

# Report

Report to:	<b>Conference Allocation Committee</b>
Date of Meeting:	<b>3 November 2020</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Elected Member Representation at Conferences, etc Dealt with in Terms of Standing Order No 36(c)</b>
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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 Councillor Chalmers on “Local and Community Resilience 2020: Creating Self-Sufficient, Crisis-Proof Communities” organised by Impact Engagement to take place on 27 October 2020, 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 Councillor Chalmers as follows:-

- ♦ Councillor Chalmers on “Local and Community Resilience 2020: Creating Self-Sufficient, Crisis-Proof Communities” organised by Impact Engagement to take place on 27 October 2020

## 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 £245, leaving a remaining balance of £8,755.

## **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)**

26 October 2020

### **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](mailto:lynne.wyllie@southlanarshire.gov.uk)