

## LIST OF APPROVED CONFERENCES MEMBER ATTENDANCE

- 1 Attendance at seminars, conferences and similar events (whether inside or outside the United Kingdom), by Members, be subject to the approval of the Comhairle on the basis of recommendations from the relevant service committee. Where there is inadequate time to refer a matter through this procedure, the Director of Corporate Services shall determine the matter in consultation with the Convener.
- 2 There is a standing authority for attendance by the relevant Chairman or other Member listed in the second column of the following table, or his or her nominee at each of the annual conferences listed below; such nominee shall be drawn from the Committee of which the prime Member is Chairman.
- 3 At the discretion of a member who has attended a Conference approved either under this Scheme or specifically by the Comhairle the relevant conference papers may be included within the Members Information Bulletin.
- 4 Authorisation of attendance at seminars, conferences and similar events within the United Kingdom by officers is delegated to the relevant head of service subject to expenditure on such attendance being contained within the budgetary provision set aside for that department. This is not limited to the list below.
- 5 Authorisation of officer attendance at conferences, seminars and similar events outwith the United Kingdom is delegated to the Chief Executive, subject to the relevant head of service being satisfied that the costs associated with such attendance can be met from departmental budgetary provision set aside for such purpose.
- 6 Conferences, seminars and similar events which a member attends as a result of an appointment, nomination or office holding with an organisation to which the Comhairle has appointed or nominated that member shall be an approved duty for the purposes of this scheme and the scheme of approved duties.

| <b><i>Conferences listed by Committee</i></b>                   | <b><i>Attendee</i></b>        |
|---|-------------------------------|
| <b>Contract Services</b>  |                               |
| Association of Direct Labour Organisations - U.K. and Scottish. | Chairman or nominee           |
| <b>Development Services</b>                                     |                               |
| Royal Town Planning Institute                                   | Chairman or nominee           |
| Scottish Crofters' Union  | Chairman or nominee           |
| Scottish Fish Farming Conference and Exhibition                 | Chairman and nominee          |
| Fish Farming  | Chairman or nominee           |
| <b>Arts and Leisure</b>   |                               |
| Scottish Library Association                                    | Representative on Association |
| <b>Environmental Services</b>                                   |                               |
| Chartered Institute of Environmental Health (Scottish)          | Chairman or nominee           |

| <b>Conferences listed by Committee</b>                                      | <b>Attendee</b>  |
|---|--|
| Institute Waste Management  | Chairman or nominee  |
| Institute of Trading Standards Administration UK                            | Chairman or nominee  |
| Institute of Trading Standards Administration's Scottish Branch             | Chairman or nominee  |
| <b>Housing</b>  |  |
| Institute of Housing Scottish Branch  | Chairman or nominee  |
| Tenants' Participation Advisory Service                                     | Council representative on TPAS   |
| Rural and Islands Housing Associations                                      | Chairman or nominee  |
| <b>Policy and Finance</b>   |  |
| Chartered Institute of Public Finance and Accountancy (Scottish and UK)     | Chairman or nominee  |
| Convention of Scottish Local Authorities                                    | Convener, Vice-Convener and Comhairle's named third member appointed to the Convention or their nominees.  |
| Rating and Valuation Scottish Conference                                    | Chairman or nominee  |
| Rating and Valuation National Conference                                    |  |
| Society of Directors of Personnel in Scotland                               | Chairman of Personnel Sub-Committee or nominee   |
| Human Resources   | Chairman of Personnel Sub-Committee or nominee   |
| Society of Information Technology Managers                                  | Chairman of Land, Property and Technology Sub-Committee or nominee   |
| Scottish Association of Citizens' Advice Bureaux / Citizens Advice Scotland | Comhairle's representative on Western Isles Citizens Advice Service or the Comhairle's appointed substitute if the principal member is unable to attend. |
| <b>Social Work</b>  |  |
| Association of Directors of Social Work                                     | Chairman or nominee  |
| Scottish Association for the Deaf - Annual Council                          | Representative on Council  |
| <b>Transportation</b>   |  |
| Scottish Accident Prevention Council  | Comhairle's representative on Council  |
| British Ports Authority   | Comhairle's representative on Authority  |
| Small Ports Authority   | Comhairle's representative on Authority  |