

Business Operations and Partnerships Department

Director of Business Operations & Partnerships: Louise Pringle

Council Headquarters, Eastwood Park, Giffnock, East Renfrewshire, G46 6UG

Phone: 0141 577 3000

website: www.eastrenfrewshire.gov.uk

Date: 3 March 2023

When calling please ask for: Linda Hutchison (Tel. No 0141 577 8388)

e-mail: linda.hutchison@eastrenfrewshire.gov.uk

TO: Provost Mary Montague (Chair), Deputy Provost Kate Campbell; and Councillors Caroline Bamforth, Danny Devlin and Paul Edlin.

CIVIC HOSPITALITY COMMITTEE

A meeting of the Civic Hospitality Committee will be held in the Council Chamber, Council Headquarters, Eastwood Park, Giffnock, on **Wednesday, 8 March 2023 at 10.00am.**

The agenda of business is as listed below.

Yours faithfully

Louise Pringle

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DIRECTOR OF BUSINESS OPERATIONS & PARTNERSHIPS

AGENDA

1. **Report apologies for absence.**
2. **Declarations of interest.**
3. **Civic Hospitality Costs and Use of Council Accommodation – Report by Director of Business Operations and Partnerships (copy attached, pages 3 - 8).**
4. **Request for Civic Hospitality - Workers' Memorial Day – Report by Director of Business Operations and Partnerships (copy attached, pages 9 - 18).**

For information on how to access the virtual meeting please email:-
linda.hutchison@eastrenfrewshire.gov.uk

A recording of the meeting will also be available following the meeting on the Council's YouTube Channel <https://www.youtube.com/user/eastrenfrewshire/videos>

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EAST RENFREWSHIRE COUNCILCIVIC HOSPITALITY COMMITTEE8 March 2023Report by Director of Business Operations and PartnershipsCIVIC 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 in 2022/23, and the 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. It is recommended 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. In September 2021 it was agreed to increase the threshold for approval of the provision of civic hospitality under delegated powers from £400 to £1,000.

5. As well as being used to fund events organised in response to new external requests for civic hospitality, when the committee was established the decision was taken that a number of annual events organised by the Council, such as to mark Holocaust Memorial Day and Remembrance Day, were to be funded from the civic hospitality budget. Examples of some of the other things normally funded from this budget are costs associated with school debates, when these are organised by the Provost, 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. Taking account of the financial challenges faced by the Council, during discussions on the Council's budget proposals for 2021/22, a review of various civic events and related costs was carried out. Whilst in some cases there was considered to be little, if any, scope to reduce expenditure, a number of areas were identified where cost reductions were considered achievable. Ultimately, the Council agreed to reduce the civic hospitality budget by over a third from £18,000 to £11,300 for 2021/22 by no longer arranging Senior Citizens' Concerts, the most recent such event having taken place in September 2018 and demand for these having reduced. It was also agreed to no longer support a Rotary Club charity event which had also not taken place for a few years.

7. Furthermore, during the 2021/22 budget discussions, it was noted that there was no consistency regarding when the Council granted a local organisation a civic reception to recognise a significant anniversary. In relation to this, the committee's views were sought on restricting such occasions, to contribute to savings, by reducing the number of events the Council might host.

8. It was also commented that some events are hosted in Council or Leisure Trust buildings and that considering the scope that exists for some events to be held, where possible, in an organisation's own premises to reduce venue costs could be helpful also.

9. Having considered both of these issues, in September 2021, the committee:-

- agreed that the provision of civic hospitality to mark the anniversary of the establishment of any organisation or body be considered only for their 50th, 100th and subsequent anniversaries at 50 year intervals; and
- noted that arranging civic events in an organisation's own premises, or one used by it, could be considered whenever possible to help reduce costs.

10. As reflected earlier in this report, all requests for hospitality with an estimated value of £1000 or less can be dealt with through delegated powers, subject to consultation taking place with the Provost and Deputy Provost. Any additional Council hosted events to be funded from the civic hospitality budget, either on a one-off or recurring basis, are submitted to the committee for consideration.

11. As was the case in 2020/21, COVID-19 continued to impact heavily on the organisation of civic events throughout 2021/22, many of which were unable to take place or had to be organised in a different way, such as virtually instead, resulting in reduced expenditure. During 2022/23 in-person events have resumed, including to mark Holocaust Memorial Day.

COST ESTIMATES ETC FOR 2022/23

12. As part of the new arrangements introduced in 2013, it was agreed that each financial year the committee would be provided with the details of the recurring events and associated indicative costs for these and other events, as well as the amount of funding remaining for new civic hospitality requests. A copy of the relevant information is attached (see Appendix 1) to the extent it has been possible to prepare it thus far. Given that the end of the financial year is approaching, detailed arrangements for most events have already been made and therefore, other than where it is indicated that costs are estimated, the costs itemised are final ones.

13. Based on current expenditure estimates, the funding left in the 2022/23 budget to deal with new requests for civic hospitality, should there be any, is currently approximately £6494. This reflects also that incurring non-essential expenditure has been discouraged.

COST ESTIMATES ETC FOR 2023/24

14. The civic hospitality budget for 2023/24 remains £11,300 as it was in 2022/23. Based on the assumption that the 2023/24 costs for recurring events and expenditure will be similar to 2022/23 which remains to be determined, and also that school debates organised by the Provost will resume, the funding available for other events in 2023/24 is currently estimated to be £6,903.

USE OF COUNCIL ACCOMMODATION GRANTED UNDER DELEGATED POWERS

15. In terms of the Council's Scheme of Delegated Functions, the Director of Business Operations and Partnerships 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. No such requests have been granted thus far in 2022/23.

RECOMMENDATION

16. It is recommended that the committee notes the report.

Local Government (Access to Information) Act 1985

Report Author

Linda Hutchison, Senior Committee Services Officer (0141 577 8388)
linda.hutchison@eastrenfrewshire.gov.uk

Background papers – Civic hospitality records

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2022/23 CIVIC HOSPITALITY BUDGET
COMMITTED EXPENDITURE (BASED ON ESTIMATES WHERE APPROPRIATE)

	TOTAL BUDGET		£11,300
<u>DATE</u>		<u>COST</u>	
27 May 2022	Barrhead Rotary Club – 50 th Anniversary Event	£250	
25 June 2022	Armed Forces Day *	£368	
15 August 2022	Presentation of BEM to Local Resident	£28	
2 September 2022	Merchant Navy Day Flag Raising *	£89	
4 September 2022	Kirking of the Council	£265	
6 October 2022	Giffnock Bowling Club – 125 th Anniversary (See Note 1)	£1366	
19 September 2022	Emergency Services Flag Raising *	£0	
13 November 2022	Remembrance *	£1,292	
December 2022	Annual Citizen's Award * (E)	£100	
23 January 2023	Holocaust Memorial Day Event (See Note 2) *	£428	
13 March 2023	Fly the Flag for the Commonwealth (Flag Raised only) *	£0	
Various	Flowers etc. for East Renfrewshire Celebrants (100 th Birthdays, Diamond Wedding Anniversaries etc.) * (E)	£300	
Various	School Debates – Catering * (E) (See Note 3)	£0	
Various	Miscellaneous (e.g. Other Flowers) (E)	£120	
Various	Provost's Guests for Lunch/ Afternoon Tea etc. (E)	£200	
	TOTAL ESTIMATED COMMITTED EXPENDITURE 2022/23	£4806	
	TOTAL ESTIMATED BALANCE REMAINING		£6494

* *Recurring Events/Expenditure*
(E) *Estimated final cost*

Notes

1. The Giffnock Bowling Club 125th anniversary event was postponed from 2020 to 2022, as it could not take place when originally intended due to COVID-19 restrictions.
2. The net cost has been provided for the Council's Holocaust Memorial Day Event, taking account of a £500 grant secured from Interfaith Scotland towards the costs.
3. School debates are not taking place at present. It remains to be determined when they will resume, but it is not expected that any will take place prior to the end of the current financial year.

EAST RENFREWSHIRE COUNCILCIVIC HOSPITALITY COMMITTEE8 March 2023Report by Director of Business Operations and PartnershipsREQUEST FOR CIVIC HOSPITALITY
WORKERS' MEMORIAL DAY**PURPOSE OF REPORT**

1. To consider marking Workers' Memorial Day annually and related proposals.

RECOMMENDATIONS

2. It is recommended that the committee:-
 - (a) agrees that Workers' Memorial Day should be commemorated annually by the Council;
 - (b) subject to that being agreed, considers the related proposals set out in this report for 2023; and
 - (c) decides if proposals for a more permanent memorial should be explored as outlined.

BACKGROUND

3. On 7 September 2022, the Council considered a notice of motion submitted by Councillor Ireland, and seconded by Councillor Bamforth, as follows:-

That this Council will join workers, trade unions and communities in commemorating Workers' Memorial Day in East Renfrewshire. This council welcomes that Workers' Memorial Day is commemorated throughout the world and whilst officially recognised by the UK Government; expresses concern that more people are killed at work than in wars every year; calls on the Government to pursue stricter enforcement of health and safety laws; recognises that a strong trade union movement is vital for workers' rights in the UK.

This Council will therefore organise a workers memorial commemoration event every year from 28th April 2023. The Council will also investigate an official cairn to recognise the workers lost here in East Renfrewshire.

East Renfrewshire Council recognises the importance of the day, not only to remember lives lost at work, but also as an opportunity to raise awareness of health and safety at work and the key role the Trade Union movement can play in this."

4. At the meeting, Councillor Anderson, seconded by Councillor Pragnell, moved an amendment in the following terms:-

That it be remitted to the Civic Hospitality Committee to consider the merits and options for commemorating Workers' Memorial Day annually on the 28 April and to consider a permanent memorial in East Renfrewshire.

5. Ultimately, as reflected in the [Minute of Meeting of 7 September](#), 6 Members having voted for the motion, and 11 Members having voted for the amendment, the amendment was declared carried, with the matter therefore remitted to this committee.

DISCUSSIONS ON WORKERS' MEMORIAL DAY AT COUNCIL MEETING

6. As reflected in the Minute referred to above, during a wide ranging discussion, views expressed by those supporting the motion included that:-

- It was disappointing that it was being suggested that the proposal needed to be referred to the Civic Hospitality Committee, rather than the motion being supported unanimously, with cross party support, which seemed to exist for this proposal
- The proposal had been made in good faith and the full Council had the powers to approve the motion and should do so
- The amendment shortened the terms of the motion and did a disservice to many who had been injured or killed at work
- It was understood that the Labour Party already supported the merits of Workers' Memorial Day and should be happy therefore to support the motion

7. View expressed by those supporting the amendment included that:-

- It did not alter the original premise of the motion and kept the essence of it
- Although this proposed event had merit and was believed to have cross party support, it highlighted the role and proper use of the Civic Hospitality Committee as intended, allowing discussion to take place there and a degree of courtesy to be provided to the Committee
- Although fatality levels were decreasing and had halved since Health and Safety legislation was last reviewed in 2010, even one fatality was too many, in relation to which a commemorative event would raise awareness of this
- Trade Unions, such as the EIS, had played an important role looking after the benefits and health and safety of workers for many years
- If a cairn was considered, there would be a need to consider related risk issues, such as regarding where it was positioned

ROLE AND ESTABLISHMENT OF CIVIC HOSPITALITY COMMITTEE

8. 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.

9. In September 2021, it was agreed to increase the threshold for approval of the provision of civic hospitality under delegated powers from £400 to £1,000.

BUDGET

10. As well as being used to fund events organised in response to new external requests for civic hospitality, when the committee was established the decision was taken that a number of annual events organised by the Council, such as to mark Holocaust Memorial Day and Remembrance Day, were to be funded from the civic hospitality budget. Examples of some of the other things normally funded from this budget are costs associated with school debates, when these are organised by the Provost, 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.

11. The civic hospitality budget for 2023/24 remains £11,300, as it was for 2022/23. Based on the assumption that the 2023/24 costs for recurring events and expenditure will be similar to 2022/23 which remains to be determined, and also that school debates organised by the Provost will resume, the funding available for other events in 2023/24 is currently estimated to be £6,903.

WAY FORWARD

12. As referred to above, in September, the Council agreed that it be remitted to the Civic Hospitality Committee to consider the merits and options for commemorating Workers' Memorial Day annually on the 28 April and to consider a permanent memorial in East Renfrewshire. To inform discussion on this, attempts have been made to ascertain the arrangements in place in other local authority areas across Scotland. Related feedback, which reflects the adoption of a variety of approaches, is summarised in Appendix 1.

13. In the first instance, the committee is invited to consider if Workers' Memorial Day should be commemorated annually by the Council, taking account of the general support for this expressed at the Council meeting.

14. If support for an annual commemoration is confirmed by the committee, taking account of the arrangements in place elsewhere, and the limited funding available within the civic hospitality budget for the whole of 2023/24, for 2023 it is proposed that a commemoration is arranged outside the Council Headquarters building to which specific guests would be invited, including some local residents if some expressed interest in attending.

15. At the event, the significance of the day could be commented on by the Provost and others, such as a representative the Trade Unions, an appropriate flag could be flown at half-mast, and a one-Minute silence could be observed. An opportunity could also be provided to lay flowers at a designated place. It is proposed that this is at the tree where flowers were laid on the death of HM The Queen which is very close to the Council

Headquarter building. A related plaque could be commissioned and installed to recognise the significance of the date which would also designate the area beside the tree as an area where anyone wishing to lay flowers to mark Workers' Memorial Day could do so. The estimated costs and related details are as summarised in Appendix 2.

16. The option to plant a new memorial tree at a suitable location close to the Headquarters building has been considered, but identifying a good location for such a new tree in that area at present is proving challenging. The estimated costs of planting a new tree would be £100, rising to £250 if a scan for services was required prior to planting.

17. Regarding the proposal agreed at the Council meeting to consider a permanent memorial in East Renfrewshire, investigations thus far suggest that the associated costs could be high, possibly several thousand pounds in the case of a cairn, having a significant impact on the civic hospitality budget in the year it was commissioned. As reflected in Appendix 1, as far as it has been possible to establish the position thus far, permanent memorials have been erected in at least a few local authority areas at some point in the past, some of which are understood to have been funded on a joint basis, such as between the local authority concerned and the Trade Unions for example.

18. Taking account of the limited scale of the civic hospitality budget, it is suggested that Workers' Memorial Day be marked in 2023 as outlined in Paragraphs 14 and 15 above and Appendix 2, and, subject to the views of this committee on whether or not a more permanent memorial should be considered, that further time is then taken to consider what form that could take; the detailed financial implications which remain to be fully and accurately quantified; and if any other funding could be sourced to help meet the associated costs. If it is agreed to pursue this, a further report would be submitted to this committee in due course.

RECOMMENDATIONS

19. It is recommended that the committee:-

- (a) agrees that Workers' Memorial Day should be commemorated annually by the Council;
- (b) subject to that being agreed, considers the related proposals set out in this report for 2023; and
- (c) decides if proposals for a more permanent memorial should be explored as outlined.

Local Government (Access to Information) Act 1985

Report Author

Linda Hutchison, Senior Committee Services Officer (0141 577 8388)
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Approach to Workers Memorial Day in Different Areas of Scotland as far as it was Possible to Determine This

Aberdeen City	<ul style="list-style-type: none"> • Lord Provost and Trade Unions attend commemoration events in City, laying wreaths at Duthie Park & Johnston Gardens • Following a Two-Minute Silence at 11am in Persley Gardens, Lord Provost gives a reading
Aberdeenshire	<ul style="list-style-type: none"> • One-Minute silence observed at 1pm
Argyll & Bute	<ul style="list-style-type: none"> • Flags flown at half-mast • Newsflash issued to employees • Post placed on social media
Clackmannanshire	<ul style="list-style-type: none"> • Provost, MPs and community figures gather for a ceremony, organised by the Trade Unions, at memorial brick cairn at 11am outside Clackmannanshire Council HQ • Includes, wreath laying
Dumfries & Galloway	<ul style="list-style-type: none"> • Condolences expressed to friends and family who have lost loved ones who have lost their lives in the line of duty • Statement issued by Council Leader
Dundee	<ul style="list-style-type: none"> • Council paid tribute to workers around the world in 2020
East Ayrshire	<ul style="list-style-type: none"> • Wreaths laid at memorial garden at Dean Castle Country Park • Provost, other Elected Members and Secretary of Kilmarnock and Loudoun Trades Union Council attend
East Dunbartonshire	<ul style="list-style-type: none"> • Council employees, Elected Members, Community Planning partners and Trade Union colleagues join together to lay wreaths at memorial cairn Flags flown at half-mast • One-Minute silence marked at Noon
Edinburgh	<ul style="list-style-type: none"> • Commemoration held at Memorial Tree in Princess Street Gardens at 12.30pm • At the event the Lord Provost and Trade Unions observe a One-Minute silence wreaths and floral tributes placed at Memorial Tree and speeches made
Falkirk	<ul style="list-style-type: none"> • Commemoration organised by Trade Unions • Flags flown at half mast

Fife	<ul style="list-style-type: none"> • Fife Trades Unions and Council mark Day with a One-Minute silence
Glasgow	<ul style="list-style-type: none"> • Glasgow Trades Union Council mark One-Minute silence at large, permanent stone memorial at Glasgow Green
Highland	<ul style="list-style-type: none"> • Ceremony at Workers' Memorial as 12.30pm at Friar's Shott, Inverness • Wreath laid and brief speeches made
Inverclyde	<ul style="list-style-type: none"> • A Service held at Wellpark Mid Kirk • Wreaths laid at 'Men of the Clyde' Sculpture and One-Minute Silence marked following piper's lament • Arts Centre lit up in purple
Midlothian	<ul style="list-style-type: none"> • Council observe One-Minute silence at 11am
Moray	<ul style="list-style-type: none"> • Flag lowered to half-mast a Council HQ • Elgin plainstones fountain lit
North Lanarkshire	<ul style="list-style-type: none"> • Saltire flown at half-mast • Tower and Arria Angel (near Cumbernauld) illuminated in purple (colour associated with this Memorial Day)
Orkney Islands	<ul style="list-style-type: none"> • Private ceremony in Council Chamber with councillors and Trade Union representatives • St Magnus Cathedral lit in purple at end of day
Perth & Kinross	<ul style="list-style-type: none"> • Service held with floral tributes laid at a plaque near the War Memorial
Renfrewshire	<ul style="list-style-type: none"> • Event organised by Trade Unions, featuring speakers, takes place beside flag poles at Council Headquarters • Flags flown at half-mast on the day • 3 locations in Renfrewshire lit (including Paisley Town Hall) • Trade Unions alert staff to the event if they wish to attend
Scottish Borders	<ul style="list-style-type: none"> • Council and local Trade Unions mark One-Minute silence at 11am • Joint Trade Unions Regional Officers issue statement
Shetland Islands	<ul style="list-style-type: none"> • Shetland flag flown at half-mast at Lerwick Town Hall • Town hall lit in purple
South Lanarkshire	<ul style="list-style-type: none"> • Wreath laying ceremony at Council HQ organised by Trade Unions • Trade Union representatives, Council Leader, Leaders of other Political Groups and officials invited to lay wreaths

Stirling	<ul style="list-style-type: none">• Memorial Tree planted in 2012• Council staff and Trade Unions observe One-Minute silence at 11am
West Dunbartonshire	<ul style="list-style-type: none">• Council and Joint Trade Unions commemorate with Speakers at 1pm at Memorial Tree, Christie Park, Alexandria
West Lothian	<ul style="list-style-type: none">• Council and Trade Unions attend ceremony in Balbardie Park of Peace, Bathgate• Prayers offered, floral tributes laid and a One-Minute silence observed (Piper plays lament)

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REQUEST FOR CIVIC HOSPITALITY**WORKERS' MEMORIAL DAY****ESTIMATED UNALLOCATED 2023/24 BUDGET BALANCE AT 1 APRIL 2023 - £6,903**

Details of request for civic hospitality	In September the Council agreed that the Civic Hospitality Committee should consider the merits and options for commemorating Workers' Memorial Day annually on the 28 April and a permanent memorial in East Renfrewshire
Why the request is being made	To recognise the importance of the Day locally in East Renfrewshire which is now marked in many places worldwide and in other local authority areas
When would the event be held	To mark 28 April annually
Details of any specific hospitality requested	Following a short act of Remembrance, tea & coffee would be offered to invited guests (Approximately 60-65 (Estimate))
Where would the event be held	Area in front of Council Headquarters Building, Eastwood Park
Who would be invited to participate	Representatives of Trade Unions Local residents could be invited to request attendance
Other Guests	Local MP/MSPs Corporate Management Team Other departmental representatives, if appropriate Representatives of emergency services
Which elected Members would be invited	All Elected Members
What catering would be appropriate	Tea and coffee etc.
Would a gift be required	No, but Provost would lay flowers as part of the commemoration

Approximate cost of event	Approximately £500 for plaque and stand, piper, tea and coffee, and flowers.
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