
To: Finance, Resources & Customer Services Policy Board

On: 28 March, 2018

Report by: Director of Finance & Resources

Heading: Civic Hospitality

1. Summary

1.1 The following requests for civic hospitality have been received for the financial year 2018/19.

- a) Email correspondence has been received from the Scottish Association of Magical Societies to request civic hospitality on the opening night of the 67th Magical Convention which will take place at the Normandy hotel on Friday 27th April 2018. The Society members from all around Scotland travel each year and this year they have elected to hold this event within Renfrewshire. The convention will take place between Friday 27th and Sunday 29th April 2018.

Following consultation with the Provost, it proposed that the Board agree to provide civic hospitality in the form of a finger buffet and welcome drink for approximately 100 at an estimated cost of £1000 on Friday 27 April and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- b) A request has been received for civic hospitality for a delegation of approximately 34 pupils and 4 teachers from Paisley's twin town of Gladsaxe in Denmark. Following on from their successful visit last year with Renfrew High School, Gladsaxe

are looking to visit Renfrewshire on 20 May for two days to further strengthen links with our schools.

Following consultation with the Provost, it is proposed that the Board agree to provide civic hospitality in the form of meal for approximately 50 in Paisley Town Hall at an estimated cost of £1200 and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- c) A request has been received for civic hospitality from the Renfrewshire Visual Impairment Forum who will be celebrating their 20th anniversary in September.

Following consultation with the Provost, it is proposed that the Board agree to provide civic hospitality in the form of meal for approximately 60 guests at the Glynhill Hotel in Renfrew in September 2018 at an estimated cost of £1500 and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- d) A request has been received to take a table of 10 at the Macmillan Cancer Winter Ball on Saturday 17 November at the Radisson Blu Hotel, Glasgow.

Following consultation with the Provost, it is proposed that the Board agree to take a table at the Ball at the cost of £650 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 2018/19 for Civic Hospitality (including international Links) is £46,460. Should the above be agreed the remaining balance would be approximately £42,110.

2. Recommendations

- 2.1 That the Board agrees to: (a) provide the hospitality as detailed above to the Scottish Association of Magical Societies, Gladsaxe Skovbrynet School Visit and the Renfrewshire Visual Impairment Forum; (b) take a table at the Macmillan Cancer Winter Ball; and (c) 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 request from civic hospitality will be met from the current budget
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

List of Background Papers

- (a) Background Paper 1 – Correspondence by email from the Scottish Association of Magical Societies.
- (b) Background Paper 2 – Correspondence by email from Skovbrynet School
- (c) Background Paper 3 – Correspondence from the Renfrewshire Visual Impairment Forum.
- (d) Background Paper 4 – Correspondence from Macmillan Cancer Research

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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