



Member Training & Conference Attendance

Date of meeting 12 March 2021

Date of report 16 February 2021

Report by Assistant Chief Executive

1. Object of report

To seek the Partnership's agreement of a revised process for the approval of member training and conference attendance.

2. Background

The Partnership previously agreed that all member training and conference attendance which incurs cost should be approved by the Partnership prior to attendance.

3. Current Position

To ensure member training and conference attendance decisions are taken in an efficient way and without delay to ensure "early bird" discounted booking rates are achieved and to assist with diary management, it is proposed that decisions to attend virtual member training and conference attendance are delegated to the Chair in collaboration with the Partnership Secretary or Chief Executive.

In the event that that the attendance relates to the Chair, agreement will be taken in collaboration with the Vice Chair.

All attendance and costs incurred would be submitted as an appendix to the Members and Directors Expenses Report to each Audit & Standards Committee meeting for scrutiny.

4. Partnership action

The Partnership is recommended to approve the new streamlined process for member training and conference attendance.

5. Consequences

Policy consequences	<i>None directly</i>
Legal consequences	<i>None directly</i>
Financial consequences	<i>None directly – reporting via Audit & Standards Committee</i>
Personnel consequences	<i>None</i>
Equalities consequences	<i>None</i>

Risk consequences

Full reporting to support risk management

Name	Valerie Davidson	Name	Gordon MacIennan
Title	Assistant Chief Executive	Title	Chief Executive

For further information, contact *Valerie Davidson, Assistant Chief Executive on 0141 333 3298.*