
20th January 2014

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:

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

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.

Executive Summary:

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

Recommendations:

The Cabinet Member is recommended to consider the contents of the report which describes how the hospitality budget has been spent on an event-by-event basis and to make any appropriate recommendations.

List of Appendices included:

Appendix 1 sets out actual expenditure for events for the second quarter from the 16th August to 15th November 2013.

Appendix 2 sets out estimated expenditure for the third quarter from 16th November 2013 to 15th February 2014.

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:**Second 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 £13,651.37 was spent at the end of Quarter 2. Appendix 1 sets out a detailed breakdown of how this sum has been spent on an event-by-event basis. This means that 21% of the original Hospitality budget has been spent, which compares with an average of 23% for the same period for the previous three years and 57% of the budget so far.

2.3 Appendix 2 sets out estimated expenditure for the Quarter 3 – from 16th November 2013 to 15th February 2014.

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 15th November 2013 stood at £2,760.

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):

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Enquiries should be directed to the above person.

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ACTUAL Costs of Functions of 2nd Quarter: 16th August to 15th November 2013

<u>Date</u>	<u>Function</u>	<u>Number of Guests</u>	<u>Actual 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 2013	-	£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	£27.60
11.09.13	Civic Lunch with Delegation from Jinan, China	30	£651.19
21.09.13	Visit of Freeman from Northampton	20	£40.00
03.10.13	Refreshments during preparation meeting for Civic Visit to Jinan	6	£25.50
03.10.13	Tickets for Chairman of Lichfield DC charity event	2	£36.40
09.10.13	Dinner with visitors from Kiel for presentation of Lamppost	8	£325.00
16.10.13	Lunch with Lord Mayor for the Day Children as part of Local Democracy Week	10	£22.44
16.10.13	Lunch with Managers from Shanghai studying at University of Warwick	12	£236.00
19.10.13	30th Anniversary Global Care Celebration	70	£401.30
21.10.13	Civic Gift to mark the 30 th anniversary to the twinning links	-	£100.00
22.10.13	Refreshments for Good Citizen Recipient prior to Full Council	6	£29.05
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	£26.85
06.11.13	Annual Peace Lecture	80	£582.71
10.11.13	Remembrance Sunday Service and Parade	180	£3,536.95
14.11.13	Dinner of Commemoration to mark the 60 th Anniversary of the Lord Mayoralty	120	£4,629.38
	Refreshments, wines and spirits for Quarter 2 <i>(Currently Unavailable)</i>		£0.00
	Actual Costs Previously Reported at Quarter 1		£14,270.42
	TOTAL		£37,679.71

ESTIMATED Costs of Functions for 3rd Quarter from 16th November 2013 to 15th February 2014

<u>Date</u>	<u>Function</u>	<u>Number of Guests</u>	<u>Estimated Cost</u>
19.11.13	Lord Mayor's Cadet Presentation Evening	21	£175.00
20.11.13	Civic Reception for International Students studying at University of Warwick	130	£1,000.00
22.11.13	Tickets for Chairman of Warwick DC Charity Wine Tasting Experience	2	£35.00
28.11.13	Contribution towards cost of Former GEC / Marconi Festive Dinner	-	£600.00
29.11.13	Tickets for Mayor of Northampton Charity Gala Dinner	2	£60.00
03.12.13	Refreshments for Good Citizen Recipient prior to Full Council	6	£25.00
04.12.13	Civic Reception for Local Residents and Community Associations	60	£300.00
05.12.13	Heart of England Christmas Carol Concert Tickets	2	£40.00
08.12.13	Tickets for Mayor of Solihull's Charity Day	2	£40.00
09.12.13	Festive refreshments at Coventry Magistrates Court Bench Photograph	150	£750.00
10.12.13	Book Launch of 'The Story of Coventry' written by Peter Walters	30	£250.00
13.12.13	Refreshments at Lord Mayor's Charity Christmas Gift Fair	-	£200.00
13.12.13	Tickets for Mayor of Stratford's Christmas Celebration	2	£20.00
14.12.13	Tickets for Chairman of Warwick DC Christmas Concert	2	£20.00
20.12.13	Lord Mayor's Festive Drinks	-	£50.00
11.01.14	Coventry Award of Merit Presentation Ceremony	100	£7,700.00
14.01.14	Refreshments for Good Citizen Recipient prior to Full Council	6	£25.00
19.01.14	Mayor of Solihull's Fundraising Event	2	£45.00
27.01.14	Lunch prior to Holocaust Memorial Day	40	£500.00
28.01.14	Presentation of Olympic Torch from Premier Sheet Metal	30	£500.00
31.01.14	Special Freeman's Court for Rolls Royce Apprentices	130	£2,500.00
	SUB-TOTAL		£14,835.00
	Costs Previously Reported at Quarter 2		£37,679.71
	TOTAL ESTIMATE at QUARTER 3		£42,751.29