

# Report

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Report to:	<b>Conference Allocation Committee</b>
Date of Meeting:	<b>21 November 2017</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Approved List of Conference, etc Providers</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ request that members give consideration to whether the current list of Approved conferences, etc providers be discontinued

## 2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendation(s):-

- (1) that the use of the current list of Approved Conferences, etc be discontinued.

## 3. Background

3.1. At its meeting on 15 August 2017, the Committee decided that the current list of Approved Conferences, etc be reviewed and an update on the continued use of the approved list be submitted to a future meeting of the Committee for consideration.

3.2. The current approved list was agreed by the Conference Allocation Committee in 1996 and since that time a significant number of the organisations on the list have either disbanded, were no longer relevant or had completely changed their identity. In view of this, it is proposed to discontinue the use of the Approved List of conference providers, when considering attendance at conferences.

In addition to the list of Approved Conferences a large number of free learning events are available to elected members from various organisations. These events often support members' training and development requirements.

Information received regarding invitations to attend free learning events, which contribute to members' learning and development requirements will be distributed to members in accordance with procedures for dealing with invitations received regarding learning events. Details of the events will be issued to the Leaders of the Political Groups.

Any travel/subsistence and accommodation expenses incurred while attending free learning events will be progressed in line with the Council's Financial Regulations.

## 4. Employee Implications

4.1. None.

## 5. Financial Implications

5.1. Delegate fees associated with members' attendance at this conference can be met from within the existing budget.

## **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
- 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)**

14 November 2017

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

- ◆ Accountable, Effective and Efficient

### **Previous References**

- ◆ Conference Allocation Committee 15 August 2017

### **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:-

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