

Report

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
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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

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