

EAST RENFREWSHIRE COUNCILCIVIC HOSPITALITY COMMITTEE4 September 2019Report by Deputy Chief ExecutiveCIVIC HOSPITALITY COSTS AND USE OF COUNCIL ACCOMMODATION**PURPOSE OF REPORT**

1. To advise the committee of the costs of various recurring civic events, the current estimated level of funding available for new events, and extent to which, under delegated powers, authority has been granted to outside bodies to use Council accommodation for meetings and functions which fall outwith the letting arrangements managed by other departments.

RECOMMENDATION

2. That the committee notes the report.

CIVIC HOSPITALITY COSTS

3. On 26 June 2013 the Council approved the establishment of a Civic Hospitality Committee responsible for all civic hospitality matters on behalf of the Council including the:-

- consideration and determination of all requests for the provision of civic hospitality by the Council with an estimated cost of over £400;
- consideration and determination of any proposed new Council events to be funded from the civic hospitality budget; and
- consideration and approval of all protocols and procedures associated with civic hospitality.

4. The 2019/20 budget for civic hospitality is £18,000 as in 2018/19. As well as being used to fund events organised in response to external requests for civic hospitality, the decision was taken that those annual events organised by the Council such as the Holocaust event, Remembrance and the Senior Citizens' Concerts for example, are to be funded from this budget.

5. As was the case prior to the establishment of the committee, all requests with an estimated value of less than £400 are continuing to be dealt with through delegated powers, subject to consultation taking place with the Provost and Deputy Provost. Proposals for the introduction of any additional Council hosted events to be funded from the civic hospitality budget, either on a one-off or recurring basis, are now submitted to the committee for consideration. Examples of other things also funded from this budget are the costs of attendance at any charity events such as dinners, the costs associated with school debates and the purchase of flowers for those known to be celebrating a special wedding anniversary or birthday (e.g. 100th birthday, diamond wedding anniversary etc.) in East Renfrewshire.

6. As part of the new arrangements it was agreed that at the start of each year the committee would be provided with the details of the recurring events referred to above and associated indicative costs, as well as the amount of funding remaining for civic hospitality requests. A copy of the relevant information is attached (see Appendix 1). The costs provided are largely estimates based on expenditure incurred in 2018/19 given that many of the detailed arrangements for forthcoming events remain to be discussed and finalised. Based on current expenditure estimates, the funding left in the 2019/20 budget to deal with new requests for civic hospitality is currently approximately £8,555.

USE OF COUNCIL ACCOMMODATION GRANTED UNDER DELEGATED POWERS

7. In terms of the Council's Scheme of Delegated Functions, the Deputy Chief Executive or Democratic Services Manager are authorised to grant the use of Council accommodation to outside bodies for the purpose of holding meetings and functions etc. which fall outwith the letting arrangements managed by other departments. It was agreed that, under the new arrangements, the committee would be provided with details of all requests granted in terms of these delegated powers. Since the last update on this was submitted to the committee in April 2018, no such requests have been granted.

RECOMMENDATION

8. That the committee notes the report.

Local Government (Access to Information) Act 1985

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Background papers – Civic hospitality records

2019/20 CIVIC HOSPITALITY BUDGET
COMMITTED EXPENDITURE

	TOTAL BUDGET		£18,000
<u>DATES</u>	<u>COMMITTED EXPENDITURE ON EVENTS</u> <i>(Largely Estimated Based on 2018/19 Costs)</i>		
Various	School Debates – Catering *	£ 1,500	
Various	Flowers etc for East Renfrewshire Celebrants (<i>100th Birthdays, Diamond Wedding Anniversaries etc</i>)*	£ 540	
5 April 2019	Age Concern Eastwood - 40 th Anniversary of Opening of First Day Centre & Lunch Club in Giffnock	£ 820	
May 2019	Senior Citizens Concert * (<i>See Note 1</i>)	-	
June 2019	Golf Competition – Eastwood Rotary Club * (<i>See Note 2</i>)	-	
24 June 2019	Armed Forces Day Flag Raising Ceremony *	£ 325	
3 September 2019	Merchant Navy Day 2019 and Related Flag Raising*	£ 75	
October 2019 (<i>Date to be confirmed</i>)	Senior Citizens Concert *	£ 2,975	
10 November 2019	Remembrance *	£ 1,100	
December 2019	Annual Citizen's Award *	£ 30	
January 2020	Holocaust Memorial Day (<i>Cost subject to joint event with Renfrewshire Council</i>) *	£ 1,500	
March 2020	Fly the Flag for the Commonwealth *	£ 20	
Various	Miscellaneous (e.g. Other Flowers)	£ 60	
Various	Provost's Guests for Lunch/ Afternoon Tea etc.	£ 500	
	TOTAL ESTIMATED COMMITTED EXPENDITURE 2018/19		£9,445
	<u>BALANCE REMAINING</u>		£8,555

Note 1: The late Senior Citizens Spring Concert did not take place in 2019

Note 2: This competition did not take place and may not be reinstated

* *Recurring Events/Expenditure*

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