

# Report

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Report to:	<b>Conference Allocation Committee</b>
Date of Meeting:	<b>12 September 2017</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Development of Pro-Formas</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ allow members of the Conference Allocation Committee to consider the content of 2 pro-formas to be used when members initially express an interest in attending a conference/seminar and the other to be used to capture feedback information to allow attendance at a Conference/Seminar to be properly evaluated

## 2. Recommendation(s)

2.1. The Committee is asked to:-

- (1) that the 2 pro-formas, attached as appendices to this report, be considered for use in considering elected members' requests for attendance at Conferences/Seminars and evaluating members feedback on the value of attending a Conference or Seminar.

## 3. Background

3.1. At the previous meeting of this Committee held on 15 August 2017 it was decided that a pro forma be developed for use when considering requests from elected members wishing to attend Conferences and Seminars. Subsequently a pro forma, attached as appendix 1, has been developed for members' consideration.

3.2. It was also decided that a further pro forma be developed in order that members attending conferences/seminars can provide feedback on their attendance in order that the overall value to the Council of the Conference/Seminar can be properly evaluated.

## 4. Employee Implications

4.1. There are no employee implications.

## 5. Financial Implications

5.1. Delegate fees associated with members' attendance at Conferences, etc, at which it is considered that the Council should be represented, can be met from within the existing budget.

5.5. It is important that the Council gets maximum value for money when sending delegates to Conferences or Seminars and the introduction of the pro-formas will assist this objective.

## **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 relevant 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)**

6 September 2017

### **Link(s) to Council Values/Objectives**

- ◆ Accountable, Effective and Efficient

### **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](mailto:Sandra.abbott@southlanarkshire.gov.uk)

## Conference Attendance Request

Personal Details	
Name	
Group	
Position/SRA	
Conference/ Event Details	
Event Organiser	
Event Title	
Date	
Location	
Cost	
Travel Costs/ (provide estimate)	
Accommodation Costs/ (provide estimate)	

**Please Provide a brief summary of the content of the Conference/Seminar along with the reasons for your attendance and what outcomes you hope to achieve by attending**

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**If the course is outwith Scotland, has the possibility of attending an alternative event more locally been fully assessed (Please give details)**

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<b>Member Signature</b>		<b>Date</b>	
<b>Signature of Leader or Business Manager</b>		<b>Date</b>	

**Outline of Benefits Achieved by Attending Conference/Event**

Personal Details	
<b>Name</b>	
<b>Group</b>	
<b>Position/SRA</b>	
Conference/Event Details	
<b>Event Organiser</b>	
<b>Event Title</b>	
<b>Date</b>	
<b>Location</b>	

<b>Please provide a brief summary of the Conference/Seminar content</b>

**PLEASE CIRCLE WHICH ONE OF THE UNDERNOTED APPLIES**

Were your conference expectations:	Not Met	Met in Part	Fully Met
Were your learning requirements:	Not Met	Met in Part	Fully Met
How would you rate the organisation of the Conference:	Poor	Satisfactory	Good
How would you rate the overall value of the Conference:	Poor	Satisfactory	Good

<b>Member Signature</b>		<b>Date</b>	
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