

# Report

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Report to:	<b>Conference Allocation Committee</b>
Date of Meeting:	<b>13 February 2018</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Elected Member Representation at Conferences, etc Dealt with in Terms of Standing Order No 36(c)</b>
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## 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:-

- ◆ 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

## 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 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:-

- ◆ Councillor Nelson at the Local Government Explained conference organised by Holyrood Training in Association with Queen Margaret College had taken place 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

## 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. Councillor Burns' attendance at 'Scotland and the Circular Economy – Turning Innovation into Growth' was dealt with under Standing Order No 36(c) to take advantage of an early booking discount.

## **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)**

6 February 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)

E-mail: [sandra.abbott@southlanarkshire.gov.uk](mailto:sandra.abbott@southlanarkshire.gov.uk)