

## CONFERENCE ALLOCATION COMMITTEE

Minutes of meeting held in Committee Room 4, Council Offices, Almada Street, Hamilton on 12 September 2017

**Chair:**

Councillor Peter Craig

**Councillors Present:**

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

**Attending:**

**Finance and Corporate Resources**

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

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### 1 Declaration of Interests

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The following interests were declared:-

<b>Councillor(s)</b>	<b>Item(s)</b>	<b>Nature of Interest(s)</b>
	Elected Member Representation at Conferences, etc:-	
Chalmers	◆ "Improving Outcomes Locally – Next Steps for Community Planning" conference organised by Holyrood Events to be held in Edinburgh on 14 September 2017	Personal interest
Craig	◆ Sustainable Scotland Network (SSN) Conference 2017 organised by Keep Scotland Beautiful to be held in Edinburgh on 5 October 2017	Personal interest

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### 2 Minutes of Previous Meeting

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The minutes of the meeting of the Conference Allocation Committee held on 15 August 2017 were submitted for approval as a correct record.

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

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### 3 Elected Member Representation at Conferences, etc

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A report dated 6 September 2017 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:**

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

<b>Seminar or Conference</b>	<b>Date and Venue</b>	<b>Representation</b>
(a) Church of Scotland Annual Conference	14 September 2017 Edinburgh	G Coulter, religious representative on the Education Resources Committee
(b) Holyrood Events: "Improving Outcomes Locally – Next Steps for Community Planning"	14 September 2017 Edinburgh	Councillor Chalmers

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

(c) Keep Scotland Beautiful (SSN) Conference 2017	5 October 2017 Edinburgh	Councillors Craig and Wilson
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*Councillor Craig, having declared an interest in the above conference, withdrew from the meeting during consideration of whether the Council be represented by him at the conference. Councillor Chalmers took the Chair during consideration of Councillor Craig's attendance at this conference. Councillor Craig re-entered the meeting to consider whether the Council be further represented at this conference*

(d) MacKay Hannah: Planning in Scotland – "Delivering a 360 Degree Planning System"	26 October 2017 Edinburgh	Councillor Fulton
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- (2) that the Council be not represented at the "Urgent Care – Improving Patient Flow" conference organised by Open Forum Events to be held in Manchester on 21 September 2017.

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#### **4 Development of Pro-Formas**

A report dated 6 September 2017 by the Executive Director (Finance and Corporate Resources) was submitted on the introduction of 2 pro-formas, one to be used by members wishing to attend a conference or seminar and the other to be completed following attendance to allow an evaluation of the content of the conference or seminar to be undertaken.

Discussion took place on the current arrangements for assessing conferences and the level of information required to determine representation at conferences/seminars, including:-

- ◆ reviewing the possibility of discontinuing the approved conferences list
- ◆ reviewing the attendance by members at free learning events where the event was in line with members' training and development requirements, including giving consideration to how any travel/subsistence expenses at free events would be progressed in line with the Council's Financial Regulations

**The Committee decided:**

- (1) that the introduction of 2 pro-formas to allow members to request attendance at a conference or seminar and to evaluate members' feedback on the value of attending a conference or seminar be approved; and

(2) that a further report be submitted to a future meeting of this Committee on the outcome of the review to consider:-

- ◆ the continued use of the approved conferences list
- ◆ the attendance by members at free learning events

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## **5 Item of Urgent Business – Elected Member Representation at Conferences, etc – Late Notice of Additional Conference**

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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 New Work and Health Programme – Next Steps for Welfare to Work” conference organised by Westminster Briefing to be held in London on 10 October 2017.

**The Committee decided:** that the Council be not represented at “The New Work and Health Programme – Next Steps for Welfare to Work” conference organised by Westminster Briefing to be held in London on 10 October 2017.