



Council Offices, Almada Street  
Hamilton, ML3 0AA

Monday, 11 November 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, 19 November 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.

Yours sincerely

**Paul Manning**  
**Depute Chief Executive**

### **Members**

Peter Craig (Chair), Maureen Chalmers (Depute Chair), Jackie Burns, Gerry Convery, Maureen Devlin, Kenny McCreary

## **BUSINESS**

- 1 Minutes of Previous Meeting** 3 - 4  
Minutes of the Conference Allocation Committee of 10 September 2019 submitted for approval as a correct record. (Copy attached)

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### **Item(s) for Noting**

- 2 Elected Member Representation at Conferences, etc Dealt with in Terms of Standing Order No 36(c)** 5 - 8  
Report dated 11 November 2019 by the Executive Director (Finance and Corporate Resources). (Copy attached)

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### **Urgent Business**

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***For further information, please contact:-***

Clerk Name: Lynne Wyllie/Gillian Cochran  
Clerk Telephone: 01698 455361/455375  
Clerk Email: [lynnewyllie@southlanarkshire.gov.uk](mailto:lynnewyllie@southlanarkshire.gov.uk)

# CONFERENCE ALLOCATION COMMITTEE

1

Minutes of meeting held in Committee Room 4, Council Offices, Almada Street, Hamilton on 10 September 2019

**Chair:**

Councillor Peter Craig

**Councillors Present:**

Councillor Jackie Burns, Councillor Maureen Chalmers (Depute), Councillor Gerry Convery

**Attending:**

**Finance and Corporate Resources**

L Cunningham, Members' Services Manager; L Wyllie, Administration Assistant

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## 1 Declaration of Interests

The following interest was declared:-

<b>Councillor(s)</b>	<b>Item(s)</b>	<b>Nature of Interest(s)</b>
Burns	Elected Member Representation at Conferences etc:- ♦ Westminster Forum Projects: "The Future for Towns – Priorities for Policy, Investment and Developing Town Deals"	Personal interest

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## 2 Minutes of Previous Meeting

The minutes of the meeting of the Conference Allocation Committee held on 13 August 2019 were submitted for approval as a correct record.

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

*Councillor Burns, having declared an interest in the following item of business, withdrew from the meeting during its consideration*

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## 3 Elected Member Representation at Conferences, etc

A report dated 27 August 2019 by the Executive Director (Finance and Corporate Resources) was submitted providing details of a conference which the Council had been invited to attend.

Following discussion, it was agreed that the Council be not represented at "The Future for Towns – Priorities for Policy, Investment and Developing Town Deals" conference organised by Westminster Forum Projects in London on 15 October 2019. The Chair advised that he would contact the Council's Employee Development and Diversity Manager to commence arrangements with Scotland's Towns Partnership to hold a conference/seminar in the Council Offices for members to attend.

**The Committee decided:** that the Council be not represented at "The Future for Towns – Priorities for Policy, Investment and Developing Town Deals" conference organised by Westminster Forum Projects in London on 15 October 2019.

*Councillor Burns re-entered the meeting after this item of business*

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#### **4 Urgent Business**

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There were no items of urgent business.

# Report

**2**

Report to: **Conference Allocation Committee**  
 Date of Meeting: **19 November 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)**

## **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 Donnelly at the “Domestic Abuse as a Housing Issue” conference organised by Women’s Aid to take place in Edinburgh on 6 November 2019
  - ♦ Councillors Nailon and Scott at the “Changing Scottish Charity Law: What is the Scottish Government Proposing and What More is Possible?” conference organised by MacKay Hannah to take place in Edinburgh on 7 November 2019
  - ♦ Councillor Chalmers at the “Scottish Soft Facilities Management Seminar 2019” organised by the Association for Public Service Excellence (APSE) to take place in Bellshill on 19 November 2019
  - ♦ Councillor Falconer at the National Association of Councillors (NAC) “Addressing Family Poverty/Children’s Services and National AGM” to take place in Chester on 22 and 24 November 2019

## **3. Background**

3.1. Invitations had been received in respect of conferences, etc. scheduled to take place before the date of this meeting of the Committee or 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 members as follows:-

- ♦ Councillor Donnelly at the “Domestic Abuse as a Housing Issue” conference organised by Women’s Aid take place in Edinburgh on 6 November 2019

- ◆ Councillors Nailon and Scott at the “Changing Scottish Charity Law: What is the Scottish Government Proposing and What More is Possible?” conference by MacKay Hannah taking place in Edinburgh on 7 November 2019
- ◆ Councillor Chalmers at the “Scottish Soft Facilities Management Seminar 2019” organised by the Association for Public Service Excellence (APSE) to take place in Bellshill on 19 November 2019
- ◆ Councillor Falconer at the National Association of Councillors (NAC) “Addressing Family Poverty/Children’s Services and National AGM” conference take place in Chester from 22 to 24 November 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.
- 5.2 The annual budget for attendance at Conferences and associated travel, subsistence and accommodation is £9,000, amount committed to date is £8,169, leaving a remaining balance of £831.

#### **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)**

11 November 2019

#### **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:-

Gillian Cochran, Administration Assistant

Ext: 5375 (Tel: 01698 455393)

E-mail: [gillian.cochran@southlanarkshire.gov.uk](mailto:gillian.cochran@southlanarkshire.gov.uk)

