

**WEST DUNBARTONSHIRE COUNCIL****Report by the Chief Officer – Regulatory and Regeneration****Statutory Meeting of West Dunbartonshire Council: 18 May 2022**

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**Subject: Expenditure on Civic Events and Hospitality**

**1. Purpose**

- 1.1** This report asks the Council to approve the current practice for the authorisation of expenditure in relation to civic events and hospitality.

**2. Recommendations**

- 2.1** The current arrangements have operated satisfactorily under the previous Council and officers have no concerns about the arrangements continuing under any new Administration who are appointed following the elections in May.
- 2.2** It is recommended that the Council should continue the existing arrangements for authorising expenditure in relation to civic events and hospitality as outlined in paragraph 3.2 below.

**3. Background**

- 3.1** The total budget for Civic Events and Hospitality for 2022/23 is £39,000 and this has been split into two categories of expenditure as follows:

Civic Events	£7,000
Provost's Hospitality	£32,000

- 3.2** The current practice is that the Provost's Office organises small scale civic events and hospitality and any decision to hold larger events are made by Council or committee, with the exception of the Provost's Civic Awards Ceremony which is jointly funded by the Council and by sponsorship. Strictly speaking the Local Government (Scotland) Act does not allow decisions to be delegated to individual members so such decisions are taken by officers, in consultation with and on the recommendation of the Provost. The present procedure is that on this basis officers can authorise expenditure up to a maximum of £1,000 per event, within overall budgetary limits. For events where total expenditure is over £1,000, approval of such events also requires the agreement of the Leader of the Council in advance of the expenditure being incurred. It should be noted that the budget is operated and monitored by officers and all invoices are paid in accordance with the Council's financial regulations and procedures.

**4. Main Issues**

- 4.1 The current arrangements have operated satisfactorily under the previous Council and officers have no concerns about the arrangements continuing under any new Administration appointed following the elections in May.
- 4.2 Given the nature and timescales involved in the organisation of civic events there are benefits to be gained from having a less bureaucratic approach to decision making while at the same time maintaining a reasonable level of control over the expenditure.

**5. People Implications**

- 5.1 There are no implications for Council employees.

**6. Financial and Procurement Implications**

- 6.1 As previously stated the budget for civic events and hospitality has been agreed by the Council and is monitored by officers. Like any other budget, variations are reported to the relevant committee where elected members have the opportunity to ask questions about any spend and variances.

**7. Risk Analysis**

- 7.1 Given the small levels of expenditure involved and the monitoring procedures outlined above there is very little risk to the Council.

**8. Equalities Impact Assessment (EIA)**

- 8.1 There is no impact on any equalities groups.

**9. Consultation**

- 9.1 Officers from Legal Services and Finance Services have been consulted on the content of this report.

**10. Strategic Assessment**

- 10.1 Although civic functions may not feature as a specific heading under the Council's strategic priorities, they play a key role in promoting the work of the Council and the people of West Dunbartonshire both within and outwith the Council's area.

**Peter Hessett**  
**Chief Officer – Regulatory and Regeneration**  
**Date: 15 March 2022**

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**Appendices:** None

**Background Papers:** None

**Wards Affected:** None