

Name of Cabinet Member:

Cabinet Member (Strategic Finance and Resources)

5th December 2012

Director Approving Submission of the report:

Director of Customer and Workforce Services

Ward(s) affected:

All

Title:

First Quarter Hospitality Statement for the Mayoralty of Councillor Tim Sawdon 2012/2013

Is this a key decision?

No

Executive Summary:

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

Recommendations:

The Cabinet Member is recommended to approve 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 17th May to 16th August 2012. Appendix 2 sets out estimated expenditure for the second quarter from 17th August to 16th November 2012.

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 Tim Sawdon 2012-2013

1. Context (or background)

1.1 The start-year budget for the Mayoral Year is £65,596

2. Options considered and recommended proposal

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

2.2 Total spending to the 16th August 2012 stands at £14,594. This means that 22% of the original Hospitality budget has been spent, which compares with an average of 20% for the same period for the previous three years.

3. Results of consultation undertaken

3.1 The Lord Mayor's hospitality budget is monitored on an event-by-event basis by the Lord Mayor's Supervisor and is reported on each quarter.

3.2 The Lord Mayor's Charity Appeal is also monitored on a quarterly basis. The beneficiaries for the charity appeal are The Heart of England Community Foundation. The balance as at 16th August 2012 stands at £3,927.

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 Director of Finance and Legal Services

5.1 Financial implications

The hospitality report is presented to the Cabinet Member on a quarterly basis and is expected to stay within the approved budget.

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 / LAA (or Coventry SCS)?

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 March 2009 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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Customer and Workforce Services

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www.coventry.gov.uk/moderngov

ACTUAL Costs of Functions held between 17th May – 16th August 2012

<u>Date</u>	<u>Function</u>	<u>Number of Guests</u>	<u>Actual Cost</u>
17.05.12	Contribution towards the Annual Meeting of the City Council	450	£2,500.00
18.05.12	Commencement of Mayoral Year Dinner	92	£3,554.01
25.05.12	Lunch following Coventry Cathedral's Golden Jubilee Service	110	£1,130.50
31.05.12	Commencement of HM Diamond Jubilee Celebrations on board HMS Diamond, Portsmouth	5	£396.69
29.05.12	Dinner following Royal Garden Party at Buckingham Palace	6	£191.68
03.06.12	Civic Visit to Cork	2	£434.02
06.06.12	Coventry & District Allotments and Gardens Prizегiving	95	£185.90
13.06.12	Contribution towards the costs of Coventry Inspiration Book Awards	-	£220.85
15.06.12	Civic Visit to Kiel	3	£464.81
30.06.12	Armed Forces Day	115	£2,754.18
03.07.12	Refreshments for Good Citizen Recipient prior to Full Council	6	£34.00
18.07.12	Farewell Dinner for Rev. J Irvine, Dean of Coventry	20	£781.92
28.07.12	Civic Dinner with Twin Cities prior to Godiva Awakes	50	£1,672.03
11.08.12	Breakfast at Start-off of 'Sent to Coventry' Charity Bike Ride	45	£152.50
	General wines, spirits and refreshments costs for Quarter 1		£120.74
	TOTAL		£14,593.83

COUNCILLOR TIM SAWDON**APPENDIX 2**ESTIMATED Costs of Function held between 17th August - 16th November 2012

<u>Date</u>	<u>Function</u>	<u>Estimated Number of Guests</u>	<u>Estimated Costs</u>
24.08.12	Donations towards Coventry Festival of Motoring 2012	-	£1,591.80
24.08.12	Costs associated with the Paralympic Games Lantern collection from London	6	£247.59
28.08.12	Launch of Water Aid Appeal	70	£1,298.91
14.09.12	International Children's Games Presentation Evening	70	£157.65
18.09.12	Refreshments for Good Citizen Recipient prior to Full Council	6	£24.60
28.09.12	Civic Reception for Assistant Chief Executive's Retirement	-	£838.32
08.10.12	Lord Mayor's Cadet Presentation Evening	14	£137.50
10.10.12	Donation to Sahil Project 25 Year Anniversary Event	-	£250.00
15.10.12	Reception for Coventry Literary Festival Organising Committee	26	£293.75
17.10.12	Lunch with Lord Mayor for the Day Children as part of Local Democracy Week 2012	10	£50.00
18.10.12	Buffet reception for Community Cohesion Awards	100	£500.00
23.10.12	Refreshments for Good Citizen Recipient prior to Full Council	6	£40.00
23.10.12	Business Meeting for Non-Executive Directors	5	£25.00
26.10.12	Tickets for the ABF The Soldiers' Charity Curry Supper	2	£60.00
06.11.12	Refreshments at Coventry Cork Poet's Evening	2	£6.08
08.11.12	Civic Reception for Residents' Associations Volunteers	50	£750.00
11.11.12	Remembrance Sunday Service and Parade	180	£3,500.00
12.11.12	Costs associated with the Annual Peace Lecture	100	£100.00
13.11.12	Special Freeman's Court for City Council Modern Apprentices	30	£75.00

14.11.12	Coventry International Prize for Peace and Reconciliation		£1,000.00
ESTIMATES TOTAL			£10,946.20
ACTUALS PREVIOUSLY REPORTED from QUARTER 1			£14,593.83
TOTAL			£25,540.03