

EAST RENFREWSHIRE COUNCILCIVIC HOSPITALITY COMMITTEE15 August 2017Report 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 2017/18 budget for civic hospitality is £18,000 having been reduced from £22,000 in 2016/17. 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. As approved by the Council on 28 June 2017 to enable the organisation of the Kirking of the Council on Sunday, 27 August 2017 to be progressed, the costs associated with that service are also being met from the 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 the Fire Service Benevolent Fund Dinner, 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 2016/17 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 2017/18 budget to deal with new requests for civic hospitality is currently approximately £6,635.

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 2016, 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

2017/18 CIVIC HOSPITALITY BUDGET
COMMITTED EXPENDITURE

	TOTAL BUDGET		£18,000
DATES	COMMITTED EXPENDITURE ON EVENTS <i>(Largely Estimated Based on 2016/17 Costs)</i>		
Various	School Debates – Catering *	£ 1500	
Various	Flowers etc for East Renfrewshire Celebrants (<i>100th Birthdays, Diamond Wedding Anniversaries etc</i>)*	£ 660	
Late Spring 2017	Senior Citizens Concert *	See Note 1	
June 2017	Golf Competition – Eastwood Rotary Club *	See Note 2	
17 June 2017	Armed Forces Day Flag Raising Ceremony *	£ 915	
27 August 2017	Kirking of the Council	£ 400	
3 September 2017	Merchant Navy Day 2017 and Related Flag Raising*	£ 60	
October 2017 <i>(Exact date to be confirmed)</i>	Senior Citizens Concert *	£ 3,800	
12 November 2017	Remembrance *	£ 1,200	
13 December 2017	Annual Citizen's Award *	£ 200	
January 2018	Holocaust Memorial Day *	£ 2,300	
12 March 2018	Fly the Flag for the Commonwealth *	£ 30	
Various	Miscellaneous (e.g. Other Flowers)	£ 100	
Various	Provost's Guests for Lunch/ Afternoon Tea etc.	£ 200	
	TOTAL ESTIMATED COMMITTED EXPENDITURE 2017/18		£11,365
	BALANCE REMAINING		£ 6,635

Note 1: The late Spring Concert did not take place in 2017

Note 2: This annual competition is not taking place in 2017, but will be reinstated in 2018

* *Recurring Events/Expenditure*

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