



Council Offices, Almada Street
Hamilton, ML3 0AA

Monday, 21 January 2019

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, 29 January 2019

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

Peter Craig (Chair), Walter Brogan, Maureen Chalmers, Fiona Dryburgh, Mark McGeever, Sheena Wardhaugh

BUSINESS

1 Declaration of Interests

- 2 **Minutes of Previous Meeting** 3 - 4
Minutes of meeting of the Conference Allocation Committee held on 4 December 2019 submitted for approval as a correct record. (Copy attached)

Item(s) for Decision

- 3 **Elected Member Representation at Conferences, etc** 5 - 8
Report dated 21 January 2019 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 - 12
Report dated 21 January 2019 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: Sandra Abbott

Clerk Telephone: 01698 455393

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

CONFERENCE ALLOCATION COMMITTEE

2

Minutes of meeting held in Committee Room 4, Council Offices, Almada Street, Hamilton on 4 December 2018

Chair:

Councillor Peter Craig

Councillors Present:

Councillor Stephanie Callaghan (Depute), Councillor Maureen Chalmers, Councillor Fiona Dryburgh, Councillor Mark McGeever

Councillor's Apology:

Councillor Walter Brogan

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 6 November 2018 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 26 November 2018 by the Executive Director (Finance and Corporate Resources) was submitted providing details of the "Understanding Scotland's New Planning Act – What do you need to know about the new planning system?" conference to take place in Edinburgh on 5 February 2019 which the Council had been invited to attend.

The Committee decided: that the Council be represented by Councillors Fulton and Le Blond at the "Understanding Scotland's New Planning Act – What do you need to know about the new planning system?" conference organised by MacKay Hannah to take place in Edinburgh on 5 February 2019.

4 Urgent Business

There were no items of urgent business.

Report

Report to:	Conference Allocation Committee
Date of Meeting:	29 January 2019
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. The annual budget for attendance at Conferences and associated travel, subsistence and accommodation is £16,000.

6. Other Implications

6.1. Attendance at conferences, etc 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)

21 January 2019

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:-

Sandra Abbott, Administration Assistant

Ext: 5393 (Tel: 01698 455393)

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

South Lanarkshire Council
CONFERENCE ALLOCATION COMMITTEE – 29/01/2019
List of Conferences, Seminars, etc

No	Start Date	End Date	Conference Title	Organiser(s)	Venue(s)
1.	07/02/2019	07/02/2019	Building and Maintaining the Council Housing of the Future – Scotland Building and Housing Seminar 2019	MacKay Hannah	Perth
2.	07//03/2019	08/03/2019	Mental Health First Aid Starts With You	Armed Forces Mental Health First Aid	Glasgow
3.	19/03/2019	19/03/2019	Participatory Budgeting	Holyrood Events	Edinburgh

Report

4

Report to:	Conference Allocation Committee
Date of Meeting:	29 January 2019
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 attendance at the following conferences, etc be noted:-
- ♦ Councillor Scott at the “Understanding Scotland’s New Planning Act – What do you need to know about the new planning system?” conference organised by MacKay Hannah to take place in Edinburgh on 5 February 2019
 - ♦ Councillor Falconer at the “Recycling, Local Authorities cutting out use of Single Use Plastics” conference organised by the National Association of Councillors (NAC) to take place in Leeds on 11 to 13 January 2019

3. Background

3.1. At its meeting on 4 December 2018, the Committee had considered representation at the “Understanding Scotland’s New Planning Act – What do you need to know about the new planning system?” and had agreed that the Council be represented by Councillors Fulton and Le Blond. Following that meeting a further nomination had been received for Councillor Scott to also attend this conference. Confirmation of Councillor Scott’s attendance required to be finalised and the booking made in advance of the date of this meeting.

In addition, a further invitation had been received in respect of a conference arranged by the National Association of Councillors entitled “Recycling, Local Authorities cutting out use of Single Use Plastics”. A nomination had been received for Councillor Falconer, one of the Council’s representatives on the National Association of Councillors, to attend. As the conference was scheduled to take place from 11 to 13 January 2019 the booking required to be made before the date 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 Scott at the “Understanding Scotland’s New Planning Act – What do you need to know about the new planning system?” conference organised by MacKay Hannah to take place in Edinburgh on 5 February 2019 and Councillor Falconer at the “Recycling, Local Authorities cutting out the use of Single Use Plastics” conference organised by the National Association of Councillors to take place in Leeds on 11 to 13 January 2019.

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.

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)

21 January 2019

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, Effective and Efficient

Previous References

- ◆ Minutes of 4 December 2018 (Paragraph 3)

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

