

Corporate Policy and Strategy Committee

10.00am, Tuesday, 4 December 2018

Conference Invitation – “Our Agenda” – COSLA and Improvement Service Annual Conference & Exhibition 2018 (11 – 12 October 2018)

Item number 8.1

Report number

Executive/routine

Wards

Council Commitments

Executive Summary

This report asks the Corporate Policy and Strategy Committee to note the decision by the Chief Executive under urgency provisions, in consultation with the Council Leader, to authorise delegates to attend the COSLA and Improvement Service Annual Conference & Exhibition which was held at the Fairmont Hotel, St Andrews on 11 - 12 October 2018.

Conference Invitation – “Our Agenda” – COSLA and Improvement Service Annual Conference & Exhibition 2018 (11 – 12 October 2018)

1. Recommendations

- 1.1 To note the decision by the Chief Executive under urgency provisions, in consultation with the Council Leader, to authorise delegates to attend the COSLA and Improvement Service Annual Conference & Exhibition which was held at the Fairmont Hotel, St Andrews on 11 - 12 October 2018.

2. Background

- 2.1 The City of Edinburgh Council is a member of COSLA and was invited to send delegates to this Annual Conference.
- 2.2 Provision is made within the Committee Terms of Reference and Delegated Functions (paragraph 4.1) for the Chief Executive or appropriate Director, in consultation with the Convener or Vice-Convener, to take decisions normally made by committee under urgency provision. The decision has then to be reported to the next meeting.

3. Main report

- 3.1 This year's Annual Conference was entitled “Our Agenda” and explored the issues facing local government in a time of significant change and challenge within the wider arenas of Scotland, the UK and Europe.
- 3.2 Councillors Booth and McVey were authorised by the Chief Executive under urgency provisions to attend the conference.

4. Measures of success

- 4.1 The Council meets its statutory requirements and complies with best practice.

5. Financial impact

- 5.1 The attendance options and costs are set out in the conference flyer attached to this report (see Appendix). Costs will be met by the Strategy and Communications budget.

6. Risk, policy, compliance and governance impact

- 6.1 There are no risks or governance concerns associated with the Council having delegates attend the Conference.

7. Equalities impact

- 7.1 There are no equalities impacts arising from attendance at this conference.

8. Sustainability impact

- 8.1 Travel arrangements will be made in accordance with the Council's Sustainable Travel Plan.

9. Consultation and engagement

- 9.1 Consultation has taken place with the Council Leader on this decision. There are no consultation or engagement requirements. In line with the Conference and Civic Visit Procedure, delegates should, following the event, complete a Feedback Form for inclusion in the Committee Business Bulletin.

10. Background reading/external references

Background to the Conference can be found at [COSLA IS Annual Conference programme](#).

Andrew Kerr

Chief Executive

Contact: Laurence Rockey, Head of Strategy and Communications

E-mail: Laurence.rockey@edinburgh.gov.uk | Tel: 0131 469 349

11. Appendices

CoSLA/IS Annual Conference 2018 – Conference Flyer

OUR AGENDA

COSLA & Improvement Service Annual Conference & Exhibition 2018

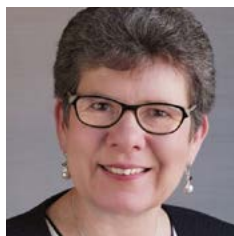
Thursday, 11 – Friday, 12 October 2018 | Fairmont, St Andrews



Foreword



Sally Loudon
Chief Executive
COSLA



Councillor Alison Evison
President
COSLA



Sarah Gadsden
Interim Chief Executive
Improvement Service

‘Our Agenda’ is ready to be debated at the Fairmont in St Andrews on Thursday, 11 and Friday, 12 October 2018.

This is the place to consider, contemplate and contest the issues facing Local Government in a time of significant change and challenge within the wider arenas of Scotland, the UK and Europe.

As pressures continue to mount on budgets and a new fiscal framework in place in Scotland, how can we continue to deliver services and meet demand in this challenging environment?

At a time when economic growth is paramount, the role of local government as a key contributor to that agenda has never been more important.

Governance and democracy underpin our existence and we want to ensure that local governance is at the forefront of all our considerations.

Local Government in Scotland plays a key role in employment, the delivery of services and nurturing its communities.

Come along to the Fairmont and play a part by contributing to the debate about the role of Local Government in Scotland, in the UK and in Europe. Help us set ‘Our Agenda’ and highlight the key role Local Government plays in the public sector in these challenging and difficult times.

Conference Information

The 2018 fee includes:

As a member Authority, attending as a full residential conference delegate will cost **£399** plus VAT.

Included in the full residential conference delegate fee is one nights' accommodation on Thursday, 11 October, the fee includes attendance at the COSLA Excellence Awards, Pre-Dinner Reception, Dinner and Ceremony on Thursday 11 October. It also includes attendance at all Conference sessions including tea/coffee and lunch on 11 and 12 October.

Plenary Sessions

The conference will start at 9.30a.m. on Thursday, 11 October and concludes at 2.00p.m on Friday, 12 October. This is your chance to contribute to the debate on key issues in Scotland.

The conference is an invaluable opportunity to network in an informal situation.

Accommodation

This year's event will be held at the Fairmont St Andrews Hotel and it is anticipated that all conference delegates will be accommodated within the Hotel. **All accommodation must be booked through COSLA by Monday, 3 September 2018.** We are unable to guarantee places for forms received after this date.

For further information regarding the Hotel or accommodation, please contact Linda Bruce on 0131 474 9228 or email linda@cosla.gov.uk

Accommodation

Fairmont St Andrews, Scotland sits proudly amidst the rugged coastal landscape of East Scotland. It is 50 minutes from Edinburgh and 90 minutes from both Aberdeen and Glasgow. The resort offers an international standard of service and meticulous attention to detail in the comfort and convenience of a modern world class resort. Fairmont, St Andrews, Scotland

is approximately 2 miles from St Andrews town centre and 20 minutes from Leuchars Railway Station. Information on Fairmont, St Andrews, Scotland can be obtained from their website www.fairmont.com

Delegate Attendance Options

The following flexible attendance options allow you to attend the conference on a basis which best suits your needs. These changes are in response to customer demand and reflect delegates' increasing workplace commitments. Please read the options and mark your choices on the booking form.

OPTION 1

Full residential conference delegate

Accommodation on 11 October and attendance at all sessions, including tea/coffee and lunch on 11 and 12 October. Pre-Dinner Reception, Awards Ceremony and Dinner, on 11 October.

OPTION 2

Day delegate on Thursday, 11 October

Attendance at all sessions, tea/coffee and lunch on 11 October. Does NOT include accommodation or attendance at dinner.

OPTION 3

Day delegate on Friday, 12 October

Attendance at all sessions, tea/coffee and lunch on 12 October.

Conference Information

OPTION 4

Accommodation on Wednesday, 10 October

Bed and breakfast at the Fairmont St Andrews on the night of 10 October.

OPTION 5

Accommodation on Thursday, 11 October

Bed and breakfast at the Fairmont St Andrews on the night of 11 October.

OPTION 6

Pre-Dinner Reception Excellence Awards Ceremony and Dinner on Thursday, 11 October

Attendance at the Pre-Dinner Reception, Excellence Awards Ceremony and Dinner on 11 October.

Exhibiting

The exhibition is an integral part of the Conference, attracting a wide variety of organisations working in both the public and private sectors. Refreshments will be served in the exhibition areas to ensure that exhibitors have the chance to meet with delegates.

Further information is available from Lynsay Hamilton on 0131 474 9223 or email lynsay@cosla.gov.uk

Advertising

The official conference handbook contains essential programme and speaker information and is distributed to all delegates attending the Conference. There is a limited amount of advertising space available in the handbook which will be A4 size and printed in full colour.

The following rates will apply :

Full page	£450 plus VAT
Half page	£280 plus VAT
Quarter page	£200 plus VAT

For technical specifications please contact Linda Bruce on 0131 474 9228 or email linda@cosla.gov.uk

Sponsorship

Sponsoring one particular aspect of the conference brings its own list of benefits and related costs. Organisations may also contribute to the cost of one of the options shown below with recognition in the Conference Handbook. For estimated costs or to discuss your contribution, **please contact Linda Bruce on 0131 474 9228 or email linda@cosla.gov.uk**

OPTION

Excellence Awards Ceremony Dinner
Evening Pre-Dinner Reception
Lunch(es)
Refreshment Breaks
Complimentary Gifts
Delegate Writing Pads
Delegate Pens
Delegate Conference Bags

Promotional Literature and/or Complimentary Gifts

An opportunity exists for including promotional literature or small complimentary gifts in the Delegate Conference Bag at a cost of £300 + VAT. We would require you to supply approximately 300 copies or gifts.

Please contact Linda Bruce on 0131 474 9228 or email linda@cosla.gov.uk for further information.

Delegate Booking Form

Please photocopy this form for each delegate attending and return it to **Linda Bruce** at COSLA, Verity House, 19 Haymarket Yards, Edinburgh, EH12 5BH. T: 0131 474 9228 E: linda@cosla.gov.uk by **Monday, 3 September 2018**

First Name	_____	Email	_____
Surname	_____	Address for Correspondence	_____
Job Designation	_____		_____
Organisation	_____		_____
Telephone	_____		_____

Attendance Options and Costs

Delegates are invited to 'pick and choose' the most appropriate options. For a description of all the options, please refer to the notes overleaf. We regret that **NO REFUNDS** can be made, although delegates may substitute, providing reasonable notice is given. It is also important to note that it is **NOT** possible for delegates to 'share' a conference place.

Prices are shown excluding VAT.

Conference Options (please tick)	* Member	Non-Member
1. Full residential conference delegate (includes everything listed below EXCEPT accommodation on Wednesday, 10 October)	<input type="checkbox"/> £399	<input type="checkbox"/> £475
2. Day delegate on Thursday, 11 October	<input type="checkbox"/> £180	<input type="checkbox"/> £250
3. Day delegate on Friday, 12 October	<input type="checkbox"/> £180	<input type="checkbox"/> £250
4. Accommodation on Wednesday, 10 October	<input type="checkbox"/> £145	<input type="checkbox"/> £145
5. Accommodation on Thursday, 11 October	<input type="checkbox"/> £145	<input type="checkbox"/> £145
6. Pre-Dinner Reception, Excellence Awards Ceremony and Dinner on Thursday, 11 October	<input type="checkbox"/> £77	<input type="checkbox"/> £77

* Member – Denotes Elected Members and Officers from Scotland's 32 Local Authorities

Delegate Booking Form

Payment

Please choose one of the following payment schemes (A or B)

A. I enclose a cheque for the amount shown above made payable to COSLA

☐

Amount payable £ _____

Please add VAT at 20% £ _____

Total amount due to COSLA £ _____

A VAT Invoice will be sent separately and a confirmation letter closer to the date of the conference.

B. Please invoice my organisation

☐

Authorised signature _____

Please print name _____

Special Requirements

	Delegate	Partner
Diet?		
Audio?		
Visual?		
Access?		

Partner Booking Details

Partners of all delegates are welcome to attend the conference at an additional cost of £280 plus VAT.

First Name _____

Surname _____

Address for Correspondence _____

Telephone _____

Partner's attendance schedule

Accommodation on Thursday, 11 October (double/twin occupancy) ☐

Refreshments and lunch on Thursday, 11 October ☐

Refreshments and lunch on Friday, 12 October ☐

Pre-Dinner Reception, Excellence Awards Ceremony and Dinner on Thursday, 11 October ☐

Amount payable **£280**

Please add VAT at 20% **£56**

Total amount due to COSLA **£336**

I enclose a cheque for the amount shown above ☐

Further information is available from Linda Bruce on 0131 474 9228 or email linda@cosla.gov.uk