



Council Offices, Almada Street  
Hamilton, ML3 0AA

Friday, 28 April 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, 09 May 2023  
**Time:** 09:30  
**Venue:** By Microsoft 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 24 January 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 28 April 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 3 April 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 24 January 2023

**Chair:**

Councillor Gerry Convery

**Councillors Present:**

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

**Attending:**

**Finance and Corporate Resources**

M Greenwood, Members' Services Manager; 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 22 November 2022 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 Dealt with in Terms of Standing Order No 37(c)

---

A report dated 9 January 2023 by the Executive Director (Finance and Corporate Resources) was submitted on action taken, in terms of Standing Order No 37(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 a conference.

**The Committee decided:** 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 Councillors Donnelly and Falconer at the "Domestic Abuse and Modern Slavery" conference organised by the National Association of Councillors (NAC) to be held in York from 13 to 15 January 2023, be noted.

---

## 4 Item of Urgent Business – Elected Member Representation at Conferences – Late Notice of Additional Conference

---

In view of the requirement to deal with this matter and 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 "Regeneration Opportunities" conference organised by the National Association of Councillors (NAC) to be held in Carlisle between 24 and 26 February 2023.

**The Committee decided:**

that the Council be represented by Councillors Donnelly and Falconer at the “Regeneration Opportunities” conference organised by the National Association of Councillors to be held in Carlisle between 24 and 26 February 2023.

# Report

3

Report to:	<b>Conference Allocation Committee</b>
Date of Meeting:	<b>9 May 2023</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Elected Member Representation at Conferences, etc</b>
----------	--

## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide details on the Convention of Scottish Local Authorities (COSLA) Annual Conference and Exhibition to take place on 28 and 29 September 2023 in Crieff, which the Council has been invited to attend and to allow elected member representation to be determined

## 2. Recommendation(s)

2.1. The Committee is asked to:-

- (1) approve the nomination of up to 6 delegates to attend the COSLA Annual Conference and Exhibition to take place on 28 and 29 September 2023 in Crieff.

## 3. Background

3.1. In accordance with procedures for dealing with conferences, etc, details of the Convention of Scottish Local Authorities (COSLA) Annual Conference and Exhibition have been issued to the Leaders of the Political Groups. Their comments are available to assist the Conference Allocation Committee with its consideration of this invitation.

3.2. All Business Managers have been asked to nominate delegate(s) from their party to attend this Annual Conference and Exhibition. The cost of attending this conference, which includes one night's accommodation is £475.

## 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 £2,080 leaving a remaining balance of £6,920.

## 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)**

28 April 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](mailto:lynne.wyllie@southlanarkshire.gov.uk)

# Report

4

Report to:	<b>Conference Allocation Committee</b>
Date of Meeting:	<b>9 May 2023</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Elected Member Representation at Conferences, etc Dealt with in Terms of Standing Order No 37(c)</b>
----------	---

## 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 Councillors Donnelly and Falconer at the “Mental Health and Wellbeing” conference organised by the National Association of Councillors (NAC) from 14 to 16 April 2023 in Scarborough, 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 Councillors Donnelly and Falconer at the “Mental Health and Wellbeing” conference organised by the National Association of Councillors (NAC) from 14 to 16 April 2023 in Scarborough.

## 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 £4,924 leaving a remaining balance of £4,076.

## **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)**

3 April 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](mailto:lynne.wyllie@southlanarshire.gov.uk)