



To: Finance & Resources Policy Board

On: 26 August, 2015

Report by: Director of Finance & Resources

Heading: Civic Hospitality

1. Summary

1.1 The following requests for civic hospitality have been received for financial years 2015/16.

- a) A letter has been received from the Paisley Art Institute advising that they celebrate two centenaries this year and would like to mark the occasion on 2 October 2015 at the opening of their 127th Annual Exhibition in Paisley Museum, and requesting civic hospitality.

To mark this event it is proposed that the Council agree to host a drinks reception with canapés for 300 people at an estimated cost of £2,500, and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements for appropriate civic hospitality to be provided.

- b) A letter has been received from Chartered Trading Standards Institute Scotland to advise they celebrate their centenary of the opening of the Scottish branch this year. They have requested that as part of their annual conference evening celebrations that the Council consider hosting a drinks reception prior to their dinner.

After consultation with the Provost it is proposed that the Council host a drinks reception at the Glynhill Hotel at an estimated cost of £400, and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements for appropriate civic hospitality to be provided.

- c) A letter has been received from Erskine Hospital in relation to their annual charity ball. They have requested that the Council consider hosting a table of 10 at a cost of £800.

It is proposed that the Council be represented at the Ball by up to five elected members and partners and that the Director of Finance & Resources in consultation with the Provost make the necessary arrangements.

- d) A request has been received from Renfrew Over-50s Swimming Club for civic hospitality. The Club is marking its 25th Anniversary. After consultation with the Provost, to mark this event, it is proposed that the Council host a civic reception in the form of a buffet lunch in Renfrew Town Hall for 100 people at an estimated cost of £1600, and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.
- e) International Federation of Social Workers Europe (IFSW) European Conference and Social Work Services Expo event runs from 6-9 September, 2015 in Edinburgh. This is an international social care conference, as part of which groups of delegates will travel to host areas to participate in workshops. As part of this Renfrewshire has been asked to hold an older people's workshop on 9 September, 2015 in Paisley, the details of which are being finalised. In consultation with the Provost it is proposed that the Council make a contribution of £1000 towards the cost of a lunch for delegates.

2. Recommendations

- 2.1 That the Board agrees to: (a) provide civic hospitality for (i) Paisley Art Institute, (ii) Chartered Trading Standards Institute Scotland, (iii) Renfrew Over-50s Swimming Club, (b) take a table at the Erskine Ball, and (c) contribute £1000 towards the cost of a lunch for delegates to the Older People's Workshop, and
 - 2.2 That it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.
-

Implications of the Report

1. **Financial** – The costs of the requests from civic hospitality will be met from the current budget, the balance of which is £30,520.04
 2. **HR & Organisational Development** - None
 3. **Community 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.
-

List of Background Papers

- (a) Background Paper 1 – letter dated 22nd June 2015
- (b) Background Paper 2 – letter received 17th July 2015
- (c) Background Paper 3 – letter received 31st July 2015
- (d) Background Paper 4 – Email received 11th August 2015

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

Author: Donna Gallagher – Member Services Officer. Tel: 0141 618 6794
E-mail donna.gallagher-pt@renfrewshire.gov.uk