(s)
1.	04/11/2021	04/11/2021	Increasing Domestic Violence and Abuse	Institute of Government and Public Policy (IGPP)	Online

Report

4

Report to:	Conference Allocation Committee
Date of Meeting:	10 August 2021
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Elected Member Representation at Conferences, etc Dealt with in Terms of Standing Order No 36(c)
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise on action taken, in terms of Standing Order No 36(c), in view of the timescales involved, by the Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, to approve member attendance at conferences, etc

2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendation(s):-

- (1) that the action taken, in terms of Standing Order No 36(c), by the Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, to approve the webinar for Councillor Chalmers on “Public Service Delivery – Meeting the Challenges Ahead” organised by MacKay Hannah on 1 July 2021, be noted.

3. Background

3.1. An invitation had been received in respect of this webinar and is required to be booked in advance of this Committee to allow the necessary arrangements to be made and in terms of Standing Order No 36(c), the Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, had approved the attendance of Councillor Chalmers as follows:-

- ◆ Councillor Chalmers on “Public Service Delivery – Meeting the Challenges Ahead” organised by MacKay Hannah to take place on 1 July 2021

4. Employee Implications

4.1. None.

5. Financial Implications

5.1. Delegate fees associated with members’ attendance at conferences can be met from within the existing budget.

5.2 The annual budget for attendance at Conferences and associated travel, subsistence and accommodation is £9,000. This year’s total spend to date for 2021/2022 is zero, with a committed spend of £90.00, leaving a remaining balance of £8,910.

6. Other Implications (Including Environmental and Risk Issues)

- 6.1. Attendance at conferences contributes to individual member's learning and development profiles. In terms of good governance, it is important that elected members have the opportunity to attend events which keep them briefed on current developments and reinforce the knowledge and skills required to enable them to fulfil their role.
- 6.2 There are no other implications in terms of risk or sustainability associated with the content of this report.

7. Equality Impact Assessment and Consultation Arrangements

- 7.1. There is no requirement to carry out an impact assessment in terms of the proposals contained within this report.
- 7.2. Other than consultation with the appropriate elected members in terms of the process established for dealing with invitations received to attend conferences and seminars, no formal consultation was required.

Paul Manning

Executive Director (Finance and Corporate Resources)

21 June 2021

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, Effective and Efficient

Previous References

- ◆ None

List of Background Papers

- ◆ Invitations received in respect of individual conferences, seminars, etc

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

Lynne Wyllie, Administration Assistant

Ext: 5361 (Tel: 01698 455361)

E-mail: lynne.wyllie@southlanarshire.gov.uk