

## REPORT TO COMMUNITIES COMMITTEE – 21 DECEMBER 2017

### ATTENDANCE OF COUNCILLORS AT CONFERENCES

#### 1 Recommendations

The Committee is recommended to:

- 1.1 Approve the attendance of three councillors at the conferences detailed at 2.3.
- 1.2 Note that Councillors who attend approved conferences should provide written feedback on the event to share the learning with colleagues.

#### 2 Background / Discussion

- 2.1 Attendance of Councillors at conferences requires to be specifically authorised to allow such attendance to qualify as an approved duty. Conferences that are of importance to the members of the Communities committee have been individually reported on as appropriate to allow for authorisation to be sought in each case.
- 2.2 Certain essential conferences are held every year and the attendance of elected members at these conferences is crucial. It has been noted that there was previously rolling approval for members to attend these conferences but in more recent years an individual report has been brought to committee for each conference. This results in committee time unnecessarily being taken up by discussion of these reports, as well as the time taken by officers in the production of these reports.
- 2.3 It is therefore proposed that the following conferences are authorised as approved conferences, negating the need for a report to be brought to committee to authorise attendance on an annual basis;

Conference	Suggested attendance
Chartered Institute of Housing (Scotland)	3 members
Shelter Homelessness Conference	3 members

- 2.4 Previously, the Chair, Vice Chair and a member of the opposition have attended.
- 2.5 It is also recommended that the members who attend the conferences provide written feedback to all members of the Communities Committee. This will allow for knowledge exchange amongst all members.

2.6 The Head of Finance and Monitoring Officer within Business Services have been consulted in the preparation of this report and had no comments to make and are satisfied that the report complies with the Scheme of Governance and relevant legislation.

### **3 Scheme of Governance**

3.1 The Committee is able to consider and take a decision on this item in terms of Section D.4.1 of the List of Committee Powers in Part 2A of the Scheme of Governance as it relates to determining the attendance of members of this Committee at courses and conferences within the approved budget allocation.

### **4 Implications and Risk**

4.1 An equality impact assessment is not required because there are no direct material outcomes from this report and it will not have a differential impact on any of the protected characteristics.

4.2 There are no staffing implications.

4.3 The financial implications of this report are that the annual cost of attendance is within the approved budget allocation of this committee.

4.4 The following Risks have been identified as relevant to this matter on a Corporate Level- ACORP001-Budget pressures. No Risks have been identified at a Strategic Level.

4.5 A Town Centre Impact Assessment was not completed because there are no direct material outcomes from this report and it will therefore not have an impact on town centres.

**Stephen Archer**  
**Director of Infrastructure Services**

Report prepared by Lauren Cowie, Principal Solicitor (Governance)  
Date 23<sup>rd</sup> November 2017