



Council Offices, Almada Street
Hamilton, ML3 0AA

Monday, 14 September 2020

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, 22 September 2020
Time: 09:30
Venue: By Microsoft Teams and Corporate Dining Room,

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 11 February 2020 submitted for approval as a correct record. (Copy attached)

Item(s) for Decision

- 3 **Elected Member Representation at Conferences, etc** 5 - 8
Report dated 14 September 2020 by the Executive Director (Finance and Corporate Resources). (Copy attached)

Item(s) for Noting

- 4 **Elected Member Representation at Conferences, etc Dealt with in Terms of Standing Order No 36(c)** 9 - 10
Report dated 11 May 2020 by the Executive Director (Finance and Corporate Resources). (Copy attached)

Urgent Business

- 5 **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 in Committee Room 4, Council Offices, Almada Street, Hamilton on 11 February 2020

Chair:

Councillor Peter Craig

Councillors Present:

Councillor Jackie Burns, Councillor Maureen Chalmers (Depute), Councillor Gerry Convery, Councillor Maureen Devlin, Councillor Kenny McCreary

Attending:

Finance and Corporate Resources

L Cunningham, Members' Services Manager; 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 19 November 2019 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 3 February 2020 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:

(1) that the Council be represented at the following conferences/seminars:-

Seminar or Conference	Date and Venue	Representation
(a) Catholic Education Service/Church of Scotland: "Looking Forward to 2021"	24 April 2020 Coatbridge	G Coulter and J Mulligan, religious representatives on the Education Resources Committee
(b) MacKay Hannah: "Inaugural Scottish Care of Older People Show"	2 June 2020 Edinburgh	Councillor McGuigan

4 Elected Member Representation at Conferences, etc Dealt with in Terms of Standing Order No 36(c)

A report dated 17 December 2019 by the Executive Director (Finance and Corporate Resources) was submitted on action taken, in terms of Standing Order No 36(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 36(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 “Environment/Climate Change” conference organised by the National Association of Councillors (NAC) to be held in Ripon, Yorkshire between 24 and 26 January 2020, be noted.

5 Item of Urgent Business – Elected Member Representation at Conferences – Late Notice of Additional Conference

In view of the requirement to deal with this matter and to allow arrangements for elected member representation to be made in advance of the date of the conference, the Chair decided, in terms of Standing Order No 4, that consideration be given to member representation as a matter of urgency at the “Anti-Social Behaviour and Hate Crime” conference organised by the National Association of Councillors (NAC) to be held in Glasgow between 28 February and 1 March 2020.

The Committee decided:

that the Council be represented by Councillor Falconer at the “Anti-Social Behaviour and Hate Crime” conference organised by the National Association of Councillors to be held in Glasgow between 28 February and 1 March 2020.

Report

3

Report to:	Conference Allocation Committee
Date of Meeting:	22 September 2020
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Elected Member Representation at Conferences, etc
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide details on conferences, etc which the Council has been invited to attend to allow elected member representation to be determined

2. Recommendation(s)

2.1. The Committee is asked to:-

- (1) consider the invitations received for the conferences, etc listed in the appendix to this report and decide on which elected members should attend particular conferences, etc if it is considered appropriate for the Council to be represented.

3. Background

3.1. Invitations have been received in respect of the conferences, etc contained in the list attached to this report. In accordance with procedures for dealing with conferences, etc details of the conferences, etc have been issued to the Leaders of the Political Groups. Their comments are available to assist the Conference Allocation Committee with its consideration of particular invitations.

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, 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 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.

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

7. Equalities 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)

14 September 2020

Link(s) to Council Values/Ambitions/Objectives

♦ Accountable, Effective, Efficient and Transparent

Previous References

♦ None

List of Background Papers

♦ Invitations received in respect of individual conferences, etc

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

Lynne Wyllie/Gillian Cochran, Administration Assistant

Ext: 5361/5375 (Tel: 01698 455361/5375)

E-mail: lynne.wyllie@southlanarkshire.gov.uk / gillian.cochran@southlanarkshire.gov.uk

South Lanarkshire Council
CONFERENCE ALLOCATION COMMITTEE – 22/09/2020
List of Conferences, Seminars, etc

No	Start Date	End Date	Conference Title	Organiser(s)	Venue(s)
1.	07/10/2020	07/10/2020	Next Steps for Adult Social Care in Scotland – Quality, Support and Developing Effective Models of Care	Scotland Policy Conference	Online
2.	9/10/2020	9/10/2020	Understanding the Impact of COVID-19 on you Council	CIPFA	Online
3.	5/11/2020	5/11/2020	Community Wealth Building Summit	Centre for Local Economic Strategies	Online

Report

4

Report to:	Conference Allocation Committee
Date of Meeting:	22 September 2020
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 online training for Councillor Callaghan on “Beyond Coronavirus: A New Type of Culture for a New Type of Authority: The Role of Organisational Development” organised by the Local Government Information Unit (LGiU) to take place on various dates which are 25 June 2020, 2 July 2020 and 9 July 2020, be noted.

3. Background

3.1. An invitation had been received in respect of an online training course 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 Callaghan as follows:-

- ♦ Councillor(s) Callaghan on “Beyond Coronavirus: A New Type of Culture for a New Type of Authority: The Role of Organisational Development” organised by the Local Government Information Unit (LGiU) to take place on various dates which are 25 June 2020, 2 July 2020 and 9 July 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.

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 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

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E-mail: lynne.wyllie@southlanarshire.gov.uk