

EAST RENFREWSHIRE COUNCIL

CIVIC HOSPITALITY COMMITTEE

11 September 2015

Report by Deputy Chief Executive

REQUEST FOR CIVIC HOSPITALITY
PRESENTATION OF QUEEN'S AWARD FOR VOLUNARY SERVICE

PURPOSE OF REPORT

1. To homologate the decision made by the Head of Democratic and Partnership Services, in liaison with the Provost, to grant authority for the Council to host a civic reception at which the Queen's Award for Voluntary Service (QAVS) will be presented to East Renfrewshire Warriors by HM Lord-Lieutenant for Renfrewshire.

RECOMMENDATION

2. That the committee homologates the decision made.

BACKGROUND

3. On 26 June 2013, the Council agreed to establish a Civic Hospitality Committee with the following terms of reference:-

To be 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.

REPORT

4. A request to hold a civic reception at which the QAVS would be presented to East Renfrewshire Warriors, which provides clubs and events for children with additional support needs in East Renfrewshire, was received from HM Lord-Lieutenant for Renfrewshire which, if approved, would cost more than £400. In view of this the request required to be considered by the committee. The details of the request are included in the accompanying appendix.

BUDGET

5. The 2015/16 budget for civic hospitality is £22,000. 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, are to be funded from this budget. 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.).

6. When the costs of these and related matters are taken into account the amount of funding remaining in the 2015/16 budget to deal with new requests for civic hospitality is currently estimated to be £6,479.

7. A meeting of the committee convened on 26 August to consider the request was inquorate. In view of this, to allow arrangements to be progressed, the Head of Democratic and Partnership Services, in liaison with the Provost, granted authority for the Council to host a civic reception on 1 October at which the QAVS will be presented by the Lord-Lieutenant for Renfrewshire. This report seeks homologation of that decision.

RECOMMENDATION

8. That the committee homologates the decision made.

Local Government (Access to Information) Act 1985

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REQUEST MADE TO CIVIC HOSPITALITY COMMITTEE**CIVIC RECEPTION ON 1 OCTOBER 2015 AT WHICH THE QUEEN'S AWARD FOR VOLUNTARY SERVICE WOULD BE PRESENTED TO EAST RENFREWSHIRE WARRIORS**

UNALLOCATED BUDGET BALANCE AT 3 SEPTEMBER 2015: £6,479

Details of request for civic hospitality	In response to correspondence from HM Lord-Lieutenant, it is proposed that a civic reception is hosted by Provost Carmichael at which the Queen's Award for Voluntary Service (QAVS) will be presented to East Renfrewshire Warriors
Why the request is being made	To recognise the prestigious nature of the QAVS awarded to East Renfrewshire Warriors and provide a suitable occasion at which the Award can be presented
When would the event be held	Thursday, 1 October 2015
Details of any specific hospitality requested	Civic Reception
Where would the event be held	Isobel Mair School, Newton Mearns
Who would be invited from the organisation	Representatives of East Renfrewshire Warriors
Other Guests	Lord-Lieutenant and Deputy Lieutenant etc; appropriate elected Members and Officers.
Which elected Members would be invited	To be agreed
What catering would be appropriate	Finger Buffet
Would a gift be required	Provost intending to present a gift to East Renfrewshire Warriors in recognition of their achievement
Approximate cost of event	£520

