



Council Offices, Almada Street
Hamilton, ML3 0AA

Tuesday, 18 September 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, 25 September 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, Fiona Dryburgh, Mark McGeever

BUSINESS

1 Declaration of Interests

2 Minutes of Previous Meeting

3 - 6

Minutes of meeting of the Conference Allocation Committee held on 28 August 2018 submitted for approval as a correct record. (Copy attached)

Item(s) for Decision

3 Elected Member Representation at Conferences, etc

7 - 10

Report dated 17 September 2018 by the Executive Director (Finance and Corporate Resources). (Copy attached)

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

CONFERENCE ALLOCATION COMMITTEE

Minutes of meeting held in Committee Room 4, Council Offices, Almada Street, Hamilton on 28 August 2018

Chair:

Councillor Peter Craig

Councillors Present:

Walter Brogan, Stephanie Callaghan (Depute), Maureen Chalmers, Fiona Dryburgh, Mark McGeever

Attending:**Finance and Corporate Resources**

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

1 Declaration of Interests

The following interests were declared:-

<i>Councillor(s)</i>	<i>Item(s)</i>	<i>Nature of Interest(s)</i>
	Elected Member Representation at Conferences, etc:-	
Craig	♦ Climate Ready Clyde's Risk and Opportunity Assessment	Personal interest
Chalmers	♦ Improving Clinical and Care Governance in the Context of the Integration of Health and Social Services	Personal interest
Dryburgh	♦ Workshop Description and Learning Objectives	Personal interest

2 Minutes of Previous Meeting

The minutes of the meeting of the Conference Allocation Committee held on 26 June 2018 were submitted for approval as a correct record.

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

3 Approved List of Conferences, etc Providers

A report dated 24 August 2018 by the Executive Director (Finance and Corporate Resources) was submitted requesting that consideration be given to whether the current list of Approved Conferences, etc Providers be discontinued.

Following a review of the current list of Approved Conferences, etc Providers, it had been established that a significant number of the organisations on the list had either disbanded, were no longer relevant or had completely changed their identity and it was considered that the list was no longer of use when considering members' attendance at conferences.

To facilitate members' attendance at a wide range of events, requests would be considered in the usual way, with conferences incurring a cost being considered by this Committee. Members would also be able to attend free conferences or events without Committee approval. Any travel expenses

associated with attendance at free conferences/events could be reclaimed, subject to approval by Group Leaders or Business Managers in order to comply with Financial Regulations.

The Committee decided:

- (1) that the use of the current list of Approved Conferences, etc Providers be discontinued; and
- (2) that the arrangements for attending free Conferences or events be noted.

[Reference: Minutes of 21 November 2017 (Paragraph 5)]

4 Elected Member Workshops 2018/2019

A report dated 15 August 2018 by the Executive Director (Finance and Corporate Resources) was submitted on a series of workshops organised by the Improvement Service (IS) to take place during September 2018 to January 2019.

Participation in the workshops was free of charge and would provide the opportunity to explore, in depth, the key challenges facing local government.

The Committee decided: that member attendance at the series of workshops organised by the IS, to take place during September 2018 to January 2019, be approved.

5 Elected Member Representation at Conferences, etc

A report dated 20 August 2018 by the Executive Director (Finance and Corporate Resources) was submitted providing details of conferences/seminars which the Council had been invited to attend.

Councillor Craig, seconded by Councillor Callaghan, moved that the Council be not represented at the National Health Scrutiny and Assurance conference organised by the Centre for Public Scrutiny to be held in London on 14 September 2018. Councillor Brogan, seconded by Councillor Dryburgh, moved as an amendment that the Council be represented at the conference. On a vote being taken by a show of hands, 3 members voted for the amendment and 3 for the motion. On the casting vote of the Chair, the motion was declared carried.

The Committee decided:

- (1) that the Council be represented at the following conferences/seminars:-

Seminar or Conference	Date and Venue	Representation
(a) National Association of Councillors: "Tackling Austerity"	14 to 16 September 2018 Leicestershire	Councillor Falconer
(b) Church of Scotland Annual Conference	20 September 2018 Edinburgh	J Mulligan, religious representative on the Education Resources Committee
(c) Places of World Heritage UK: "Setting the Scene World Heritage"	15 October 2018 London	Councillor McClymont

- | | | | |
|-----|--|------------------------------|------------------|
| (d) | Holyrood Events: "Safe Homes for Scotland's Gypsy Traveller Communities" | 23 October 2018
Edinburgh | Councillor Burns |
| | | | |
| (e) | Climate Ready Clyde Partnership: "Climate Ready Clyde's Risk and Opportunity Assessment" | 31 October 2018
Glasgow | Councillor Craig |

Councillor Craig, having declared an interest in the above conference, withdrew from the meeting during its consideration. Councillor Callaghan took the Chair for consideration of this conference only

- | | | | |
|-----|--|-------------------------------|---------------------|
| (f) | Stonewall: Workshop Descriptions and Learning Objectives | 23 November 2018
Edinburgh | Councillor Dryburgh |
|-----|--|-------------------------------|---------------------|

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

- (2) that the Council be not represented at the National Health Scrutiny Assurance conference organised by the Centre for Public Scrutiny to take place in London on 14 September 2018.

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

A report dated 20 August 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:-

- ◆ Councillors Burns, Convery and McAdams at the *Next Steps to Implementing the Glasgow City Region Deal organised by Scotland's 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

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

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 conference, the Chair decided, in terms of Standing Order No 4, that consideration be given to member representation as a matter of urgency at the "Improving Clinical and Care Governance In the Context of The Integration of Health and Social Services" event organised by the Scottish Government to be held in Glasgow on 10 October 2018.

The Committee decided:

that the Council be represented by Councillor Chalmers at the “Improving Clinical and Care Governance In the Context of the Integration of Health and Social Services” event organised by the Scottish Government to be held in Glasgow on 10 October 2018.

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

Report

3

Report to: **Conference Allocation Committee**
 Date of Meeting: **25 September 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 £1,887 spend to date is £1,887 leaving a balance of £14,113 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)

17 September 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 – 25/09/2018
List of Conferences, Seminars, etc

No	Start Date	End Date	Conference Title	Organiser(s)	Venue(s)
1.	11/10/2018	12/10/2018	Annual Conference and Exhibition	Convention of Scottish Local Authorities (COSLA)	St Andrews
2.	22/11/2018	22/11/2018	Tackling Domestic Abuse In Scotland	Understanding ModernGov	Edinburgh

