



Council Offices, Almada Street
Hamilton, ML3 0AA

Monday, 19 March 2018

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, 21 November 2017

Time: 09:30

Venue: Committee Room 4, Council Offices, Almada Street, Hamilton, ML3 0AA

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

Members are reminded to bring their fully charged tablets to the meeting

Yours sincerely

Lindsay Freeland
Chief Executive

Members

Members

Peter Craig (Chair), Stephanie Callaghan (Depute Chair), Walter Brogan, Maureen Chalmers, Maureen Devlin, Mark McGeever

Substitutes

BUSINESS

1 Declaration of Interests

- 2 **Minutes of Previous Meeting** 3 - 4
Minutes of meeting of the Conference Allocation Committee held on 10 October 2017 submitted for approval as a correct record. (Copy attached)

3 Matters Arising From Previous Meeting

Item(s) for Decision

- 4 **Elected Member Representation at Conference** 5 - 6
Report dated 14 November 2017 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 5 **Approved List of Conference, etc Providers** 7 - 8
Report dated 14 November 2017 by the Executive Director (Finance and Corporate Resources). (Copy attached)

Item(s) for Noting

- 6 **Elected Member Representation at Conference, etc Dealt with in Terms of Standing Order No 36(c)** 9 - 10
Report dated 14 November 2017 by the Executive Director (Finance and Corporate Resources). (Copy attached)

Urgent Business

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

For further information, please contact:-

Clerk Name: Sandra Abbott

Clerk Telephone: 01698 455393

Clerk Email: sandra.abbott@southlanarkshire.gov.uk

CONFERENCE ALLOCATION COMMITTEE

Minutes of meeting held in Committee Room 4, Council Offices, Almada Street, Hamilton on 10 October 2017

Chair:

Councillor Peter Craig

Councillors Present:

Walter Brogan, Maureen Devlin

Councillors' Apologies:

Stephanie Callaghan, Maureen Chalmers, Mark McGeever

Attending:**Finance and Corporate Resources**

S Abbott, Administration Assistant; L Cunningham, Members' Services Manager

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 12 September 2017 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

A report dated 4 October 2017 by the Executive Director (Finance and Corporate Resources) was submitted providing details of conferences/seminars which the Council had been invited to attend.

The Committee decided:

- (1) that the Council be represented by Councillor McGavigan at the "Firm Foundations 10 Years On – What is the Future of Housing in Scotland?" conference organised by Homes for Scotland to take place in Edinburgh on 1 November 2017;
- (2) that consideration of attendance at the following conferences be continued to the next meeting of this Committee to allow additional information to be provided on whether:-
 - ♦ an alternative conference, with more relevance to Scotland, could be sourced to the "Improving Hospital Discharge and Reducing Delayed Transfers of Care in Your Area" conference organised by Westminster Briefing to be held in London on 29 November 2017
 - ♦ the Council's Licensing and Registration Service could provide similar in-house training to the "New Licensing Boards – New Law – New Policies – New Challenges" conference organised by the Scottish Licensing Law and Practice to be held in Glasgow on 1 December 2017

- (3) that the Council be not represented at the National Association of Councillors (NAC) AGM and Conference – Emergency Services/Emergency Planning to be held in Glasgow on 3 to 5 November 2017.

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

A report dated 3 October 2017 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 attendance at the COSLA Annual Conference “Tomorrow’s World” held in Crieff on 5 and 6 October 2017.

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 attendance of Councillor Brogan at the COSLA Annual Conference “Tomorrow’s World” held in Crieff on 5 and 6 October 2017, be noted.

5 Urgent Business

There were no items of urgent business.

Report

4

Report to: **Conference Allocation Committee**
 Date of Meeting: **21 November 2017**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Elected Member Representation at Conference**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide details on the “Improved Delayed Discharge – Shifting the Focus from Beds to People” conference organised by Holyrood Events to be held in Edinburgh on 29 November 2017 which the Council has been invited to attend and to allow elected member representation to be determined.

2. Recommendation(s)

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

- (1) consider the invitation received for the “Improved Delayed Discharge – Shifting the Focus from Beds to People” conference and decide on which elected members should attend this particular conference if it is considered appropriate for the Council to be represented.

3. Background

3.1. Invitations have been received in respect of the “Improved Delayed Discharge – Shifting the Focus from Beds to People” conference. In accordance with procedures for dealing with conferences, etc, details of the conference has been issued to the Leaders of the Political Groups.

4. Employee Implications

4.1. There are no employee implications.

5. Financial Implications

5.1. The annual budget for attendance at Conferences and associated travel subsistence and accommodation is £16,000. The year to date commitment is £7,398 leaving a balance of £8,602 for the remainder of 2017/2018.

6. Other Implications

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)

14 November 2017

Link(s) to Council Values/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:-

Sandra Abbott, Administration Assistant

Report

5

Report to: **Conference Allocation Committee**
 Date of Meeting: **21 November 2017**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Approved List of Conference, etc Providers**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ request that members give consideration to whether the current list of Approved conferences, etc providers be discontinued

2. Recommendation(s)

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

- (1) that the use of the current list of Approved Conferences, etc be discontinued.

3. Background

3.1. At its meeting on 15 August 2017, the Committee decided that the current list of Approved Conferences, etc be reviewed and an update on the continued use of the approved list be submitted to a future meeting of the Committee for consideration.

3.2. The current approved list was agreed by the Conference Allocation Committee in 1996 and since that time a significant number of the organisations on the list have either disbanded, were no longer relevant or had completely changed their identity. In view of this, it is proposed to discontinue the use of the Approved List of conference providers, when considering attendance at conferences.

In addition to the list of Approved Conferences a large number of free learning events are available to elected members from various organisations. These events often support members' training and development requirements.

Information received regarding invitations to attend free learning events, which contribute to members' learning and development requirements will be distributed to members in accordance with procedures for dealing with invitations received regarding learning events. Details of the events will be issued to the Leaders of the Political Groups.

Any travel/subsistence and accommodation expenses incurred while attending free learning events will be progressed in line with the Council's Financial Regulations.

4. Employee Implications

4.1. None.

5. Financial Implications

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

6. Other Implications

- 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
- 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)

14 November 2017

Link(s) to Council Values/Objectives

- ♦ Accountable, Effective and Efficient

Previous References

- ♦ Conference Allocation Committee 15 August 2017

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:-

Sandra Abbott, Administration Assistant

Ext: 5393 (Tel: 01698 455393)

E-mail: sandra.abbott@southlanarkshire.gov.uk

Report

6

Report to: **Conference Allocation Committee**
 Date of Meeting: **21 November 2017**
 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)**

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 the Places of World Heritage Status Annual Conference held in Iron Bridge near Birmingham on 9 October 2017

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 attendance of Councillor McClymont at the Places of World Heritage Status Annual Conference be noted.

3. Background

3.1. An invitation had been received in respect of the Places of World Heritage Status Annual Conference, due to take place before the date of this meeting. 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, approved the attendance of Councillor McClymont at the Places of World Heritage Status Annual Conference to be held in Iron Bridge on the 9 October 2017.

4. Employee Implications

4.1. None.

5. Financial Implications

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

6. Other Implications

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)

14 November 2017

Link(s) to Council Values/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:-

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E-mail: sandra.abbott@southlanarkshire.gov.uk