

### **13 CHARTERED INSTITUTE OF PERSONNEL AND DEVELOPMENT (AN297-2004)**

The Committee is asked to note that Ron Skea, Organisational Development Section Leader in the Personnel Department, has been elected Chair of the Chartered Institute of Personnel and Development (CIPD) Mid Scotland Branch. He has also been elected as a Representative to the CIPD National Council. These positions require attendance at various meetings and events, most of which will take place outwith normal working hours. However, there may be a limited number of occasions where attendance will be required at meetings at CIPD Headquarters in London or at other venues.

In particular, as a Representative to Council, Mr Skea is entitled to travel costs and free attendance at the CIPD National Conference in Harrogate in October. Normally, the City Council would pay the conference fee, accommodation and travel and subsistence expenses to send a delegate to this conference, but this year will only require to pay for two nights' accommodation for Mr Skea to attend.

Accordingly, the Committee is asked to approve paid leave of absence to attend meetings in connection with his position and to approve accommodation expenses only for attendance at the CIPD National Conference.