



Council Offices, Almada Street  
Hamilton, ML3 0AA

Monday, 29 October 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, 06 November 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, Fiona Dryburgh, Mark McGeever

## **BUSINESS**

### **1 Declaration of Interests**

- 2 Minutes of Previous Meeting** 3 - 4  
Minutes of meeting of the Conference Allocation Committee held on 25 September 2018 submitted for approval as a correct record. (Copy attached)

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#### **Item(s) for Decision**

- 3 Elected Member Representation at Conferences, etc** 5 - 8  
Report dated 29 October 2018 by the Executive Director (Finance and Corporate Resources). (Copy attached)

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#### **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 29 October 2018 by the Executive Director (Finance and Corporate Resources). (Copy attached)

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#### **Urgent Business**

- 5 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

2

Minutes of meeting held in Committee Room 4, Council Offices, Almada Street, Hamilton on 25 September 2018

**Chair:**

Councillor Peter Craig

**Councillors Present:**

Walter Brogan, Stephanie Callaghan (Depute), Fiona Dryburgh, Mark McGeever

**Councillor's Apology:**

Maureen Chalmers

**Attending:**

**Finance and Corporate Resources**

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

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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 28 August 2018 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 Elected Member Representation at Conferences, etc

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A report dated 17 September 2018 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) COSLA Annual Conference and Exhibition	11 and 12 October 2018 St Andrews	Councillors Allison, Chalmers, Hamilton and Ross
(b) ModernGov: "Tackling Domestic Abuse in Scotland"	22 November 2018 Edinburgh	that one representative from each Political Group be approved to attend and that it be delegated to the Executive Director (Finance and Corporate Resources), in consultation with political Group Business

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#### **4 Urgent Business**

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There were no items of urgent business.

# Report

Report to:	<b>Conference Allocation Committee</b>
Date of Meeting:	<b>6 November 2018</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Elected Member Representation at Conferences, etc</b>
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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. The annual budget for attendance at Conferences and associated travel, subsistence and accommodation is £16,000.

## 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)**

29 October 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 – 06/11/2018**  
**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.	15/11/2018	15/11/2018	Delivering More Homes For Scotland – Annual Conference	Homes For Scotland	Edinburgh
2.	23/11/2018	24/11/2018	AGM and Conference	National Association of Councillors (NAC)	Chester
3.	27/11/2018	27/11/2018	Scottish Government's Review of Local Governance Conference	MacKay Hannah	Edinburgh





# Report

4

Report to: **Conference Allocation Committee**  
 Date of Meeting: **6 November 2018**  
 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)**

## 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 Health and Social Care Integration in Scotland conference organised by Policy Hub Scotland, be noted.

## 3. Background

3.1. Invitations had been received in respect of the Health and Social Care Integration in Scotland Conference and places required to be booked in advance of the date of this Committee to take advantage of an “early bird” booking offer. 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 Councillors Burns and Falconer at the Health and Social Care Integration in Scotland conference organised by Policy Hub Scotland to take place in Glasgow on 11 December 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.

## 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)**

29 October 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)

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