

# Report

Report to:	<b>Conference Allocation Committee</b>
Date of Meeting:	<b>11 February 2020</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Elected Member Representation at Conferences, etc</b>
----------	--

## 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 £8,710, leaving a remaining balance of £290.

## 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)**

3 February 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](mailto:lynne.wyllie@southlanarkshire.gov.uk) / [gillian.cochran@southlanarkshire.gov.uk](mailto:gillian.cochran@southlanarkshire.gov.uk)

**South Lanarkshire Council**  
**CONFERENCE ALLOCATION COMMITTEE – 11/02/2020**  
**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.	24/04/2020	24/04/2020	Looking Forward to 2021	Catholic Education Service/Church of Scotland	Coatbridge
2.	02/06/2020	02/06/2020	Inaugural Scottish Care of Older People Show	Mackay Hannah	Edinburgh