

EAST RENFREWSHIRE COUNCIL

CIVIC HOSPITALITY COMMITTEE

29 May 2014

Report by Deputy Chief Executive

CIVIC 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 Council has a civic hospitality budget which, in recent years, has remained relatively unchanged at £22,000, including for the current 2014/15 financial year. As well as being used to fund those events that are organised in response to external requests for civic hospitality, the decision was taken that those annual events organised by the Council such as the annual Holocaust event, Remembrance and the Senior Citizens' Concerts, 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 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. 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 2013/14 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 2014/15 budget to deal with new requests for civic hospitality is currently approximately £5,130.

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 Committee was established in June 2013, no such requests have been received or 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

2014/15 CIVIC HOSPITALITY BUDGET

COMMITTED EXPENDITURE

	TOTAL BUDGET		£22,000
DATES	COMMITTED EXPENDITURE ON EVENTS (ESTIMATED BASED ON 2013/14 COSTS)		
Various	School Debates – Catering *	£ 2,000	
Various	100 th Birthdays, Diamond Wedding Anniversaries etc – Flowers for Celebrants *	£ 500	
18 May 2014	Senior Citizens Concert *	£ 3,500	
4 June 2014	Golf Competition – Eastwood Rotary Club *	£ 500	
13 June 2014	Renfrewshire Provost's Charity Ball	£ 120	
21 June 2014	Armed Forces Day Flag Raising Ceremony *	£ 400	
26 October 2014	Senior Citizens Concert *	£ 3,500	
9 November 2014	Remembrance *	£ 1,600	
17 December 2014	Annual Citizen's Award *	£ 200	
26 January 2015	Holocaust Memorial Day *	£ 4,500	
9 March 2015	Fly the Flag for the Commonwealth *	£ 50	
	TOTAL ESTIMATED EXPENDITURE		£16,870
	BALANCE REMAINING		£ 5,130

* Recurring Events/Expenditure