

Report

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:-

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