
To: Finance, Resources & Customer Services Policy Board

On: 5 June 2019

Report by: Director of Finance & Resources

Heading: Civic Hospitality

1. Summary

1.1 The following requests for civic hospitality have been received for financial year 2019/20.

- a) Correspondence had been received to advise that Guy Clark, the personal representative of the Queen was retiring from the Lord Lieutenancy after 11 years with Renfrewshire. In order to give an official farewell to mark this occasion a lunch for 14 people was provided on Tuesday 26th March at the cost of £390.

Following consultation with the Provost, the Director of Finance & Resources made the necessary arrangements and the Board is asked to homologate the action taken.

- b) A request has been received to take a table at the St Vincent's Hospice afternoon tea event on Sunday 23rd June at Mar Hall, Bishopton. St Vincent's Hospice are a Renfrewshire based Charity organisation who provide specialist care to people and families who are affected by life limiting conditions.

Following consultation with the Provost, it is proposed that the Board agree to take a table at this event at an estimated cost of £325 and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- c) Correspondence has been received from Royal British Legion Scotland Paisley Comrades Club who are celebrating the anniversary of the Club first being formed 100 years ago. The Club have requested a civic reception in the form of an evening buffet with drinks reception for approximately 130 people.

Following consultation with the Provost, it is proposed that the Board agree to provide a contribution of £3,000 towards this civic hospitality at the Paisley Comrades Club for up to 130 people and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- d) The Paisley & District Battalion of the Boys' Brigade has asked the Council to provide a civic reception to mark the presentation of the Queen's Badge Certificates and Duke of Edinburgh Gold Award Certificates in September 2019. The Council has supported this event in previous years.

Following consultation with the Provost, it is proposed that the Council provide a civic reception in September in Paisley Abbey at the cost of approximately £1,600, and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements to provide appropriate civic hospitality.

- e) National Merchant Navy Day falls on Tuesday 3rd September and as part of the annual flag raising service, it is proposed that civic hospitality also be provided to honour the brave men and women called upon during both World Wars but also celebrating the modern-day Merchant Navy seafarers, who are responsible for 95% of the UK's imports.

Following consultation with the Provost, it is proposed that the Board agree to provide civic hospitality in the form of light refreshments in Paisley Abbey at the cost of approximately £300 following the flying of the Red Ensign to mark Merchant Navy Day and that the Director of Finance & Resources in consultation with the Provost make the necessary arrangements.

- f) On 26th July 2019 at the Glynhill Hotel, Renfrew, the Provost is proposing to hold a small ceremony and civic hospitality to recognise worthy recipients of the Provost's Distinction Certificates. It is proposed that the Board agree to provide civic hospitality in the form of an Afternoon Tea for approximately 50 people at the cost of £1,500 and that the Director of Finance & Resources in consultation with the Provost make the necessary arrangements.

- g) A letter has been received from the Lord-Lieutenant's office advising that there is a British Empire Medal recipient, within Renfrewshire and requesting an accompanying civic reception at an official ceremony to mark the occasion.

It is proposed that the Board agree to provide civic hospitality in the form of a lunch at Gleddoch House to mark the occasion on 28th June 2019 for approximately 20 at a cost of £500 and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- h) Email correspondence was received from Father Edward Cameron in relation to the Volunteer International Development Education Salesian UK week (Vides UK). This programme is opened to children from Primary 4 through to pupils in 2nd year at High School. St Peter's church are facilitating this programme for five years and to launch the third year summer camp and the week long activities have requested some civic hospitality.

It is proposed that the Board agree to provide civic hospitality on 28th July 2019 for approximately 200-250 people at the cost of approximately £1500 and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- 1.2 The budget provision for 2019/20 for Civic Hospitality (including international Links) is £46,460. Should the above be agreed, and taking account of previous decisions, the remaining balance would be approximately £28,345.

2. Recommendations

- 2.1 That the Board agrees to: (a) provide the hospitality as detailed above for RBLs Paisley Comrades Club, the Paisley & District Battalion of the Boys Brigade, the Merchant Navy Day Commemoration, the Provost's Distinction Certificate Presentations, the British Empire Medal Presentation and Vides UK; (b) take a table at the St Vincent's Afternoon Tea Event; and (c) that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.
- 2.2 That the Board homologate the action taken in respect of the civic reception for the Lord Lieutenant's Retirement Lunch.

Implications of the Report

1. **Financial** – The costs of the request from civic hospitality will be met from the 2019/20 budget provision.
 2. **HR & Organisational Development** - None
 3. **Community/Council Planning** – Civic receptions provide recognition of the contributions made by individuals and organisations to the fabric of life in Renfrewshire.
 4. **Legal** - none.
 5. **Property/Assets** - none.
 6. **Information Technology** – none
 7. **Equality & Human Rights**
 - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
 8. **Health & Safety** - none
 9. **Procurement** - none
 10. **Risk** – none
 11. **Privacy Impact** - none.
 12. **Cosla Policy Position** – not applicable
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List of Background Papers

- (a) Background Paper 1 – Correspondence from St Vincent's Hospice
- (b) Background Paper 2 – Correspondence from the Royal British Legion Scotland Paisley Comrades Club
- (c) Background Paper 3 – Correspondence from Paisley & District Battalion of the Boys Brigade
- (d) Background Paper 4 – Correspondence from the Lord-Lieutenants Office
- (e) Background Paper 5 – Correspondence from Vides UK

The foregoing background papers will be retained within Finance & Resources for inspection by the public for the prescribed period of four years from the date of the meeting. The contact officer within the service is Donna Gallagher, Member Services Officer (Telephone – 0141 618 6794, e-mail – donna.gallagher-pt@renfrewshire.gov.uk)

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