



Council Offices, Almada Street
Hamilton, ML3 0AA

Monday, 04 December 2023

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, 12 December 2023
Time: 09:30
Venue: MS Teams and Committee Room 5,

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

Yours sincerely

Cleland Sneddon
Chief Executive

Members

Gerry Convery (Chair), Maureen Devlin (Depute Chair), Maureen Chalmers, Ross Lambie, Kirsten Robb, David Shearer

BUSINESS

1 Declaration of Interests

2 Minutes of Previous Meeting

3 - 4

Minutes of the meeting of the Conference Allocation Committee held on 14 November 2023 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 37(c) 5 - 6

Report dated 14 November 2023 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
Clerk Telephone:	01698 455361
Clerk Email:	lynne.wyllie@southlanarkshire.gov.uk

CONFERENCE ALLOCATION COMMITTEE

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Minutes of meeting held via MS Teams and in Committee Room 5, Council Offices, Almada Street, Hamilton on 14 November 2023

Chair:

Councillor Gerry Convery

Councillors Present:

Councillor Maureen Chalmers, Councillor Maureen Devlin (Depute), Councillor Ross Lambie, Councillor Kirsten Robb, Councillor David Shearer

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 3 October 2023 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 Dealt with in Terms of Standing Order No 37(c)

A report dated 11 October 2023 by the Executive Director (Finance and Corporate Resources) was submitted on action taken, in terms of Standing Order No 37(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 a conference.

The Committee decided: that the action taken, in terms of Standing Order No 37(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 Falconer at the "Supporting People with a Learning Disability and Autistic People" conference organised by Open Forum Events to be held in London on 9 November 2023, be noted.

4 Urgent Business

There were no items of urgent business.

Report

3

Report to:	Conference Allocation Committee
Date of Meeting:	12 December 2023
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Elected Member Representation at Conferences, etc Dealt with in Terms of Standing Order No 37(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 37(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 37(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 Falconer at the National Association of Councillors (NAC) AGM and Conference organised by the NAC from 24 to 26 November 2023 in Carlisle, be noted.

3. Background

3.1. An invitation had been received in respect of this conference and was required to be booked in advance of this Committee to allow the necessary arrangements to be made and in terms of Standing Order No 37(c), the Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, had approved the attendance of Councillor Falconer at the National Association of Councillors AGM and Conference organised by the NAC from 24 to 26 November 2023 in Carlisle.

4. Employee Implications

4.1. There are no employee implications.

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, actual spend to date is £7,178 leaving a remaining balance of £1,822.

6. Climate Change, Sustainability and Environmental Implications

- 6.1. There are no implications for climate change, sustainability or the environment in terms of the information contained in this report.

7. Other Implications

- 7.1 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.
- 7.2 There are no other implications in terms of risk or sustainability associated with the content of this report.

8 Equalities Impact Assessment and Consultation Arrangements

- 8.1 There is no requirement to carry out an impact assessment in terms of the proposals contained within this report.
- 8.2 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 2023

Link(s) to Council Values/Priorities/Outcomes

- ◆ Accountable, effective, efficient and transparent

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

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