



Council Offices, Almada Street  
Hamilton, ML3 0AA

Monday, 05 February 2024

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 February 2024  
**Time:** 09:30  
**Venue:** MS Teams and Committee Room 5,

The business to be considered at the meeting is listed overleaf.

Yours sincerely

**Paul Manning**  
**Chief Executive**

### **Members**

Gerry Convery (Chair), Maureen Devlin (Depute Chair), Maureen Chalmers, Ross Lambie, Kirsten Robb, David Shearer

## BUSINESS

### 1 Declaration of Interests

- 2 **Minutes of Previous Meeting** 3 - 4  
Minutes of the meeting of the Conference Allocation Committee held on 12 December 2023 submitted for approval as a correct record. (Copy attached)

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#### Item(s) for Decision

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- 3 **Elected Member Representation at Conferences, etc** 5 - 6  
Report dated 5 February 2024 by the Chief Executive. (Copy attached)

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#### Item(s) for Noting

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- 4 **Elected Member Representation at Conferences, etc Dealt with in Terms of Standing Order No 37(c)** 7 - 8  
Report dated 8 January 2024 by the Chief Executive. (Copy attached)

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#### Urgent Business

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- 5 **Urgent Business**  
Any other items of business which the Chair decides are urgent.

***For further information, please contact:-***

Clerk Name:	Lynne Wyllie
Clerk Telephone:	01698 455361
Clerk Email:	lynne.wyllie@southlanarkshire.gov.uk

## CONFERENCE ALLOCATION COMMITTEE

2

Minutes of meeting held via MS Teams and in Committee Room 5, Council Offices, Almada Street, Hamilton on 12 December 2023

**Chair:**

Councillor Gerry Convery

**Councillors Present:**

Councillor Maureen Devlin (Depute), Councillor Ross Lambie, Councillor Kirsten Robb, Councillor David Shearer

**Councillor's Apology:**

Councillor Maureen Chalmers

**Attending:**

**Finance and Corporate Resources**

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 14 November 2023 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 Dealt with in Terms of Standing Order No 37(c)

A report dated 14 November 2023 by the Executive Director (Finance and Corporate Resources) was submitted on action taken, in terms of Standing Order No 37(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.

**The Committee decided:** that the action taken, in terms of Standing Order No 37(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 Falconer at the National Association of Councillors (NAC) AGM and Conference organised by the NAC from 24 to 26 November 2023 in Carlisle, be noted.

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### 4 Urgent Business

There were no items of urgent business.

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**Chair's Closing Remarks**

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The Chair extended the compliments of the season to all members and officials present.

# Report

3

Report to:	<b>Conference Allocation Committee</b>
Date of Meeting:	<b>13 February 2024</b>
Report by:	<b>Chief Executive</b>

Subject:	<b>Elected Member Representation at Conferences, etc</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide details on the “Social Housing and Welfare Rights” conference organised by the National Association of Councillors (NAC) to take place between 23 and 25 February 2024 in Wolverhampton, 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) approve the attendance of Councillor Falconer at the “Social Housing and Welfare Rights” conference organised by the National Association of Councillors (NAC) to take place between 23 and 25 February 2024 in Wolverhampton.

## 3. Background

- 3.1. In accordance with procedures, details of the conference 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.
- 3.2. Councillor Falconer, as a representative on the National Association of Councillors, had been invited to attend this conference and have expressed an interest in attending. The cost of attending this conference is £350.00 plus VAT as well as accommodation costs.

## 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, actual spend to date is £8,714 leaving a remaining balance of £286.
- 5.2. While there would be an overspend if attendance at this conference was approved, this can be accommodated within the overall year end position for Finance and Corporate Resources.

## 6. Climate Change, Sustainability and Environmental Implications

- 6.1. There are no implications for climate change, sustainability or the environment in terms of the information contained in this report.

## **7. Other Implications**

- 7.1. 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.
- 7.2. There are no other implications in terms of risk or sustainability associated with the content of this report.

## **8 Equalities 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**  
**Chief Executive Director**

5 February 2024

### **Link(s) to Council Values/Priorities/Outcomes**

- ◆ 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

Ext: 5361 (Tel: 01698 455361)

E-mail: [lynne.wyllie@southlanarkshire.gov.uk](mailto:lynne.wyllie@southlanarkshire.gov.uk)

# Report

4

Report to: **Conference Allocation Committee**  
Date of Meeting: **13 February 2024**  
Report by: **Chief Executive**

Subject: **Elected Member Representation at Conferences, etc  
Dealt with in Terms of Standing Order No 37(c)**

## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ advise on action taken, in terms of Standing Order No 37(c), in view of the timescales involved, by the Chief Executive, 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 37(c), by the Chief Executive, in consultation with the Chair and an ex officio member, to approve the attendance of Councillor Falconer at the “Environment/Positive Action” conference organised by the National Association of Councillors (NAC) from 12 to 14 January 2024 in South Shields, be noted.

## 3. Background

3.1. An invitation had been received in respect of this conference and was required to be booked in advance of this Committee to allow the necessary arrangements to be made and in terms of Standing Order No 37(c), the Chief Executive, in consultation with the Chair and an ex officio member, had approved the attendance of Councillor Falconer at the “Environment/Positive Action” conference organised by the National Association of Councillors (NAC) from 12 to 14 January 2024 in South Shields.

## 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, actual spend to date is £8,194 leaving a remaining balance of £806.

## **6. Climate Change, Sustainability and Environmental Implications**

- 6.1. There are no implications for climate change, sustainability or the environment in terms of the information contained in this report.

## **7. Other Implications**

- 7.1 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.
- 7.2 There are no other implications in terms of risk or sustainability associated with the content of this report.

## **8 Equalities 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**  
**Chief Executive**

8 January 2024

### **Link(s) to Council Values/Priorities/Outcomes**

- ◆ Accountable, effective, efficient and transparent

### **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:-

Lynne Wyllie, Administration Assistant

Ext: 5361 (Tel: 01698 455361)

E-mail: [lynne.wyllie@southlanarshire.gov.uk](mailto:lynne.wyllie@southlanarshire.gov.uk)