

# Finance and Resources Committee

10.00am, Thursday, 29 October 2015

## Civic Hospitality Policy

Item number	7.9
Report number	
Executive/routine	
Wards	

### Executive summary

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The report provides a revised Civic Hospitality Policy for approval. In addition, changes to the level of delegation are also proposed to ensure the value remains at an appropriate level to enable the efficient management of civic hospitality and ensure clear accountability.

### Links

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Coalition pledges	
Council outcomes	CO25
Single Outcome Agreement	

## Civic Hospitality Policy

### Recommendations

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- 1.1 To approve the Civic Hospitality Policy set out in appendix 1 of this report.

### Background

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- 2.1 The Scheme of Delegation to Officers delegates power to the Chief Operating Officer and Deputy Chief Executive to authorise expenditure on civic hospitality in line with Council policy. Such a policy needs to outline the levels of expenditure that can be authorised by officers and the level that requires committee approval.
- 2.2 The policy covering civic hospitality was last reviewed in November 2008. As part of the Council's aim to improve governance arrangements, the policy has been revised with the intention that it be regularly reviewed in line with the Council's policy framework.

### Main report

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- 3.1 The Civic Hospitality Policy outlines in what circumstances it is appropriate to have civic hospitality and the decision making process for agreeing an event.
- 3.2 Widespread changes to the policy, which generally has worked well, are not proposed. However, the policy has been modernised and streamlined to help ensure a more transparent and straightforward process for identifying and agreeing civic hospitality. The changes to the policy focus on:
  - 3.2.1 A requirement for any spend outwith budget to be reported to committee for approval;
  - 3.2.2 Clear and robust eligibility criteria;
  - 3.2.3 Appropriate oversight;
  - 3.2.4 An increase in the level of delegated authority; and
  - 3.2.5 A simplification and modernisation of the decision making process.
- 3.3 The different types of hospitality in the existing policy (City Receptions, Committee Receptions, Neighbourhood Receptions and Conference Receptions), have been removed. This is to recognise that civic hospitality can take many varied forms but that there are common principles on when it should

- be provided. These common principles and rules are laid out in the policy, providing clear and robust guidance when it is appropriate to provide civic hospitality.
- 3.4 Although removing the different types of civic hospitality has simplified the policy and the decision making process, there is no reduction in what hospitality the Council can provide and no reduction in the criteria and rules governing civic hospitality.
  - 3.5 In 2008, delegated authority for expenditure on hospitality was extended to the then Director of Corporate Services to £1500 from £1000. The majority of the expenditure on civic hospitality is from a budget contained within the Lord Provost's service within the Chief Operating Officer/Deputy Chief Executive's area. There is clear management control of this budget by the Lord Provost's Executive Assistant and the Chief Operating Officer/Deputy Chief Executive provides oversight and scrutiny of any proposals before considering whether to agree the expenditure. In light of these robust controls it is proposed that the level of delegated authority given to the Chief Operating Officer/Deputy Chief Executive be increased to up to £10,000 on civic hospitality. Any individual items of expenditure which costs £10,000 and above would be required to be approved by the Finance and Resources Committee.
  - 3.6 As a further control it is proposed that delegated authority should only apply to any expenditure that is within budget. Any expenditure above the civic hospitality budget requires to be approved by the Finance and Resources Committee.
  - 3.7 The civic hospitality budget for the Lord Provost's area will be presented annually with this policy to ensure that it is monitored by the committee.
  - 3.8 It is also proposed to alter the councillor consulted for civic hospitality. It is currently the Convener of Finance and Resources Committee but to reflect the role of the Lord Provost it is proposed the consultation now takes place with the Lord Provost.
  - 3.9 This policy is to be reviewed annually and the levels of delegation can be considered to ensure that they remain appropriate.
  - 3.10 No alterations are required to the Scheme of Delegation to Officers as a result of this policy.
  - 3.11 This policy covers civic hospitality only and does not cover general hospitality for items such as tea and coffees at meetings.

## Measures of success

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- 4.1 That the civic hospitality budget remains within budget and there is sufficient oversight at committee.

## Financial impact

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- 5.1 The proposed policy will have no financial impact as there is a requirement for spend on civic hospitality to remain within budget. If spend on civic hospitality is over and above the relevant budget then it is required to be approved by the Finance and Resources Committee.
- 5.2 The expenditure on civic hospitality will be included in the regular revenue reports to Finance and Resources Committee where spend will be monitored.

## Risk, policy, compliance and governance impact

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- 6.1 This policy is an essential component of the decision making process and governance structure surrounding expenditure on hospitality.

## Equalities impact

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- 7.1 There are no adverse equalities issues arising from this report.

## Sustainability impact

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- 8.1 There are no sustainability issues arising from this report.

## Consultation and engagement

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- 9.1 Consultation has taken place with the Convener and Vice-Convener of the Finance and Resources Committee and the relevant Council officers.

## Background reading/external references

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[Scheme of Delegation to Officers](#)

### **Alastair D Maclean**

Deputy Chief Executive

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## Links

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**Coalition pledges**

**Council outcomes** CO25 – The Council has efficient and effective services that deliver on objectives

**Single Outcome Agreement**

**Appendices** Civic Hospitality Policy

# Civic Hospitality Policy

**Implementation date:**

## Control schedule

<b>Approved by</b>	
<b>Approval date</b>	
<b>Senior Responsible Officer</b>	Kirsty-Louise Campbell, Strategy and Governance Manager
<b>Author</b>	Gavin King, Committee Services Manager
<b>Scheduled for review</b>	

## Version control

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Comment</b>
0.1	03.08.15	Gavin King	Circulated to Emma Blundell – Legal Services
0.2	05.08.15	Gavin King	Circulated to Kirsty-Louise Campbell
0.3	10.08.15	Gavin King	Circulated to Convener and Vice Convener of F+R
0.4	10.09.15	Gavin King	Circulated to Agenda Planning Meeting

## Committee decisions affecting this policy

<b>Date</b>	<b>Committee</b>	<b>Link to report</b>	<b>Link to minute</b>
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# Civic Hospitality Policy

## Policy statement

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- 1.1 This policy sets out how expenditure on civic hospitality should be managed and agreed.

## Scope

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- 2.1 This policy applies to all civic hospitality provided by the Council, whether on its own initiative or in response to an application. It does not apply to general hospitality which for example would include tea and coffee for meetings or training events.

## Definitions

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- 3.1 Civic Hospitality can be provided for a variety of reasons and is provided on behalf of the Council, a particular Council committee or the Lord Provost. Civic Hospitality should not be provided for political purposes and should not be provided by political groups. When deciding whether to approve civic hospitality, consideration should be given as to whether it is in line with the Council's strategic priorities. Additionally, civic hospitality should only take place for one or more of the following reasons:
- 3.1.1 To welcome distinguished visitors to the City;
  - 3.1.2 To mark special achievements and/or present awards;
  - 3.1.3 To celebrate the major anniversaries of organisations which have contributed to the general wellbeing of the City;
  - 3.1.4 Hospitality in connection with the civic services at St Giles Cathedral;
  - 3.1.5 Hospitality associated with Edinburgh's festivals;
  - 3.1.6 Hospitality in connection with prestigious conferences, events or festivals taking place within the City; or
  - 3.1.7 To promote the Council's strategic priorities or a committee's objectives or policies.

## Policy content

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- 4.1 Civic hospitality should, wherever practical, be held on Council premises. If accommodation on Council premises is not available or is insufficient then alternative locations may be agreed by the Deputy Chief Executive / Chief Operating Officer.
- 4.2 The Lord Provost, Deputy Convener or nominated Baillie will host the majority of civic receptions. The appropriate committee convener or his/her nominee will host civic receptions when the hospitality is being provided on behalf of a particular committee.
- 4.3 Where an applicant specifically requests use of a venue outwith Council premises for the convenience of their event, a civic hospitality grant may be awarded. The grant should be limited to the equivalent cost of holding the reception in Council premises.
- 4.4 Funding for civic hospitality will be met by the Deputy Chief Executive / Chief Operating Officer's civic hospitality budget unless it is for receptions on behalf of a particular committee which will be met by the relevant service area.
- 4.5 The Council will provide the venue for receptions associated with externally hosted conferences if appropriate and will negotiate with the applicant a suitable financial arrangement to meet the cost of food and drink provided.
- 4.6 The celebration of major anniversaries should normally be restricted to multiples of 25 years up to 100 years and thereafter multiples of 50 years. It is also hoped that increasingly more lasting confirmation, such as scholarships, can be proposed which will replace receptions in some cases
- 4.7 General hospitality providing for example tea and coffee for meetings and training events are not covered by this policy.

## Implementation

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- 5.1 If approved this policy will be published on the Council's website and made available to the appropriate officers to ensure any reporting is undertaken appropriately.

## **Roles and responsibilities**

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- 6.1 The Deputy Chief Executive/Chief Operating Officer has delegated authority to approve expenditure on civic hospitality up to £10000, in consultation with the Lord Provost or the appropriate convener if the hospitality is provided on behalf of a Council committee. Approval should be sought from the Finance and Resources Committee on individual items of expenditure which costs £10000 and above. This approval should be brought in the form of a report to the Finance and Resources Committee.
- 6.2 Any amount spent on hospitality that is outwith the relevant allocated budget requires approval by the appropriate committee, which is the Finance and Resources Committee for the civic hospitality budget within the Lord Provost's area. The 2015/16 budget for civic hospitality within the Lord Provost's area is £67,000.
- 6.3 The Office of the Lord Provost will co-ordinate the organisation and administrative arrangements for all civic hospitality unless it is mutually agreed that another service area will do so.
- 6.4 Executive Directors and the Deputy Chief Executive/Chief Operating Officer are responsible for ensuring expenditure on civic hospitality is contained in their respective budgets.

## **Related documents**

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- 7.1 Scheme of Delegation to Officers.

## **Equalities impact**

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- 8.1 There are no equalities issues arising from this policy.

## **Sustainability impact**

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- 9.1 There are no sustainability issues arising from this policy.

## **Risk assessment**

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- 10.1 This policy aims to simplify the existing complex policy and ensure there is clear accountability on expenditure.
- 10.2 The existing civic hospitality policy was approved in 2008 and is out of date. If this policy is not implemented there is a risk of less effective internal controls and a potential lack of transparency.

## **Review**

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- 11.1 In line with the Council's policy framework, this policy will be reviewed annually or more frequently if appropriate and submitted to the relevant Council committee.