

EAST RENFREWSHIRE COUNCILCIVIC HOSPITALITY COMMITTEE24 April 2018Report 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 2018/19 budget for civic hospitality is £18,000 as in 2017/18. 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. 100<sup>th</sup> 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 2017/18 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 2018/19 budget to deal with new requests for civic hospitality is currently approximately £4,930.

#### **USE OF COUNCIL ACCOMMODATION GRANTED UNDER DELEGATED POWERS**

7. In terms of the Council's Scheme of Delegated Functions, the Deputy Chief Executive or Head of Democratic and Partnership Services 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 August 2017, 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

**2018/19 CIVIC HOSPITALITY BUDGET**  
**COMMITTED EXPENDITURE**

|  |  |         |                |
|--|--|---------|----------------|
|  | <b>TOTAL BUDGET</b>  |         | <b>£18,000</b> |
| <b>DATES</b>                                 | <b>COMMITTED EXPENDITURE ON EVENTS</b><br><i>(Largely Estimated Based on 2017/18 Costs)</i>                            |         |                |
| Various                                      | School Debates – Catering *  | £ 1,500 |                |
| Various                                      | Flowers etc for East Renfrewshire Celebrants ( <i>100<sup>th</sup> Birthdays, Diamond Wedding Anniversaries etc</i> )* | £ 550   |                |
| 6 May 2018                                   | Senior Citizens Concert *  | £ 2,800 |                |
| June 2018                                    | Golf Competition – Eastwood Rotary Club *<br>(See Note 1)  | £ 500   |                |
| 25 June 2018                                 | Armed Forces Day Flag Raising Ceremony *   | £ 300   |                |
| 3 September 2018                             | Merchant Navy Day 2018 and Related Flag Raising*   | £ 50    |                |
| October 2018<br>(Exact date to be confirmed) | Senior Citizens Concert *  | £ 2,800 |                |
| 11 November 2018                             | Remembrance *  | £ 1,150 |                |
| December 2018                                | Annual Citizen's Award *   | £ 150   |                |
| January 2018                                 | Holocaust Memorial Day *   | £ 3,000 |                |
| March 2019                                   | Fly the Flag for the Commonwealth *  | £ 20    |                |
| Various                                      | Miscellaneous (e.g. Other Flowers)   | £ 50    |                |
| Various                                      | Provost's Guests for Lunch/ Afternoon Tea etc.   | £ 200   |                |
|  | <b>TOTAL ESTIMATED COMMITTED EXPENDITURE 2017/18</b>   |         | <b>£13,070</b> |
|  | <b>BALANCE REMAINING</b>   |         | <b>£ 4,930</b> |

Note 1: This annual competition did not take place in 2017, but is expected to be reinstated in 2018

\* *Recurring Events/Expenditure*

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