



Council Offices, Almada Street  
Hamilton, ML3 0AA

Monday, 19 March 2018

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, 13 February 2018

**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.

<b>Members are reminded to bring their fully charged tablets to the meeting</b>
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Yours sincerely

**Lindsay Freeland**  
**Chief Executive**

### **Members**

Peter Craig (Chair), Stephanie Callaghan (Depute Chair), Walter Brogan, Maureen Chalmers, Maureen Devlin, Mark McGeever

## **BUSINESS**

- 1 Declaration of Interests**
- 2 Minutes of Previous Meeting** 3 - 6  
Minutes of meeting of the Conference Allocation held on 21 November 2017 submitted for approval as a correct record. (Copy attached)
- 3 Matters Arising from Previous Minute**

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### **3. Elected Member Representation at Conferences, etc**

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- 4 Elected Member Representation at Conferences, etc** 7 - 10  
Report dated 6 February 2018 by the Executive Director (Finance and Corporate Resources). (Copy attached)

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### **4. Elected Member Representation at Conferences Dealt with in Terms of Standing**

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- 5 Elected Member Representation at Conferences, etc Dealt with in Terms of Standing Order No 36(c)** 11 - 12  
Report dated 6 February 2018 by the Executive Director (Finance and Corporate Resources). (Copy attached)

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### **5. Urgent Business**

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- 6 Urgent Business**  
Any other items of business which the Chair decides are urgent.

***For further information, please contact:-***

Clerk Name: Sandra Abbott

Clerk Telephone: 01698 455393

Clerk Email: [sandra.abbott@southlanarkshire.gov.uk](mailto:sandra.abbott@southlanarkshire.gov.uk)

## CONFERENCE ALLOCATION COMMITTEE

Minutes of meeting held in Committee Room 4, Council Offices, Almada Street, Hamilton on 21 November 2017

**Chair:**

Councillor Peter Craig

**Councillors Present:**

Walter Brogan, Maureen Chalmers, Maureen Devlin, Mark McGeever

**Councillor's Apology:**

Stephanie Callaghan (Depute)

**Attending:**

**Finance and Corporate Resources**

S Abbott, Administration Assistant; L Cunningham, Members' Services Manager; J Muirhead, Administration Adviser

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### 1 Declaration of Interests

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No interests were declared.

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### 2 Minutes of Previous Meeting

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The minutes of the meeting of the Conference Allocation Committee held on 10 October 2017 were submitted for approval as a correct record.

**The Committee decided:** that the minutes be approved as a correct record.

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### 3 Matters Arising from Previous Minutes

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The following items were continued from the previous meeting of this Committee to allow additional information to be provided on:-

- ♦ whether an alternative conference, with more relevance to Scotland, could be sourced to the "Improving Hospital Discharge and Reducing Delayed Transfers of Care in Your Area" conference organised by Westminster Briefing to be held in London on 29 November 2017
- ♦ whether the Council's Licensing and Registration Service could provide similar in-house training to the "New Licensing Boards – New Law – New Policies – New Challenges" conference organised by the Scottish Licensing Law and Practice Conferences to be held in Glasgow on 1 December 2017

A verbal update was provided on both items as follows:-

- ♦ an alternative conference with more relevance to Scotland to the "Improving Hospital Discharge and Reducing Delayed Transfers of Care in Your Area" conference had been sourced and Council representation would be considered separately at item 4 on the agenda
- ♦ the Council's in-house Licensing and Registration Service had held similar in-house training to the "New Licensing Boards – New Law – New Policies – New Challenges" conference organised by the Scottish Licensing Law and Practice to be held in Glasgow on 1 December 2017

**The Committee decided:**

- (1) that the position be noted; and
- (2) that the Council be not represented at the “New Licensing Boards – New Law – New Policies – New Challenges” conference organised by the Scottish Licensing Law and Practice Conferences to be held in Glasgow on 1 December 2017.

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#### **4 Elected Member Representation at Conference**

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A report dated 14 November 2017 by the Executive Director (Finance and Corporate Resources) was submitted providing details of a conference which the Council had been invited to attend.

**The Committee decided:** that the Council be not represented at the “Improved Delayed Discharge – Shifting the Focus from Beds to People” conference organised by Holyrood Events to be held in Edinburgh on 29 November 2017.

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#### **5 Approved List of Conference, etc Providers**

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A report dated 14 November 2017 by the Executive Director (Finance and Corporate Resources) was submitted providing details of the current list of Approved Conference providers and proposing that the use of the list when considering attendance at conferences be discontinued.

A general discussion took place on the content of the current list of Approved Conference providers and how to:-

- ◆ raise member awareness of conferences which would be of particular relevance to members and which would contribute to members’ training and development
- ◆ encourage members to make more use of free conferences provided by organisations such as Association of Public Service Excellence (APSE), Improvement Service (IS) and COSLA
- ◆ deliver a more co-ordinated approach to attending conferences

**The Committee decided:** that consideration of the use of the current list of Approved Conference providers when considering attendance at Conference be continued to a future meeting of this Committee.

*[Reference: Minutes of 15 August 2017 (Chair’s Opening Remarks)]*

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#### **6 Elected Member Representation at Conference, etc Dealt with in Terms of Standing Order No 36(c)**

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A report dated 14 November 2017 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 Places of World Heritage Annual Conference held in Iron Bridge, near Birmingham on 9 October 2017.

**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 McClymont at the Places of World Heritage Annual Conference held at Iron Bridge, near Birmingham on 9 October 2017, be noted.

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**7 Urgent Business**

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There were no items of urgent business.



# Report

**4**

Report to: **Conference Allocation Committee**  
 Date of Meeting: **13 February 2018**  
 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 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. The annual budget for attendance at Conferences and associated travel, subsistence and accommodation is £16,000. The year to date commitment is £7,413 leaving a balance of £8,091 for the remainder of 2017/2018.

## **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)**

6 February 2018

### **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:-

Sandra Abbott, Administration Assistant

Ext: 5393 (Tel: 01698 455393)

E-mail: [Sandra.abbott@southlanarkshire.gov.uk](mailto:Sandra.abbott@southlanarkshire.gov.uk)

**South Lanarkshire Council**  
**CONFERENCE ALLOCATION COMMITTEE – 13/02/2018**  
**List of Conferences, Seminars, etc**

<b>No</b>	<b>Start Date</b>	<b>End Date</b>	<b>Conference Title</b>	<b>Organiser(s)</b>	<b>Venue(s)</b>
1.	23/02/2018	23/02/2018	"You're are Asking for it" Learning and Resource Launch Event	Scottish Whisky Association	Motherwell
2.	20/03/2018	20/03/2018	Women Advancing in Leadership	The Hub Events Ltd	Glasgow



# Report

5

Report to:	<b>Conference Allocation Committee</b>
Date of Meeting:	<b>13 February 2018</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 attendance at the following conferences, etc be noted:-
- ◆ Councillor Nelson at the Local Government Explained conference organised by Holyrood Training in Association with Queen Margaret College held in Edinburgh on 5 December 2017
  - ◆ Councillor Burns at the “Scotland and the Circular Economy – Turning Innovation into Growth” conference organised by MacKay Hannah to be held in Edinburgh on 22 March 2018

## 3. Background

3.1. Invitations had been received in respect of conferences, etc scheduled to take place before the date of this meeting of the Committee or is required to be booked in advance of the date of this Committee. To allow the necessary arrangements to be made and in terms of Standing Order No 36(c), the Executive Director, in consultation with the Chair and an ex officio member, approved the attendance of members as follows:-

- ◆ Councillor Nelson at the Local Government Explained conference organised by Holyrood Training in Association with Queen Margaret College had taken place in Edinburgh on 5 December 2017
- ◆ Councillor Burns at the “Scotland and the Circular Economy – Turning Innovation into Growth” conference organised by MacKay Hannah to be held in Edinburgh on 22 March 2018

## 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. Councillor Burns' attendance at 'Scotland and the Circular Economy – Turning Innovation into Growth' was dealt with under Standing Order No 36(c) to take advantage of an early booking discount.

## **6. Other Implications**

- 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)**

6 February 2018

## **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:-

Sandra Abbott, Administration Assistant

Ext: 5393 (Tel: 01698 455393)

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