

The background of the slide features a large, light blue watermark of the University of Alberta crest. The crest is a shield divided into four quadrants. The top-left quadrant contains a cross, the top-right a stag's head, the bottom-left a sailing ship, and the bottom-right an eagle. Above the shield is a crown with four maple leaves. Below the shield is a banner with the motto 'ANNE FOR A'.

# **AGENDA ITEM**

## **15**

**Attendance at Conference –  
Request for Approval**

**Falkirk Council**

**Title: Attendance at Conference – Request for Approval**

**Meeting: Executive**

**Date: 27 September 2016**

**Submitted By: Director of Corporate and Housing Services**

**1. Purpose of Report**

- 1.1 The purpose of this report is to seek approval for a Member's attendance at a forthcoming conference for which the delegate fee, per person, is £399 + VAT.

**2. Recommendation**

- 2.1 **The Executive is asked to consider a request from Councillor Craig Martin to attend the COSLA and Improvement Service Annual Conference to be held in the Crieff Hydro Hotel on 6<sup>th</sup> and 7<sup>th</sup> October 2016 at a cost of £399+VAT.**

**3. Background**

- 3.1 In terms of Standing Orders, decision making on Members' attendance at conferences and seminars is delegated to the Director of Corporate and Housing Services where the cost does not exceed £200. For conferences and seminars exceeding £200, approval requires to be sought from the Executive.

**4. Considerations**

- 4.1 This annual conference is normally held each March and is open to Members of the COSLA Convention. This year it will be held in October. Council's representatives on the Convention are Councillor Martin, Depute Provost Patrick and Councillors Alexander and Gow.
- 4.2 Attendance at the conference is in accordance with Members' approved duties, as defined in the Local Government (Scotland) 1973.

- 4.3 Details of Members' attendance at conferences/seminars, together with the associated costs, are reported annually, as required by the Local Government (Allowances and Expenses) (Scotland) Regulations 2007 and guidance issued by the Scottish Local Authorities Remuneration Committee (SLARC). Details of attendance at COSLA annual conferences from 2009/2010 to 2015/16 are available on the Council website.

## **5. Consultation**

No consultation was required.

## **6. Implications**

### **Financial**

- 6.1 The full delegate fee for attendance at this event is £399 exclusive of VAT. The cost can be met from the existing budgetary provisions. Of the £5,130 in the 2016/17 budget for Members' attendance at conferences and seminars, £198 has been spent to date.

### **Resources**

- 6.2 Nil

### **Legal**

- 6.3 Nil

### **Risk**

- 6.4 Nil

### **Equalities**

- 6.5 No equality implications arise from this request.

### **Sustainability/Environmental Impact**

- 6.6 There are no sustainability/environment impacts.

## **7. Conclusions**

Attendance at the conference is in line with Councillor Martin's duties as a councillor and representative of Falkirk Council on the COSLA Convention. The costs of the conference can be met from within the current budget.

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Director of Corporate and Housing Services

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Date: 14 September 2016

## **Appendices**

None

List of Background Papers:

The following papers were replied on in the preparation of this report in terms of the Local Government (Scotland) Act 1973:

Delegate Booking Form