



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 March 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 Freeland
Chief Executive

Members

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

Substitutes

BUSINESS

1 Declaration of Interests

2 Minutes of Previous Meeting

3 - 6

Item(s) for Decision

3 Elected Member Representation 13 March 2018

7 - 10

Urgent Business

4 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

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CONFERENCE ALLOCATION COMMITTEE

Minutes of meeting held in Committee Room 4, Council Offices, Almada Street, Hamilton on 13 February 2018

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**

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

1 Declaration of Interests

The following interest was declared:-

Councillor(s)	Item(s)	Nature of Interest(s)
Devlin	Elected Member Representation at Conferences, etc:- ♦ "Women Advancing in Leadership" conference organised by HUB Events to be held in Glasgow on 20 March 2018	Personal interest

2 Minutes of Previous Meeting

The minutes of the meeting of the Conference Allocation Committee held on 21 November 2017 were submitted for approval as a correct record.

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

3 Matters Arising from Previous Minutes

There were no matters arising from the previous minutes.

4 Elected Member Representation at Conferences, etc

A report dated 6 February 2018 by the Executive Director (Finance and Corporate Resources) was submitted providing details of conferences which the Council had been invited to attend.

The Committee decided:

- (1) that the Council be represented by Councillors Devlin and Stevenson at the “Women Advancing in Leadership” conference organised by HUB Events to take place in Glasgow on 20 March 2018; and

Councillor Devlin, having declared an interest in the above conference, withdrew from the meeting during its consideration

- (2) that the Council be not represented at the “You’re Asking for it” conference organised by the Scottish Whisky Association to take place in Motherwell on 23 February 2018.

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

A report dated 6 February 2018 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 and in order to take advantage of an early booking discount, by the Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, to approve member attendance at 2 conferences.

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 member attendance at the following 2 conferences, 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

Councillor McGeever entered the meeting during this item of business

6 Item of Urgent Business – Elected Member Representation at Conferences – Late Notice of Additional Conferences

In view of the requirement to deal with this matter to allow arrangements for elected member representation to be made in advance of the date of the conferences, the Chair decided, in terms of Standing Order No 4, that consideration be given to representation as a matter of urgency at the “Supported, Sheltered and Emergency Housing – Future Funding and Provision” conference to take place in London on 1 March 2018 and the “Developing Your Public Transport Offer – Integrating Rural and Urban Services” conference to take place in London on 14 March 2018. Both conferences were organised by Westminster briefing.

The Committee decided:

that the Council be not represented at the following conferences organised by Westminster Briefing:-

- ♦ “Supported, Sheltered and Emergency Housing – Future Funding and Provision” conference to take place in London on 1 March 2018
- ♦ “Developing Your Public Transport Offer – Integrating Rural and Urban Services” conference to take place in London on 14 March 2018

Report

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Report to:	Conference Allocation Committee
Date of Meeting:	13 March 2018
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Elected Member Representation at Conferences, etc
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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. The year to date commitment is £8,665.88 leaving a balance of £7,334.12 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)

5 March 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

South Lanarkshire Council
CONFERENCE ALLOCATION COMMITTEE – 13/03/2018
List of Conferences, Seminars, etc

No	Start Date	End Date	Conference Title	Organiser(s)	Venue(s)
1.	27/03/2018	27/03/2018	"Next Steps for Participatory Budgeting in Scotland"	Holyrood Events	Edinburgh
2.	22/05/2018	22/05/2018	Women into Leadership 2018	Women into Leadership	Glasgow

