

# Finance and Resources Committee

10.00am, Thursday 21 January 2021

## Civic Hospitality Policy and Budget Adjustments

<b>Item number</b>	
<b>Executive/routine</b>	<b>Executive</b>
<b>Wards</b>	<b>All</b>
<b>Council Commitments</b>	2, 6, 7, 9, 15, 18, 31, 46, 47, 51, 52

### 1. Recommendations

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- 1.1 It is recommended that the Committee:
- 1.2 welcomes the progress made by the Lord Provost and Depute Lord Provost in tackling the recent back log of one-off civic commitments, as set out in appendix one;
- 1.3 agrees the highlighted changes to the Council's Civic Hospitality Policy as set out in appendix two; and,
- 1.4 approves the proposed carry forward of fifty per cent of this year's underspend on civic hospitality, estimated at £30,000 as an addition to the 2021/22 budget allocation.

**Andrew Kerr**

Chief Executive

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## Civic Hospitality Policy and Budgetary Adjustments

### 2. Executive Summary

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- 2.1 This report highlights recent progress in meeting outstanding civic hospitality commitments, in the context of COVID-19 restrictions. The specific role of the Depute Lord Provost is also detailed together with necessary adjustments to the Council's Civic Hospitality Policy.
- 2.2 In preparation for key events and an enlarged civic programme in 2021/22, in support of the efforts of the people, communities and key workers of Edinburgh during the pandemic, a carry forward of underspend in this year's Civic Hospitality Budget is requested. This is proposed at a level of fifty percent of the projected total remaining.

### 3 Background

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- 3.1 At its meeting on 25 August 2020, the Council approved the report "Support of Civic Life in the Capital City":  
<https://democracy.edinburgh.gov.uk/documents/s25495/Item%208.2%20-%20Support%20of%20Civic%20Life%20in%20the%20Capital%20City.pdf>
- 3.2 This included a more clearly defined role for the Depute Lord Provost and the requirement for a proposed adjustment to the Civic Hospitality Policy. This report addresses these key points and also seeks approval for a partial carry forward of underspend in this year's Civic Hospitality Budget.

### 4 Main report

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- 4.1 Since the report to Council on 25 August 2020, the Lord Provost and Depute Lord Provost have worked jointly on addressing the backlog of one-off civic commitments in the city. Positive progress has been made in the context of the pandemic and by using alternative methods of engagement, where necessary to comply with public health guidance.

- 4.2 A summary of recent activity is contained in appendix one. The fulfilment of these commitments is also tracked on the new galaxy website:  
[www.edinburghlordprovost.com](http://www.edinburghlordprovost.com)

### **Adjustments to the Civic Hospitality Policy**

- 4.3 In formalising the enhanced role of the Depute Lord Provost, an amendment to the Council's Civic Hospitality Policy is now required. The existing policy was established on 29 October 2015 when the Finance and Resources Committee approved a Scheme of Delegation to Officers. This was updated in 2019 to reflect alterations to Lead Officer designations and job titles.
- 4.4 The current scheme specifies that requests for civic hospitality are considered against established criteria in consultation with the Lord Provost. This arrangement needs to be widened out to also include the Depute Lord Provost as a co-consultee and as a substitute in the absence of the Lord Provost.
- 4.5 These changes are shown in the highlighted (in red) changes to the Civic Hospitality Policy as set out in appendix two. A further adjustment is also proposed in relation to the recognition of key anniversaries. Beyond 100 years, it is thought appropriate to include each decade thereafter in the eligibility criteria. This change is also highlighted in appendix two.

### **Civic Hospitality Budget**

- 4.6 Aligned to the Civic Hospitality Policy is an annual budget held within the Office of Lord Provost amounting to £67k in 2019/20. For reasons clearly connected with COVID-19 the budget is significantly underspent with an estimated spend of only £7k at the year end.
- 4.7 It is now proposed to carry forward fifty per cent of the projected underspend (£30k/£60k) as an addition to the normal level of budgetary provision for civic hospitality in 2021/22. This is in anticipation of the eventual easing of restrictions in 2021/22 and the opportunity to plan unique civic events that will mark the experience of the pandemic and boost morale in the city. The remaining underspend would be offered as a one-off savings contribution to support the Council's corporate financial mitigations given the expenditure and income challenges experienced during 2020/21.

### **Anticipated Civic Events in 2021/22**

- 4.8 These plans include a Lord Provost Community Garden Party at the refurbished Saughton Walled Garden. A bid for The Princess Royal, who opened the restored Garden in June 2019, to attend and meet invited guests from key sectors across Edinburgh's caring community has been submitted to the Palace. This event would also provide an ideal opportunity for the presentation of key awards to volunteers and other outstanding individuals.
- 4.9 A proposal to align the response to COVID-19 with the Installation of the Governor of Edinburgh Castle is also under consideration. The outline idea is to hold a civic procession (drawn from organisations that helped to fight the pandemic) from

Holyrood to the Castle where the Installation of the Governor would take place on the Esplanade. The Council's Public Safety and Events Team is currently considering this and more detailed plans will come forward in due course.

- 4.10 The third civic event which will place an additional demand on the Civic Hospitality Budget in 2021/22 concerns the plans for the 250<sup>th</sup> Anniversary of Sir Walter Scott. These include a Service of Celebration on 25 June 2021 at St Giles Cathedral followed by a Grand March to the Scott Monument. The Civic Office and Members of the Council will be closely involved with this commemoration, with a likely undertaking to meet some of the costs that will arise.
- 4.11 Further plans for civic events are likely to emerge as the city comes out of lockdown and so it is appropriate and desirable to create an enhanced Civic Hospitality Budget in the next financial year, on a one-off basis. Any individual civic hospitality event costing £10,000 and above will be reported separately to the Finance and Resources Committee for specific approval, as a part of the Chief Executive's Service Budget Monitoring Reports. All future events will be subject to any COVID-19 restrictions in place at the time.

## **5 Financial impact**

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- 5.1 The Office of Lord Provost operates within the budget allocated in the Council's previous Financial Plan 2017-21. This amounts to a total budget of £507,891 in 2020/21, including £67,000 for Civic Hospitality. In carrying forward £30k in underspend from this year's budget, provision for Civic Hospitality in 2021/22 would be boosted on a one-off basis to £97k.

## **6 Stakeholder/Community Impact**

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- 6.1 The Office of the Lord Provost routinely undertakes engagement and co-production with a broad range of stakeholders, leading community representatives and business organisations.
- 6.2 Speeches and other inputs for events are developed in consultation with the organisers.
- 6.3 The Office of the Lord Provost assists both the Council and city partners to deliver key equality and rights outcomes, and to meet the Equality Act 2010 public sector equality duties to (i) eliminate unlawful discrimination, harassment, and victimisation, (ii) advance equality of opportunity, and (iii) foster good relations.
- 6.4 The Lord Provost's stewardship of the One City Trust is also an important lever in helping to mitigate the negative impacts of poverty and inequality across the Capital.
- 6.5 The Office of the Lord Provost endeavours to mitigate carbon impacts by utilising public transport where and when appropriate, where any long-distance travelling is required.

- 6.6 The Office of the Lord Provost contributes to the Climate Change (Scotland) Act 2009 public sector duties and contributes to the delivery of Sustainable Edinburgh 2020 objectives, the advancement of vibrant flourishing communities, social and economic wellbeing and an efficient and effectively managed city.

## **7 Background reading/external references**

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- 7.1.1 See [www.edinburghlordprovost.com](http://www.edinburghlordprovost.com)

## **8 Appendices**

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- 8.1 Appendix One: Summary of One- Off Civic Commitments and Actions Taken
- 8.2 Appendix Two: Highlighted Changes to the Civic Hospitality Policy

## SUMMARY OF ONE- OFF CIVIC COMMITMENTS AND ACTIONS TAKEN

### Civic Hospitality/Recognition

#### Actioned:

- 100 Years Commemoration of the 1920 Edinburgh Extension Act: Lord Provost Speech filmed on 26 October 2020.
- Civic Visit to Empty Kitchens Full Hearts: Undertaken by the Lord Provost on 6 November 2020.
- 35<sup>th</sup> Anniversary of the Drylaw Rainbow Neighbourhood Centre: Visit by the Depute Lord Provost and Presentation of Commemorative Plaque took place on 14 December 2020.
- 350<sup>th</sup> Anniversary of the Royal Botanical Garden: Lord Provost and Depute Lord Provost to visit and tour the Garden on 2 February 2021.
- 50<sup>th</sup> Anniversary of Garvald Edinburgh: Depute Lord Provost to visit the Gorgie building early in 2021.
- 50th Anniversary of the Edinburgh Archaeological Field Society: Lord Provost to visit excavations at the Cammo Estate early in 2021.

#### Visits by the Lord Provost/Depute Lord Provost before the Summer Recess 2021 offered to:

- The North Merchiston Club (100<sup>th</sup> Anniversary)
- Edinburgh 1970 Commonwealth Games (50<sup>th</sup> Anniversary)
- Boroughmuir Rugby Club (100<sup>th</sup> Anniversary)
- Leith Victoria A.A.C (100<sup>th</sup> Anniversary)

#### Pending:

- Mr Hugh Thomson, A Fab Currie: LP to invite Mr Thomson for a socially distanced drink at a local establishment (Ref Cllr Webber Motion to Council on 15 October 2020).
- "Telegram" and Reception for Peter Sawkins, Winner of Great British Bake Off (Ref Cllr Weber Motion to Council on 10 December 2020)
- Honorary title of Burgess of the City of Edinburgh to be bestowed upon Peter Sawkins (Approved Addendum by the Coalition on 10 December 2020).
- Congratulations to be conveyed by the Lord Provost to the Farmers Market Co-operative Committee (Ref Cllr Cameron Motion to Council on 10 December 2020).

NC 15 December 2020

### 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. 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

- 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 Chief Executive.
- 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 Lord Provost'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 **10 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

- 6.1 The Chief Executive has delegated authority to approve expenditure on civic hospitality up to £10,000, in consultation with the Lord Provost **and/or the Depute 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 £10,000 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.
- 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 Chief Executive 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 was refreshed in October 2015 and was amended with job title changes in August 2019.

## **Review**

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.