



Council Offices, Almada Street  
Hamilton, ML3 0AA

Monday, 05 August 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, 13 August 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.

<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), Maureen Chalmers (Depute Chair), Gerry Convery, Fiona Dryburgh, Mark McGeever

## **BUSINESS**

### **1 Declaration of Interests**

- 2 Minutes of Previous Meeting** 3 - 4  
Minutes of the meeting of the Conference Allocation Committee held on 11 June 2019 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 5 August 2019 by the Executive Director (Finance and Corporate Resources). (Copy attached)

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### **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](mailto:lynnewyllie@southlanarkshire.gov.uk)

## CONFERENCE ALLOCATION COMMITTEE

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Minutes of meeting held in Committee Room 4, Council Offices, Almada Street, Hamilton on 11 June 2019

**Chair:**

Councillor Maureen Chalmers (Depute)

**Councillors Present:**

Councillor Gerry Convery, Councillor Fiona Dryburgh

**Councillors' Apologies:**

Councillor Peter Craig (Chair), Councillor Mark McGeever

**Councillor Also Attending:**

Councillor Jackie Burns

**Attending:**

**Finance and Corporate Resources**

L Cunningham, Members' Services Manager; L Wyllie, Administration Assistant

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### 1 Declaration of Interests

No interests were declared.

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### 2 Minutes of Previous Meeting

The minutes of the meeting of the Conference Allocation Committee held on 26 March 2019 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

A report dated 3 June 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) Holyrood Events: "Early Learning and Childcare Expansion – Delivering the Workforce"	12 June 2019 Edinburgh	Councillor Nailon
(b) National Association of Councillors (NAC): "Regeneration of Towns and Villages"	28 to 30 June 2019 Southport	Councillor Falconer

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

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A report dated 3 June 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.

Representation at the Association for Public Service Excellence (APSE) "Fleet, Waste and Ground Seminar 2019" had been considered at the meeting of this Committee on 26 February 2019. However, in view of a further nomination to attend the conference, the Chair, in terms of Standing Order No 17, had decided that further representation at the conference be approved.

**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 Lowe at the Association for Public Service Excellence (APSE) "Fleet, Waste and Ground Seminar 2019", held in Aviemore from 14 to 17 May 2019, be noted:-

*[Reference: Minutes of 26 February 2019 (Paragraph 3)]*

# Report

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Report to: **Conference Allocation Committee**  
 Date of Meeting: **13 August 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 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 £9,000, amount committed to date is £3,406, leaving a remaining balance of £5,594.

## 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)**

5 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:-

Gillian Cochran, Administration Assistant

Ext: 5375 (Tel: 01698 455375)

E-mail: [Gillian.cochran@southlanarkshire.gov.uk](mailto:Gillian.cochran@southlanarkshire.gov.uk)

**South Lanarkshire Council**  
**CONFERENCE ALLOCATION COMMITTEE – 13/08/2019**  
**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.	03/09/2019	03/09/2019	Scotland's New Planning Act – Its Consequences and Next Steps Explained	MacKay and Hannah	Edinburgh
2.	04/10/2019	04/10/2019	Church of Scotland Autumn Conference	Church of Scotland	Edinburgh

