



Council Offices, Almada Street
Hamilton, ML3 0AA

Monday, 02 September 2019

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, 10 September 2019

Time: 09:30

Venue: Committee Room 4, Council Offices, Almada Street, Hamilton, ML3 0AA

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

Members are reminded to bring their fully charged tablets to the meeting

Yours sincerely

Lindsay Freeland
Chief Executive

Members

Peter Craig (Chair), Maureen Chalmers (Depute Chair), Gerry Convery

BUSINESS

1 Declaration of Interests

2 Minutes of Previous Meeting

3 - 4

Minutes of the meeting of the Conference Allocation Committee held on 13 August 2019 submitted for approval as a correct record. (Copy attached)

Item(s) for Decision

3 Elected Member Representation at Conferences, etc

5 - 6

Report dated 27 August 2019 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: lynnewyllie@southlanarkshire.gov.uk

CONFERENCE ALLOCATION COMMITTEE

2

Minutes of meeting held in Committee Room 4, Council Offices, Almada Street, Hamilton on 13 August 2019

Chair:

Councillor Peter Craig

Councillors Present:

Councillor Maureen Chalmers (Depute); Councillor Gerry Convery

Councillor's Apology:

Councillor Mark McGeever

Attending:

Finance and Corporate Resources

L Cunningham, Members' Services Manager; C Robb, Research and Information Assistant; 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 11 June 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 5 August 2019 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) MacKay and Hannah: "Scotland's New Planning Act – Its Consequences and Next Steps Explained"	3 September 2019 Edinburgh	Councillor Scott
(b) Church of Scotland Autumn Conference	4 October 2019 Edinburgh	G Coulter, religious representative on the Education Resources Committee

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

In view of the requirement to deal with this matter to allow arrangements for elected member representation to be made in advance of the date of the conferences, the Chair decided, in terms of Standing Order No 4, that consideration be given to member representation as a matter of urgency at the following conferences:-

- ♦ “Community Hubs and Community Engagement” conference organised by the National Association of Councillors to be held in Carlisle from 13 to 15 September 2019
- ♦ COSLA and Improvement Service Annual Conference and Exhibition 2019 to be held in St Andrews on 10 and 11 October 2019
- ♦ APSE Annual Seminar 2019 to be held in Newcastle on 11 and 12 September 2019

The Committee decided:

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

Seminar or Conference	Date and Venue	Representation
(a) National Association of Councillors: “Community Hubs and Community Engagement “	13 to 15 September 2019 Carlisle	Councillor Falconer
(b) COSLA and Improvement Service Annual Conference and Exhibition 2019	10 and 11 October 2019 St Andrews	Business Managers to nominate delegate(s) from each party

- (2) that the Council be not represented at the APSE Annual Seminar 2019 to be held in Newcastle on 11 and 12 September 2019.

Report

3

Report to: **Conference Allocation Committee**
 Date of Meeting: **10 September 2019**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Elected Member Representation at Conferences, etc**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide details on the “The Future for Towns – Priorities for Policy, Investment and Developing Town Deals” conference to take place in London on 15 October 2019 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 invitation received for the “The Future for Towns – Priorities for Policy, Investment and Developing Town Deals” conference organised by Westminster Forum Projects and decide on which elected member(s) should attend if it is considered appropriate for the Council to be represented

3. Background

3.1. Invitations have been received in respect of the “The Future for Towns – Priorities for Policy, Investment and Developing Town Deals” conference to take place in London on 15 October 2019. In accordance with procedures for dealing with this, details 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. There are no conferences similar to this one being held in Scotland.

4. Employee Implications

4.1. There are no employee implications.

5. Financial Implications

5.1. The annual budget for attendance at Conferences and associated travel, subsistence and accommodation is £9,000, amount committed to date is £7,415, leaving a remaining balance of £1,600.

6. Other Implications

6.1. Attendance at conferences, etc 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)

27 August 2019

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