
7th December 2015

Name of Cabinet Member:

Cabinet Member for Strategic Finance and Resources, Councillor Gannon

Director Approving Submission of the report:

Executive Director, Resources

Ward(s) affected:

All

Title:

Update on Hospitality Budget of the Lord Mayoralty of Councillor Michael Hammon, 2015-2016

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 an interim report on the Hospitality budget for the Mayoral Year of Councillor Michael Hammon. It updates the Cabinet Member on how the budget has been spent up to 30th September 2015 and estimated expenditure until the end of the Mayoral year.

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 for the future.

List of Appendices included:

Appendix 1 sets out actual expenditure for events from 21st May to 30th September 2015.
Appendix 2 sets out estimated expenditure from 1st November until the end of the Mayoral Year on 18th May 2016.

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:**Interim Hospitality Statement for the Mayoralty of Councillor Michael Hammon 2015-2016****1. Context (or background)**

1.1 The total 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 up to 30th September 2015.

2.2 The amount of £23,254.22 was spent at the end of September 2015, just over 4 months into the Mayoral Year. Appendix 1 sets out a detailed breakdown of how this sum has been spent on an event-by-event basis. This means that 35% of the original Hospitality budget has been spent at this stage.

2.3 Appendix 2 sets out estimated expenditure for the remainder period of the Mayoral Year – 1st October 2015 to 18th May 2016.

2.4 Any remaining unspent balances at year end will be returned to corporate reserves.

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 a full report on the year's programme of events and spend against the hospitality budget is published at the end of each mayoral year.

3.2 The Lord Mayor's Charity Appeal is also monitored on a regular basis. The balance as at 30th September 2015 stood at £1,585.

4. Timetable for implementing this decision

4.1 Whilst some events in Appendix 2 have already taken place, no actual costs are yet available to report. Preparations are already in hand for the other events outlined.

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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Resources

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Democratic: Adrian West	Members Services and Elections Manager	Resources	18.11.15	19.11.15
Finance: Melanie Thornton	Accountant	Resources	18.11.15	19.11.15
HR: Neelesh Sutaria	HR Business Partner	Resources	19.11.15	20.11.15
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Members: Councillor Damian Gannon	Cabinet Member		20.11.15	23.11.15

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www.coventry.gov.uk/councilmeetings

ACTUAL Costs of Functions from 21st May to 31st October 2015

<u>Date</u>	<u>Function</u>	<u>Number of Guests</u>	<u>Actual Cost</u>
21.05.15	Contribution towards the Annual Meeting of the City Council	450	£3,000.00
21.05.15	Refreshments for visitors from Canada	8	£12.00
22.05.15	Commencement of Mayoral Year Dinner	92	£3,941.74
12.06.15	Lunch for the Meeting of the West Midlands Deputy Lieutenancy	20	£158.90
27.05.15	Civic Visit of Australian High Commissioner - Bicentenary of Sir Henry Parkes	92	£2,992.22
01.06.15	Welcome Dinner for Delegation from Jinan	23	£998.18
03.06.15	Contribution towards the Allotments Prizegiving and AGM	-	£191.06
18.06.15	Visit of King Henry VIII School Rugby Team	31	£48.00
18.06.15	Tickets for Army Benevolent Fund 'Beating the Retreat'	2	£50.00
19.06.15	Civic Visit to Kiel (flights)	3	£484.54
23.06.15	Refreshments for Good Citizen Recipient prior to Full Council	6	£27.60
28.06.15	Army Benevolent Fund Summer Reception Tickets	2	£50.00
29.06.15	Armed Forces Day	83	£1,121.80
30.06.15	Refreshments at Film Premiere of Alfie's World	60	£84.30
08.07.15	Afternoon Tea with Visitors to the Lord Mayor's Parlour	5	£18.75
14.07.15	Refreshments for Good Citizen Recipient prior to Full Council	6	£35.35
31.07.15	*Contribution towards the dinner to recognise the Queens Award for Enterprise awarded to Jaguar Land Rover	85	£1,837.07
06.08.15	Reception for International Speedway Riders	52	£114.00
06.08.15	Costs associated with the 70th Anniversary of Hiroshima Day	-	£125.38
15.08.15	70th Anniversary of VJ Day	70	£1,219.16
03.09.15	International Children's Games Presentation evening	70	£229.40
04.09.15	Queens Award for Voluntary Service to Coventry Samaritans	96	£1,620.44
07.09.15	Civic Reception for International Tag Rugby Players	90	£1,689.58
08.09.15	Refreshments for Good Citizen Recipient prior to Full Council	6	£30.50
12.09.15	Ticket for Fusiliers Central Branch Dinner	1	£25.00
16.09.15	Tickets for Mayor of Whitnash Town Council Afternoon Tea	2	£25.00

<u>Date</u>	<u>Function</u>	<u>Number of Guests</u>	<u>Actual Cost</u>
21.09.15	Lunch with Chinese Visitors of Cov Press Holidays Limited	23	£323.15
24.09.15	Costs associated with Macmillan Coffee Morning	-	£64.35
25.09.15	*Contribution towards costs of Honorary Freemanship Ceremony for Mr Ratan Tata and Professor Lord Bhattacharyya	-	£2,445.32
	General Refreshments and beverages		£291.43
	TOTAL		£23,254.22

*These events are only part-funded by the Lord Mayor's Hospitality Budget. The remaining costs were funded by the Policy Contingency.

ESTIMATED Costs of Functions from 1st October 2015 to 18th May 2016

<u>Date</u>	<u>Function</u>	<u>Number of Guests</u>	<u>Estimated Cost</u>
02.10.15	Lunch with ex-service D-Day Veterans	6	£20.00
05.10.15	High Sheriff's Civic Service	400	£ 1,630.00
05.10.15	Afternoon Tea with Coventry Association for International Friendship's visitors from USA	5	£25.00
09.10.15	Refreshments for Coventry Association for International Friendship's visitors from Merschede, Germany	31	£100.00
12.10.15	Refreshments for Good Citizen recipient prior to Full Council	6	£25.00
14.10.15	Broadgate Bomb Memorial Dedication and Tea	57	£2,100.00
20.10.15	Afternoon Team for Former Lord Mayor and ladies group	11	£75.00
21.10.15	Lunch with Chinese Visitors of Cov Press Holding Limited	23	£350.00
23.10.15	Breakfast with Ex-service veterans prior to Launch of Poppy Appeal	7	£50.00
28.10.15	Costs associated with Annual Peace Lecture 2015	130	£226.46
05.11.15	Lunch for Medical practitioners	7	£150.00
07.11.15	Sponsorship (Flowers) of Warwickshire Law Society Presidential Dinner	-	£300.00
07.11.15	Mayor of Leamington Spa Charity Concert	2	£24.00
08.11.15	Remembrance Sunday Service, Parade & Lunch	150	£3,700.00
12 th -16 th Nov 15	*Costs associated with international twin cities visiting for 75th Anniversary of the Coventry Blitz commemorations	-	£3,000.00
19.11.15	Welcome Lunch for Rotary International Presidents Conference	34	£600.00
27.11.15	Refreshments at Lord Mayor's Charity Christmas Gift Fair	-	£500.00
01.12.15	Refreshments for Good Citizen Recipient prior to Full Council	6	£25.00
05.12.15	Chairman of Warwick District Council Christmas Concert	2	£20.00
09.12.15	Coventry & Warwickshire Magistrates Festive Evening		£300.00
17.12.15	Civic Heads and Former Lord Mayor's Civic Dinner		£3,850.00
24.12.15	Lord Mayor's Civic Service		£250.00
12.01.16	Refreshments for Good Citizen Recipient prior to Full Council	6	£25.00

<u>Date</u>	<u>Function</u>	<u>Number of Guests</u>	<u>Estimated Cost</u>
22.01.16	Coventry Ambassador Volunteers Celebration and Review Evening	70	£1,500.00
23.02.16	Refreshments for Good Citizen Recipient prior to Full Council	5	£25.00
15.03.16	Refreshments for Good Citizen Recipient prior to Full Council	6	£25.00
08.05.16	Lunch following Freeman's Sunday Service	50	£700.00
T.B.C.	Lord Mayor's Cadet Presentation Evening	15	£250.00
T.B.C.	End of Mayoral Year Celebration inc Charity Cheque Presentation	150	£2,500.00
	SUB-TOTAL		£22,345.46
	Actual Costs reported in Appendix 1		£23,254.22
	Unallocated budget to date		£19,996.32
	TOTAL		£65,596.00