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2<sup>nd</sup> December 2013

**Name of Cabinet Member:**

Cabinet Member (Strategic Finance and Resources), Councillor Gannon

**Director Approving Submission of the report:**

Executive Director, Resources

**Ward(s) affected:**

All

**Title:**

First Quarter Hospitality Statement for the Mayoralty of Councillor Gary Crookes, 2013-2014

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**Is this a key decision?**

No. Although the issue concerns all Wards in the City, the impact is not expected to be significant and is therefore not considered to be a key decision.

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**Executive Summary:**

This is the first Hospitality report for the Mayoral Year of Councillor Gary Crookes. It updates the Cabinet Member on how the budget has been spent during the first quarter of the Mayoral Year 2013-2014 and estimated expenditure for the second quarter.

**Recommendations:**

The Cabinet Member is recommended to note the contents of the report which describes how the hospitality budget has been spent on an event-by-event basis.

**List of Appendices included:**

Appendix 1 sets out actual expenditure for the first quarter from the 16<sup>th</sup> May to 15<sup>th</sup> August 2013. Appendix 2 sets out estimated expenditure for the second quarter from 16<sup>th</sup> August to 15<sup>th</sup> November 2013.

**Other useful background papers:**

None.

**Has it or will it be considered by Scrutiny?**

No

**Has it, or will it be considered by any other Council Committee, Advisory Panel or other body?**

No

**Will this report go to Council?**

No

**Report title:****First Quarter Hospitality Statement for the Mayoralty of Councillor Gary Crookes 2013-2014****1. Context (or background)**

1.1 The annual Hospitality budget for the Mayoral Year is £65,596.

**2. Options considered and recommended proposal**

2.1 The Cabinet Member is recommended to note the contents of the report which describes how the hospitality budget has been spent.

2.2 The amount of £14,270.42 was spent at the end of Quarter 1. Appendix 1 sets out a detailed breakdown of how this sum has been spent on an event-by-event basis. This means that 22% of the original Hospitality budget has been spent, which compares with an average of 24% for the same period for the previous three years.

2.3 Appendix 2 sets out estimated expenditure for the Quarter 2 – from 16<sup>th</sup> August to 15<sup>th</sup> November 2013.

**3. Results of consultation undertaken**

3.1 The Lord Mayor's hospitality budget is monitored on an event-by-event basis by the Principal Private Secretary to the Lord Mayoralty and is reported on each quarter.

3.2 The Lord Mayor's Charity Appeal is also monitored on a quarterly basis. The Heart of England Community Foundation is acting as the umbrella organisation once again for the appeal. The balance as at 15<sup>th</sup> August 2013 stood at £953.20.

**4. Timetable for implementing this decision**

4.1 Preparations are already in hand for the events planned as outlined in Appendix 2.

**5. Comments from Executive Director, Resources****5.1 Financial implications**

The hospitality report is presented to the Cabinet Member and is expected to stay within the approved budget. Any underspend at year end will be returned to corporate reserves.

**5.2 Legal implications**

There are no legal implications arising from this report.

**6. Other implications**

None

**6.1 How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?**

The Lord Mayor's Hospitality Budget is spent to reflect the Lord Mayor's Mission Statement as outlined in the Council's Constitution which aligns itself to the Council's core aims and objectives.

**6.2 How is risk being managed?**

No significant risks are associated with the budget management. Health and Safety issues are considered for all events with the more significant events eg Annual Meeting of the Council, Armed Forces Day, Remembrance Sunday Service and Parade being monitored by the Council's Safety Events Group.

**6.3 What is the impact on the organisation?**

No impact, the events are managed by the Lord Mayor's office.

**6.4 Equalities / EIA**

An Equality Impact Assessment for the Lord Mayor's Office was last undertaken in February 2012 to ensure the Mayoralty promotes equality across the city and the recommendations in this report do not constitute a change in service or policy.

**6.5 Implications for (or impact on) the environment**

None.

**6.6 Implications for partner organisations?**

None.

**Report author(s):**

**Name and job title:**

Jane Barlow, Principal Private Secretary to the Lord Mayoralty

**Directorate:**

Resources

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ACTUAL Costs of Functions of 1<sup>st</sup> Quarter: 16<sup>th</sup> May 2013 – 15<sup>th</sup> August 2013

<u>Date</u>	<u>Function</u>	<u>Number of Guests</u>	<u>Actual Cost</u>
16.05.13	Contribution towards the Annual Meeting of the City Council	450	£2,500.00
17.05.13	Commencement of Mayoral Year Dinner	92	£3,259.18
19.05.13	Tickets for Chairman of Warwick DC Charity Concert	2	£22.00
30.05.13	Dinner following Royal Garden Party	6	£288.97
31.05.13	Contribution towards Cancer Research Charity Ball	100	£500.00
02.06.13	Army Benevolent Fund Summer Reception Tickets	2	£50.00
05.06.13	Lunch to mark the retirement of Lord Mayor's Support Officer	10	£80.55
05.06.13	Contribution towards the Allotments Prizegiving and AGM	-	£137.14
12.06.13	Contribution towards the cost of Coventry Inspiration Book Awards	35	£292.68
15.06.13	Tickets for St Thomas More School Summer Ball	2	£70.00
21.06.13	Civic Visit to Kiel	3	£569.75
25.06.13	Refreshments for Good Citizen Recipient prior to Full Council	6	£14.75
29.06.13	Armed Forces Day Service and Parade	-	£3,030.42
01.07.13	Costs associated with Phil Baylis's Charity Motorcycle Ride return to Coventry	-	£5.38
04.07.13	Buffet reception for Community Cohesion Awards	100	£488.00
06.07.13	UK Corporate Games VIP Reception	50	£380.54
17.07.13	Tickets for Mayor of North Warwickshire Charity Evening	2	£24.00
19.07.13	International Children's Games Presentation Evening	70	£95.44
24.07.13	UK Corporate Games City Council Team event	80	£622.67
25.07.13	Official Signing Ceremony of Coventry Press and Shandong Yangtoi	40	£979.20
10.08.13	Lunch with visiting Civic Heads prior to Godiva's Homecoming Parade	40	£681.10
	<b>Refreshments, wines and spirits for Quarter 1</b>		£178.65
	<b>TOTAL</b>		<b>£14,270.42</b>

ESTIMATED Costs of Functions for 2<sup>nd</sup> Quarter from 16<sup>th</sup> August 2013 – 15<sup>th</sup> November 2013

<u>Date</u>	<u>Function</u>	<u>Number of Guests</u>	<u>Estimated Cost</u>
18.08.13	Tickets for Chairman of Stratford Charity Event - Stratford Riding for the Disabled Association	2	£20.00
25.08.13	Donations towards Coventry Festival of Motoring 2012	-	£1,563.79
29.08.13	Sikh Union Launch of Water Aid Appeal	100	£1,337.21
10.09.13	Refreshments for Good Citizen Recipient prior to Full Council	6	£25.00
21.09.13	Visit of Freeman from Northampton	20	£50.00
03.10.13	Refreshments during preparation meeting for Civic Visit to Jinan	6	£20.00
03.10.13.	Tickets for Chairman of Lichfield DC charity event	2	£36.40
04.10.13	International Childrens' Games Presentation Evening	70	£70.00
09.10.13	Dinner with visitors from Kiel for presentation of Lampost	8	£325.00
16.10.13	Lunch with Lord Mayor for the Day Children as part of Local Democracy Week	10	£100.00
16.10.13	Lunch with Managers from Shanghai studying at University of Warwick	12	£300.00
19.10.13	30th Anniversary Global Care Celebration	70	£500.00
21.10.13	Civic Visit to Jinan to mark the 30 <sup>th</sup> anniversary to the twinning links	1	£2,500.00
22.10.13	Refreshments for Good Citizen Recipient prior to Full Council	6	£25.00
25.10.13	Tickets for ABF The Soldiers' Charity Supper	2	£60.00
29.10.13	Lunch with Professor Kiselev from Volgograd State University	3	£20.00
06.11.13	Annual Peace Lecture	80	£150.00
08.11.13	Evening dinner with Delegation from Kiel	10	£300.00
10.11.13	Remembrance Sunday Service and Parade	180	£3,500.00
10.11.13	Farewell dinner with Delegations from Kiel and Dresden	16	£700.00
14.11.13	Dinner of Commemoration to mark the 60 <sup>th</sup> Anniversary of the Lord Mayoralty	120	£3,500.00
	<b>SUB-TOTAL</b>		<b>£15,265.19</b>
	<b>Actual Costs Previously Reported at Quarter 1</b>		<b>£14,270.42</b>
	<b>TOTAL ESTIMATE at QUARTER 2</b>		<b>£29,535.61</b>