



Council Offices, Almada Street
Hamilton, ML3 0AA

Tuesday, 20 November 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, 28 August 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.

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

Yours sincerely

Lindsay FreelandChief 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 26 June 2018 submitted for approval as a correct record. (Copy attached)

Item(s) for Decision

- | | | |
|---|--|---------|
| 3 | Approved List of Conference, etc Providers | 5 - 6 |
| | Copy to follow. | |
| 4 | Elected Member Workshops 2018/2019 | 7 - 10 |
| | Report dated 20 August 2018 by the Executive Director (Finance and Corporate Resources). (Copy attached) | |
| 5 | Elected Member Representation at Conferences, etc | 11 - 14 |
| | Report dated 20 August 2018 by the Executive Director (Finance and Corporate Resource). (Copy attached) | |

Item(s) for Noting

- | | | |
|---|--|---------|
| 6 | Elected Member Representation at Conferences, etc Dealt with in Terms of Standing Order No 36(c) | 15 - 16 |
| | Report dated 20 August 2018 by the Executive Director (Finance and Corporate Resources). (Copy attached) | |

Urgent Business

- | | |
|---|---|
| 7 | 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

2

CONFERENCE ALLOCATION COMMITTEE

Minutes of meeting held in Committee Room 4, Council Offices, Almada Street, Hamilton on 26 June 2018

Chair:

Councillor Peter Craig

Councillors Present:

Stephanie Callaghan (Depute), Maureen Chalmers, Maureen Devlin

Councillors' Apologies:

Walter Brogan, Mark McGeever

Attending:

Finance and Corporate Resources

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

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 1 May 2018 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 18 June 2018 by the Executive Director (Finance and Corporate Resources) was submitted providing details of the Local Authority Pension Fund (LAPF) Strategic Investment Forum, organised by DG Publishing, to take place in Hertfordshire from 16 to 18 July 2018 which the Council had been invited to attend.

The Committee decided: that the Council be represented by Councillor Stevenson at the LAPF Strategic Investment Forum, organised by DG Publishing, to take place in Hertfordshire from 16 to 18 July 2018.

4 Urgent Business

There were no items of urgent business.

Report

3

Report to: **Conference Allocation Committee**
 Date of Meeting: **28 August 2018**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Approved List of Conference, etc Providers**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ request that members give consideration to whether the current list of Approved conferences, etc providers be discontinued

2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendation:-

- (1) that the use of the current list of Approved Conferences, etc be discontinued; and
- (2) to accommodate travel expenses claimed for attendance at free events a draft amended Members' Travel and Subsistence Claim Form be submitted to this meeting for consideration.

3. Background

3.1. At its meeting on 21 November 2017, the Committee decided that the current list of Approved Conferences, etc be reviewed and an update on the continued use of the approved list be submitted to a future meeting of this Committee for consideration.

3.2. The current approved list was agreed by the Conference Allocation Committee in 1996 and since that time a significant number of the organisations on the list have either disbanded, are no longer relevant or have completely changed their identity. To take account of the constantly changing events environment and the ease of online communication it is proposed to consider changes to the approval route for members wishing to attend conferences and training events that are available to them.

In addition to Conferences, a growing number of free learning events are available to elected members from various organisations. These events often support members' training and development requirements and can be attended with minimum or no notice.

4. Proposal

4.1. To facilitate members' attendance at a wider range of events, it is proposed to discontinue the use of the Approved List of Conference Providers. Members will still be able to request attendance at Conferences in the usual manner and all conferences incurring a cost will require to have Committee approval. In addition, members will be able to attend free conferences or events at short notice without Committee approval. Travel expenses for these events will be reclaimable in the usual manner but will require to be signed off by the appropriate Group Leader or Business Manager to comply with the Council's Financial Regulations. A draft amended Members' Travel and Subsistence Expenses claim form to accommodate

this change (Appendix 1) is submitted to this meeting for consideration. Should accommodation be required during attendance at free events, Committee approval will require to be obtained in the usual manner, prior to the event.

5. Employee Implications

5.1. None.

6. Financial Implications

6.1. Any costs associated with the proposals contained in this report can be met from within the existing budget.

7. Other Implications

7.1. Attendance at conferences contribute 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 their knowledge.

7.2. There are no other implications in terms of risk or sustainability associated with the content of this report.

8. Equality Impact Assessment and Consultation Arrangements

8.1. There is no requirement to carry out an impact assessment in terms of the proposals contained within this report.

8.2. 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)

18 June 2018

Link(s) to Council Values/Ambitions/Objectives

♦ Accountable, Effective, Efficient and Transparent

Previous References

♦ Conference Allocation Committee 21 November 2017

List of Background Papers

♦ None

Contact for Further Information

If you would like further information, please contact:-

Sandra Abbott, Administration Assistant

Ext: 5393 (Tel: 01698 455393)

E-mail: sandra.abbott@southlanarkshire.gov.uk

Report

4

Report to: **Conference Allocation Committee**
 Date of Meeting: **28 August 2018**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Improvement Service - Workshop Programme for Elected Members 2018/2019**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ advise of the participation of elected members from South Lanarkshire Council in the Elected Member Workshop Programme 2018/2019 being held by the Improvement Service.

2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendation(s):-

- (1) that elected member attendance at the Improvement Service workshops is endorsed.

3. Background

3.1. The Improvement Service (IS) has developed an Elected Member Workshop Programme to engage with elected members on current issues relevant to Scottish local government.

3.2. The series will explore in depth the key issues and challenges confronting local government over the next period. The modules will be led by the IS team and each will operate on a highly discursive and interactive basis with participants.

4. Masterclass Series Programme

4.1. Details on the programme of workshops were circulated to each elected member by the Improvement Service inviting them to register. The various workshops on offer are as follows:-

4.1.1. **Community Participation** – This workshop is co-facilitated between the Improvement Service and the Scottish Community Development Centre (SCDC).

This workshop will explore why Community Participation is so important, showcase good practice and look at the role of elected members in ensuring Community Participation is key to local decision making.

4.1.2. **Scrutiny** – The workshop will explore the purpose of scrutiny, what effective scrutiny looks like and what power scrutiny has. The afternoon will focus on some of the key skills elected members need to demonstrate to carry out their scrutiny role effectively.

- 4.1.3. **Public Health** – The workshop will be facilitated by members of the Public Health Reform team.

Scottish Government and COSLA public health reform programme aims to deliver transformational change in the public's health. This workshop for elected members will focus on developing awareness and understanding of the reform programme and the role of local government, reflecting the important contribution of local government to improving the public's health across a range of functions including economic development, planning, housing and environmental health.

- 4.1.4. **Place Making** – This workshop will explore the concept of Place-making as an approach for the planning, design and management of public spaces. Place-making helps to create spaces that promote the health, wellbeing and happiness of those that live and work in those spaces.

- 4.1.5. **Inclusive Growth** – This workshop will be facilitated by Dr Andrew McGuire, Improvement Service.

This workshop will explore practical approaches to operationalising "Inclusive Growth" objectives. Exploring the design and delivery of effective interventions and ways of working that improve economic outcomes and lead to a wider range of sustainable improvements in key outcome areas.

- 4.2. The workshops will be held in council venues across Scotland and the various dates and venues on offer are detailed in the appendix to this report.

5. Employee Implications

- 5.1. None.

6. Financial Implications

- 6.1. Participation in the workshop sessions is free of charge. However, there will be a cost associated with meeting participants' travel costs.

7. Other Implications

- 7.1. There are no implications for sustainability or risk in terms of the information contained within this report.

8. Equality Impact Assessment and Consultation Arrangements

- 8.1. There is no requirement to carry out an impact assessment in terms of the proposals contained within this report.
- 8.2. Other than consultation with the appropriate elected members in terms of the process established for dealing with attendances at conferences, etc., no formal consultation was required.

Paul Manning
Executive Director (Finance and Corporate Resources)

15 August 2018

Link(s) to Council Objectives/Values

- ◆ People focused
- ◆ Accountable, effective and efficient

Previous References

None

List of Background Papers

Improvement Service Elected Member Workshop Programme 2017/2018

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

Tracy Slater, Administration Officer

Ext: 4185 (Tel: 01698 454185)

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Workshop Title	Venue	Date/Time
Community Participation	Clackmannanshire Council, Alloa	Friday 2 November 2018 10.00am – 1.00pm
	Dundee City Council, Dundee	Wednesday 17 October 2018 10.00am – 1.00pm
	South Lanarkshire Council, Hamilton	Wednesday 3 October 2018 10.00am – 1.00pm
Scrutiny	Fife Council, Kirkcaldy	Friday 23 November 2018 10.00am – 2.30pm
	Glasgow City Council, Glasgow	Friday 5 October 2018 10.00am – 2.30pm
	West Lothian Council, Livingston	Tuesday 29 January 2019 10.00am – 2.30pm
Public Health	Falkirk Council, Falkirk	Tuesday 30 October 2018 10.00am – 1.00pm
	Angus Council, Angus	Wednesday 23 January 2019 10.00am – 1.00pm
Place Making	Perth & Kinross Council, Perth	Tuesday 6 November 2018 10.00am – 1.00pm
	East Renfrewshire Council	Tuesday 18 September 2018 10.00am – 1.00pm
	West Dunbarton Council	West 13 November 2018 10.00pm – 1.00pm
	Highland Council	Monday 26 November 2018 10.00am-1.00pm
Inclusive Growth	Stirling Council, Stirling	Tuesday 22 January 2019 10.00am – 1.00pm
	North Ayrshire Council, Irvine	Monday 12 November 2018 10.00am – 1.00pm
	Aberdeenshire Council	TBC

Report

5

Report to: **Conference Allocation Committee**
 Date of Meeting: **28 August 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 £1,590, spend to date is £1,590 leaving a balance of £14,410 for the remainder of 2018/2019.

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)

20 August 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

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E-mail: Sandra.abbott@southlanarkshire.gov.uk

South Lanarkshire Council
CONFERENCE ALLOCATION COMMITTEE – 28/08/2018
List of Conferences, Seminars, etc

No	Start Date	End Date	Conference Title	Organiser(s)	Venue(s)
1.	14/09/2018	14/09/2018	National Health Scrutiny and Assurance	Centre for Public Scrutiny	London
2.	14/09/2018	16/09/2018	Tackling Austerity	National Association of Councillors (NAC)	Leicestershire
3.	20/09/2018	20/09/2018	Church of Scotland Annual Conference	Church of Scotland	Glasgow
4.	15/10/2018	15/10/2018	Setting the Scene World Heritage Conference	Places of World Heritage UK	London
5.	23/10/2018	23/10/2018	Safe Homes for Scotland's Gypsy Travellers Community	Holyrood Events	London
6.	23/11/2018	23/11/2018	Workshop Descriptions and Learning Objectives	Stonewall	Edinburgh

Report

6

Report to: **Conference Allocation Committee**
 Date of Meeting: **28 August 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 following conferences, etc be noted:-
- ◆ Councillors Burns, Convery and McAdams at the Next Steps for Implementing the Glasgow City Region Deal organised by Scotland Policy Conferences to be held in Glasgow on 29 August 2018
 - ◆ Councillor Callaghan at the “Communities for a Changing Population” conference organised by PAS to be held in Glasgow on 27 September 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 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 members as follows:-

- ◆ Councillors Burns, Convery and McAdams at the Next Steps for Implementing the Glasgow City Region Deal organised by Scotland Policy Conferences to be held in Glasgow on 29 August 2018
- ◆ Councillor Callaghan at the “Communities for a Changing Population” conference organised by PAS to be held in Glasgow on 27 September 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)

20 August 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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