

13th March 2013

Name of Cabinet Member:

Cabinet Member (Strategic Finance and Resources)

Director Approving Submission of the report:

Director of Customer and Workforce Services

Ward(s) affected:

All

Title:

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

Is this a key decision?

No

Executive Summary:

This is the second Hospitality report for the Mayoral Year of Councillor Tim Sawdon. It updates the Cabinet Member on how the budget has been spent during the second quarter of the Mayoral Year and estimated expenditure for the third 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 second quarter from the 17th August to 16th November 2012.

Appendix 2 sets out estimated expenditure for the third quarter from 17th November 2012 to 16th February 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:

Second 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 November 2012 stands at £24,644.40. This means that 38% of the original Hospitality budget has been spent, which is slightly above average for the same period for the previous three years. The budget is however expected to break even at the end of the Mayoral year.

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 November 2012 stands at £6,981.

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 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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Names of approvers: (officers and members)				
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ACTUAL Costs of Functions held between 17th August – 16th November 2012

<u>Date</u>	<u>Function</u>	<u>Number of Guests</u>	<u>Actual Cost</u>
17.07.12	Local Health Economy Partnership Dinner	14	£ 648.59
26.08.12	Donations towards Coventry Festival of Motoring 2012	-	£ 1,586.80
24.08.12	Cost associated with collecting the Paralympic Lantern in London	6	£ 247.59
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 to mark Assistant Chief Executive's Retirement	100	£ 838.32
08.10.12	Lord Mayor's Cadet Presentation Evening	14	£ 157.50
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	£ 70.70
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	£ 14.50
23.10.12	Informal Reception for Non-Executive Directors of UHCW	5	£ 34.00
26.10.12	Tickets for the ABF The Soldiers' Charity Curry Supper Evening	2	£ 60.00
06.11.12	Refreshments at Coventry-Cork Poet's Evening	2	£ 6.08
08.11.12	Reception for Residents' Association Volunteers	50	£ 740.25
11.11.12	Annual Remembrance Sunday Service and Parade	180	£ 3,220.48
12.11.12	Annual Peace Lecture	80	£ 160.69
13.11.12	Special Freeman's Court for City Council Modern Apprentices	30	£ 87.50
14.11.12	Contribution towards Coventry International Prize for Peace and Reconciliation	57	£ 834.04
	Refreshments, wines and spirits for Quarter 2		£ 117.53
	SUB-TOTAL		£ 10,050.57
	Actual Costs Previously Reported at Quarter 1		£ 14,593.83
	TOTAL at QUARTER 2		£ 24,644.40

COUNCILLOR TIM SAWDON**APPENDIX 2**ESTIMATED Costs of Function held between 17th November 2012 - 16th February 2013

<u>Date</u>	<u>Function</u>	<u>Estimated Number of Guests</u>	<u>Estimated Costs</u>
18.11.12	Host Shining Star children & families prior to Christmas Lights switch-on	30	£ 321.50
20.11.12	Queen's Diamond Jubilee celebration event	90	£ 515.00
28.11.12	Reception to mark Lord Mayor's Personal Assistant Retirement	10	£ 414.74
30.11.12	Tickets for Christmas Charity Lunch Concert	2	£ 30.00
01.12.12	Chairman of Warwick DC Christmas Concert tickets	2	£ 20.00
03.12.12	Lord Mayor's Childrens Christmas Party organised by Rotary Breakfast	-	£ 400.00
04.12.12	Refreshments for Good Citizen Recipient prior to Full Council	6	£ 17.70
07.12.12	Civic Heads Dinner	55	£ 2,320.12
18.12.12	Lord Mayor's Festive Drinks	-	£ 200.00
19.12.12	Reception for Severn Trent Choir on winning the TV Competition 'The Choir'	60	£ 459.16
03.01.13	Civic Night at the Belgrade Theatre Pantomime	150	£ 563.33
15.01.13	Refreshments for Good Citizen Recipient prior to Full Council	6	£ 20.50
17.01.13	Police and Crime Commissioners Introductory Dinner with HM Coroner	15	£ 750.00
23.01.13	Lunch following HMS Diamond's Deployment Presentation	50	£ 813.00
25.01.13	Lunch prior to Holocaust Memorial Day	40	£ 445.80
31.01.12	Civic Visit to Volgograd for 70th Anniversary of Battle of Stalingrad	2	£ 1,300.00
16.02.12	Tickets for Mayor of Southam's Charity Band Concert	2	£ 20.00
17.02.12	Lord Mayor's Civic Service	150	£ 2,500.00
QUARTER 3 ESTIMATES TOTAL			£ 11,110.85
ACTUALS PREVIOUSLY REPORTED from QUARTER 2			£ 24,644.40
ESTIMATED TOTAL at end of QUARTER 3			£ 35,755.25