

## CONFERENCE ALLOCATION COMMITTEE

Minutes of meeting held in Committee Room 4, Council Offices, Almada Street, Hamilton on 21 November 2017

**Chair:**

Councillor Peter Craig

**Councillors Present:**

Walter Brogan, Maureen Chalmers, Maureen Devlin, Mark McGeever

**Councillor's Apology:**

Stephanie Callaghan (Depute)

**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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No interests were declared.

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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 10 October 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 Matters Arising from Previous Minutes**

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The following items were continued from the previous meeting of this Committee to allow additional information to be provided on:-

- ◆ whether an alternative conference, with more relevance to Scotland, could be sourced to the "Improving Hospital Discharge and Reducing Delayed Transfers of Care in Your Area" conference organised by Westminster Briefing to be held in London on 29 November 2017
- ◆ whether the Council's Licensing and Registration Service could provide similar in-house training to the "New Licensing Boards – New Law – New Policies – New Challenges" conference organised by the Scottish Licensing Law and Practice Conferences to be held in Glasgow on 1 December 2017

A verbal update was provided on both items as follows:-

- ◆ an alternative conference with more relevance to Scotland to the "Improving Hospital Discharge and Reducing Delayed Transfers of Care in Your Area" conference had been sourced and Council representation would be considered separately at item 4 on the agenda
- ◆ the Council's in-house Licensing and Registration Service had held similar in-house training to the "New Licensing Boards – New Law – New Policies – New Challenges" conference organised by the Scottish Licensing Law and Practice to be held in Glasgow on 1 December 2017

**The Committee decided:**

- (1) that the position be noted; and
- (2) that the Council be not represented at the “New Licensing Boards – New Law – New Policies – New Challenges” conference organised by the Scottish Licensing Law and Practice Conferences to be held in Glasgow on 1 December 2017.

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#### **4 Elected Member Representation at Conference**

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A report dated 14 November 2017 by the Executive Director (Finance and Corporate Resources) was submitted providing details of a conference which the Council had been invited to attend.

**The Committee decided:** that the Council be not represented at the “Improved Delayed Discharge – Shifting the Focus from Beds to People” conference organised by Holyrood Events to be held in Edinburgh on 29 November 2017.

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#### **5 Approved List of Conference, etc Providers**

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A report dated 14 November 2017 by the Executive Director (Finance and Corporate Resources) was submitted providing details of the current list of Approved Conference providers and proposing that the use of the list when considering attendance at conferences be discontinued.

A general discussion took place on the content of the current list of Approved Conference providers and how to:-

- ◆ raise member awareness of conferences which would be of particular relevance to members and which would contribute to members’ training and development
- ◆ encourage members to make more use of free conferences provided by organisations such as Association of Public Service Excellence (APSE), Improvement Service (IS) and COSLA
- ◆ deliver a more co-ordinated approach to attending conferences

**The Committee decided:** that consideration of the use of the current list of Approved Conference providers when considering attendance at Conference be continued to a future meeting of this Committee.

*[Reference: Minutes of 15 August 2017 (Chair’s Opening Remarks)]*

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#### **6 Elected Member Representation at Conference, etc Dealt with in Terms of Standing Order No 36(c)**

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A report dated 14 November 2017 by the Executive Director (Finance and Corporate Resources) was submitted on action taken, in terms of Standing Order No 36(c), because 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 Places of World Heritage Annual Conference held in Iron Bridge, near Birmingham on 9 October 2017.

**The Committee decided:**

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 the attendance of Councillor McClymont at the Places of World Heritage Annual Conference held at Iron Bridge, near Birmingham on 9 October 2017, be noted.

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**7 Urgent Business**

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There were no items of urgent business.