



Council Offices, Almada Street
Hamilton, ML3 0AA

Friday, 28 May 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, 08 June 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 23 March 2021 submitted for approval as a correct record. (Copy attached)

Item(s) for Noting

3 Elected Member Representation at Conferences, etc Dealt with in Terms of Standing Order No 36(c) 5 - 6

Report dated 11 May 2021 by the Executive Director (Finance and Corporate Resources). (Copy attached)

Urgent Business

4 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 23 March 2021

Chair:

Councillor Peter Craig

Councillors Present:

Councillor Maureen Chalmers, 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 26 January 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

A report dated 15 March 2021 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: that the Council be represented by Councillor Donnelly at the "Meeting the Needs of an Ageing Population" conference organised by the Institute of Government and Public Policy (IGPP) to take place online on 27 July 2021.

4 Urgent Business

There were no items of urgent business.

Report

3

Report to:	Conference Allocation Committee
Date of Meeting:	8 June 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 Councillors Razzaq and Thomson on “Delivering Equality, Diversity and Inclusion in Scotland’s Public, Private and Third Sectors” organised by MacKay Hannah on 27 May 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 Councillors Razzaq and Thomson as follows:-

- ♦ Councillors Razzaq and Thomson on “Delivering Equality, Diversity and Inclusion in Scotland’s Public, Private and Third Sectors” organised by MacKay Hannah to take place on 27 May 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. The total spend to date is £495 with no committed spend leaving a remaining balance of £8,505.

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 May 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