



Council Offices, Almada Street
Hamilton, ML3 0AA

Monday, 05 September 2022

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, 13 September 2022
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 16 August 2022 submitted for approval as a correct record. (Copy attached)

Item(s) for Decision

3 Elected Member Representation at Conferences, etc

5 - 6

Report dated 5 September 2022 by the Executive Director (Finance and Corporate Resources). (Copy attached)

Urgent Business

4 Urgent Business

Any other items of business which the Chair decides are urgent.

For further information, please contact:-

| | |
|------------------|--------------------------------------|
| Clerk Name: | Lynne Wyllie/Gillian Cochran |
| Clerk Telephone: | 01698 455361/455375 |
| 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 16 August 2022

Chair:

Councillor Gerry Convery

Councillors Present:

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

Councillor's Apology:

Councillor Maureen Chalmers

Attending:

Finance and Corporate Resources

L Wyllie, Administration Assistant

1 Declaration of Interests

No interests were declared.

2 Elected Member Representation at Conferences, etc

A report dated 8 August 2022 by the Executive Director (Finance and Corporate Resources) was submitted requesting approval to purchase the recording of the conference "The New National Care Service Bill: What's In It, What Do You Need to Know?" organised by MacKay Hannah.

Councillor Nelson had expressed an interest in attending the online conference "The New National Care Service Bill: What's In It, What Do You Need to Know?" organised by MacKay Hannah on 6 September 2022, however, was unable to attend and, therefore, asked if the Council could purchase the recording to enable himself and other elected members the opportunity to view the conference.

The Committee decided:

to approve the purchase of the recording of the conference "The New National Care Service Bill: What's In It, What Do You Need to Know?" organised by MacKay Hannah to allow Councillor Nelson and all other elected members the opportunity to view the recording of the conference.

3 Elected Member Representation at Conferences, etc Dealt with in Terms of Standing Order No 37(c)

A report dated 23 May 2022 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 Councillor Falconer at the “Emergency Planning and Resilience” conference organised by the National Association of Councillors (NAC) held in Southport from 24 to 26 June 2022, be noted.

4 Urgent Business

There were no items of urgent business.

Report

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Report to: **Conference Allocation Committee**
 Date of Meeting: **13 September 2022**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Elected Member Representation at Conferences, etc**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide details on the “Licensing” conference organised by the National Association of Councillors (NAC) to take place between 23 and 25 September 2022 in Nottingham, which the Council has been invited to attend to allow elected member representation to be determined

2. Recommendation(s)

2.1. The Committee is asked to:-

- (1) approve the attendance of Councillor Falconer at the “Licensing” conference organised by the National Association of Councillors (NAC) to take place between 23 and 25 September 2022 in Nottingham.

3. Background

- 3.1. In accordance with procedures for dealing with conferences, etc details of the conferences, etc have been issued to the Leaders of the Political Groups. Their comments are available to assist the Conference Allocation Committee with its consideration of particular invitations.
- 3.2. Councillor Falconer, as a representative on the National Association of Councillors, has been invited to attend this conference and expressed an interest in attending. The cost of attending this conference is £350.00.

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 £1,984 leaving a remaining balance of £7,016.

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)

5 September 2022

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