



Council Offices, Almada Street
Hamilton, ML3 0AA

Friday, 22 September 2023

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, 03 October 2023
Time: 09:30
Venue: MS Teams and Committee Room 5,

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

Yours sincerely

Cleland Sneddon
Chief Executive

Members

Gerry Convery (Chair), Maureen Devlin (Depute Chair), Maureen Chalmers, Mark Horsham, Ross Lambie, Kirsten Robb

BUSINESS

1 Declaration of Interests

- 2 Minutes of Previous Meeting** 3 - 4
Minutes of the meeting of the Conference Allocation Committee held on 6 June 2023 submitted for approval as a correct record. (Copy attached)

Item(s) for Decision

- 3 Elected Member Representation at Conferences, etc** 5 - 6
Report dated 20 September 2023 by the Executive Director (Finance and Corporate Resources). (Copy attached)

Item(s) for Noting

- 4 Elected Member Representation at Conferences, etc Dealt with in Terms of Standing Order No 37(c)** 7 - 8
Report dated 30 August 2023 by the Executive Director (Finance and Corporate Resources). (Copy attached)

Urgent Business

- 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 6 June 2023

Chair:

Councillor Gerry Convery

Councillors Present:

Councillor Maureen Chalmers, Councillor Maureen Devlin (Depute), Councillor Mark Horsham, Councillor Ross Lambie

Councillor's Apology:

Councillor Kirsten Robb

Attending:

Finance and Corporate Resources

L Wyllie, Administration Assistant

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the Conference Allocation Committee held on 9 May 2023 were submitted for approval as a correct record.

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

3 Elected Member Representation at Conferences, etc

A report dated 24 May 2023 by the Executive Director (Finance and Corporate Resources) was submitted providing details of conferences/seminars which the Council had been invited to attend.

The Committee decided: that the Council be represented by Councillors Donnelly and Falconer at the "Sustainability of Local and Regional Transport" conference organised by the National Association of Councillors (NAC) to take place in Southport between 23 and 25 June 2023.

4 Urgent Business

There were no items of urgent business.

Report

3

Report to:	Conference Allocation Committee
Date of Meeting:	3 October 2023
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 the “Climate Emergency” online conference organised by Climate Emergency UK to be held on various dates, 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 Robb at the “Climate Emergency” online conference organised by Climate Emergency UK held on various dates.

3. Background

3.1. 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.

3.2. Councillor Robb has expressed an interest in attending this online conference. There are various dates for this online conference which Councillor Robb can join. The cost of attending this online conference is £240.00.

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 £5,381 leaving a remaining balance of £3,619.

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

Executive Director (Finance and Corporate Resources)

20 September 2023

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

Report

4

Report to:	Conference Allocation Committee
Date of Meeting:	3 October 2023
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Elected Member Representation at Conferences, etc Dealt with in Terms of Standing Order No 37(c)
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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 37(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 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 "Anti-Social Behaviour" conference organised by the National Association of Councillors (NAC) from 22 to 24 September 2023 in Nottingham, 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 Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, had approved the attendance of Councillor Falconer at the "Anti-Social Behaviour" conference organised by the National Association of Councillors (NAC) from 22 to 24 September 2023 in Nottingham.

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 £5,381 leaving a remaining balance of £3,619.

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

Executive Director (Finance and Corporate Resources)

30 August 2023

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