



To: Lord Provost Stephen, Chairperson; Depute Provost Cormie; and Councillors Cooney, Malone and Wisely.

Town House,
ABERDEEN 25 January 2012

LORD PROVOST SUB COMMITTEE

The Members of the **LORD PROVOST SUB COMMITTEE** are requested to meet in Committee Room 4 - Town House on **THURSDAY, 2 FEBRUARY 2012 at 10.30 am.**

JANE G. MACEACHRAN
HEAD OF LEGAL AND DEMOCRATIC SERVICES

B U S I N E S S

- 1 Apologies
- 2 Minute of Previous Meeting of 15 December 2011 (Pages 1 - 4)
- 3 Civic Hospitality
 - 3.1 Financial Statement (Pages 5 - 6)
 - 3.2 Civic Hospitality Guideline Criteria - for information (Pages 7 - 8)
 - 3.3 Civic Hospitality Requests (Pages 9 - 16)
- 4 Date of Next Meeting - 26 April 2012

Web Address: www.aberdeencity.gov.uk

Should you require any further information about this agenda, please contact Grant Webster, tel. 522607 or email gwebster@aberdeencity.gov.uk

Lord Provost Sub-Committee Order of Reference

1. The Sub-Committee will oversee all aspects of civic hospitality, currently undertaken by the Civic Hospitality Working Group and will be able to take decisions within an agreed budget in relation to civic hospitality requests.
2. The Sub-Committee should consider the functions which the Lord Provost is regularly called upon to attend, which fall into a number of broad categories and also consider when the attendance of a Town Sergeant/Chauffeur is required.
 - the Sub-Committee would not consider occasions where the Lord Provost attends as Lord Lieutenant or where the Lord Provost attends customary events (i.e. such as the opening of the General Assembly of the Church of Scotland).
 - the Sub-Committee would not consider local events where the Lord Provost has been invited to attend where there is no significant expense
 - the Sub-Committee should consider the attendance of Town Sergeants/Chauffeurs at overseas events and non-overseas events (within and outwith Aberdeen City) along with the requirements to comply with the Working Time Directive.
3. To oversee the Lord Provost's Gift Fund.
 - the Sub-Committee would be provided with a breakdown on how the Lord Provost's Gift Fund is currently used (i.e. which services use the fund and for what purposes, with the rationale being to separate the use of the Fund so that non-civic use of the Fund could be re-charged to the relevant service).
4. To consider applications for grants of patronage.
 - the Sub-Committee would consider requests for the Lord Provost to be patron of various organisations.
5. To keep under review the process for inviting Councillors to civic events so that adequate attendance at civic events can be maintained.