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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](http://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](mailto: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.

## LORD PROVOST SUB-COMMITTEE

ABERDEEN, 15 December 2011 – Minute of Meeting of the LORD PROVOST SUB-COMMITTEE. Present:- Councillor Cormie, the Depute Provost, Chairperson; and Councillors Cooney and Cormack (as substitute for Councillor Malone).

Officers in attendance:- Ciaran Monaghan, Beverley Graham, Stella Evans and Alasdair Ross, Office of the Chief Executive; Paula Fullerton, Events Team, Enterprise, Planning and Infrastructure; and Grant Webster, Democratic Services, Corporate Governance.

### APOLOGIES

1. Apologies were intimated on behalf of Lord Provost Peter Stephen and Depute Provost Cormie took the chair for this meeting. The Sub-Committee wished a speedy recovery to the Lord Provost. Apologies were also intimated on behalf of Councillors Malone and Wisely and John Jonhstone, Depute Ballroom Manager.

### MINUTE OF PREVIOUS MEETING

2. The Sub-Committee had before it the minute of the previous meeting of 13 October 2011.

#### The Sub-Committee resolved:-

to approve the minute as a correct record.

### QUEEN'S DIAMOND JUBILEE – NOTICE OF MOTION BY COUNCILLOR DONNELLY

3. With reference to Article 5 of the minute of it's meeting of 28 April 2011, the Sub-Committee had before it a report which provided the Sub-Committee with an update on proposed activities and events in relation to the Queen's Diamond Jubilee.

Ciaran Monaghan advised the Sub-Committee that Councillor Donnelly was happy with the content of the report. He advised that the centrepiece of the event is a proposed Family Day in Duthie Park that will culminate in the lighting of the City's Diamond Jubilee Beacon.

#### The Sub-Committee resolved:-

to note the update given.

## CIVIC HOSPITALITY REQUESTS

### 4. (A) Financial Reports

The Sub-Committee had before it a financial report pertaining to the Civic Receptions budget for 2011/12 and 2012/13 and the Lord Provost Gift Fund for 2011/12 as at 5 December 2011.

**The Sub-Committee resolved:-**

to note the information provided.

### (B) Civic Hospitality Requests 2011/12

The Sub-Committee had before it various applications for the provision of civic hospitality for the financial year 2011/12.

**The Sub-Committee resolved:-**

to approve the following applications as follows:-

Occasion	Venue	Hospitality to be Granted
Subsea 2012	Town and County Hall	Refreshments and Canapés for 100
Nutrition Society Spring Meeting	Town and County Hall	Refreshments and Finger Buffet for 150
Scottish Licence Trade Association Conference and A.G.M	St Nicholas Room	Drinks Reception for 80

### (C) Civic Hospitality Requests 2012/13

The Sub-Committee had before it various applications for the provision of civic hospitality for the financial year 2012/13.

**The Sub-Committee resolved:-**

to approve the following applications as follows:-

Occasion	Venue	Hospitality to be Granted
Society of British Neurological Surgeons Spring Meeting	Beach Ballroom	Pre-Dinner Drinks for 200
Aberdeen Civic Forum	Town and County Hall	Refreshments and Finger Buffet for 80
Lyric Musical Society of Aberdeen 60 <sup>th</sup> Anniversary	Town and County Hall	Refreshments and Finger Buffet for 100
British Society for Neuroendocrinology	Town and County Hall	Refreshments and Finger Buffet for 100
Aberdeen Highland Pony Show 25 <sup>th</sup> Anniversary	St Nicholas Room	Refreshments and Finger Buffet for 50
British Science Festival	Town and County Hall	Refreshments and Finger Buffet for 100

Members also had before them information pertaining to hospitality granted at short notice under delegated powers for noting.

**The Sub-Committee resolved:-**  
to note the information given.

#### **DATE OF NEXT MEETING**

6. The Sub-Committee noted that the next meeting would be held on Thursday 2 February 2012 at 10.30am.

-Depute Provost Cormie, **Chairperson**

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# Agenda Item 3.1

## LORD PROVOST SUBCOMMITTEE FINANCIAL STATEMENT AS AT 25 Jan 2012

### CIVIC RECEPTIONS BUDGET COMMON GOOD BUDGET - 2011/12 As at 25 Jan 2012

	£	£
BUDGET		165,000
PHOTOGRAPHS AND STATIONERY (REMAINING COMMITTED)	7,669	
SPENT	118,250	
COMMITTED	14,515	
		<u>140,433</u>
BUDGET REMAINING		<u><u>24,567</u></u>

### LORD PROVOST GIFT FUND COMMON GOOD BUDGET - 2011/12 As at 25 Jan 2012

	£	£
BUDGET		18,000
SPENT	7,882	
COMMITTED	-	
		<u>7,882</u>
BUDGET REMAINING		<u><u>10,118</u></u>

### CIVIC RECEPTIONS BUDGET COMMON GOOD BUDGET - 2012/13 As at 25 Jan 2012

	£	£
BUDGET (Indicative as not yet set)		150,000
SPENT	-	
COMMITTED	27,673	
		<u>27,673</u>
BUDGET REMAINING		<u><u>122,327</u></u>

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## **Civic Hospitality Criteria**

- a) Local Voluntary Groups in recognition of their services to the Community;
- b) Local Citizens in recognition of major achievements or public service;
- c) Local groups and local branches of national organisations in recognition of major organisations of 25 years, 40, 50, 60, 75 and 100 years and thereafter increments of 25 years;
- d) Local commercial organisations which have made a significant contribution to the City in recognition of a centenary anniversary;
- e) Distinguished visitors to the City, visiting the Town House including visiting forces and other “one off” events, such as Kirkin’ of the Council and the Amnesty Service;
- f) Major national and international conferences, seminars or other events held in the City where there are clearly identified economic social or promotional benefits to the City;
- g) Special events such as sporting, cultural and other recreational events hosted by the Council which provide clear identifiable, economic, social or promotional benefit to the City from the presence of the events;
- h) Representatives of local organisations and individuals who make a valuable contribution to the City within a particular speciality and whom the Council wish to bring together at a themed event.
- i) Annual General Meetings of charitable organisations of which the Lord Provost is an Office Bearer or Patron
- j) The regularity of recipients should be regularly reviewed;
- k) Some ordinary citizens of Aberdeen be invited to attend events at promoting the City;
- l) That organisations be afforded the opportunity to pay for hospitality in addition to that granted;
- m) That civic hospitality generally only be granted within Council premises; and
- n) That Festival Trusts be granted one civic hospitality event of their choice per annum.

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## ABERDEEN CITY COUNCIL

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COMMITTEE	Lord Provost Sub Committee
DATE	02 February 2012
DIRECTOR	Chief Executive
TITLE OF REPORT	Requests for Civic Hospitality
REPORT NUMBER:	OCE/12/01

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### 1. PURPOSE OF REPORT

This report details new requests for civic hospitality.

### 2. RECOMMENDATION(S)

That the Sub Committee

- i) Consider the requests for civic hospitality detailed in sections 5.1 and 5.2 of this report and instruct officers to proceed with those which are approved.

### 3. FINANCIAL IMPLICATIONS

There are no revenue or capital implications for current or future years, nor any financial risk or State Aid implications. The budget for civic receptions is contained within the Common Good Fund.

### 4. OTHER IMPLICATIONS

There are no additional legal, resource, personnel, property, equipment, sustainability and environmental, health and safety and/or policy implications or risks resulting from this report.

### 5. BACKGROUND/MAIN ISSUES

- 5.1 The following applications have been made to the Council requesting civic hospitality in the financial year 2011/12.

### 5.1.1 World Heavy Oil Congress Select Committee

Following a successful bid to host the World Heavy Oil Congress at the AECC in Aberdeen, a VIP delegation from the congress will visit the city in advance of the event on 10-13<sup>th</sup> September 2012.

The World Heavy Oil Congress is the premier international and technical and business conference focussed strictly on the global heavy oil industry. In September 2012, the world's leading experts will convene in Aberdeen to deliver over 130 technical papers and participate at an exhibition showcase lasting 4 days.

The advance party of approx 20 individuals will include the Congress organisers and President's, Vice-Presidents and CEO's of leading companies including the Chinese State Oil Company, Statoil, PDVSA, Husky Energy and Schlumberger.

During the visit the delegation will meet at AECC to discuss the Congress and progress planning for the prestigious event in September.

The purpose of the event in Aberdeen Town House is to showcase the city and for the VIP Congress group to meet with key public and private industry representatives that will support the event in September.

Following discussions with AECC, it is proposed that they provide a range of light canapés from local Aberdeen City and Shire producers that will present a flavour of the region and what delegates can expect to receive when they attend the venue in September.

Discussions are ongoing with the First Ministers Office regarding the First Ministers attendance at the event.

Request:	Refreshments and Canapés, 50 people
Estimated cost:	£860.00

### 5.2 The following applications have been made to the Council requesting civic hospitality in the financial year 2012/13.

#### 5.2.1 Professor Paul Mealor

Prof Mealor, Professor of Composition based at the University of Aberdeen, has achieved world wide success in the past year through his compositions. His recent work has included a piece for the Royal Wedding of HRH The Prince William and Miss Catherine Middleton, composing the 2011 Christmas 'number one' in the UK singles chart sung by The Military Wives Choir, and his debut album 'A Tender Light' spending six weeks at No. 1 in the classical charts.

A civic reception is requested to congratulate Prof Mealor on his success, celebrate his work, and to formally recognise the considerable role which his work plays in promoting Aberdeen as a centre of musical excellence.

Request: Refreshments and Finger Buffet, 75 people  
Estimated cost: £1,590.00

#### 5.2.2 Danscentre 25th Anniversary

Aberdeen's leading dance studio for the last 25 years – Danscentre offers a truly comprehensive training for all ages and abilities

Dance, fitness, fun and the widest range of dance training in the northeast are available across our 7 venues. Whether it's a funky work-out class, hip hop for you trendy street dancers or a pre-school class for your twirling tot you're after, you'll find it here.

A civic reception is requested to mark 25 years of trading, success in Dance Proms London 2011 and to launch a new initiate for future dance training opportunities within the City.

Request: Refreshments and Finger Buffet, 80 people  
Estimated cost: £1,700.00

#### 5.2.3 All-Energy 2012

All-Energy is the UK's largest renewable energy exhibition and conference – the 2012 event will be the eleventh in the annual series. Aberdeen Renewable Energy Group are amongst the supporters of the event.

We would like once again to ask for civic hospitality prior to our Giant Networking Evening. The All-Energy Giant Networking Evening is free to attend for all exhibitors, visitors, speakers etc at All-Energy and has just one purpose.....networking. Aberdeen City Council has generously, over the years, hosted the Reception that starts the evening off. All that is needed is wine, beer, water and orange juice (we feed our guests with 'bowl food' once the reception has come to an end.) We estimate an attendance figure of up to 1200.

Request: Refreshments, 1200 people  
Estimated cost: £10,200.00

#### 5.2.4 Aberdeen Universities Officers Training Corps Centenary

Aberdeen Universities Officers Training Corps celebrates 2012 as its Centenary Year. This Territorial Army unit develops leadership in students from Aberdeen's universities and colleges through a programme of military training. It has them with an insight to the Army and springboard for commissioning into either the regular or reserve forces. Since its formation in 1912, 10,000 students have complemented their academic studies with service within the unit that has prepared them to become captains of industry, academics, teachers, engineers, officers in military or other uniformed service and countless other key roles within society and public life.

To mark the Centenary, the unit will undertake a number of events throughout the year, the most significant of them will be a Celebratory weekend over the 8 – 10<sup>th</sup> June. On Saturday 9th June at 1130 am, led by circa 100 serving and ex-pipers, the alumni and current unit members will march down Union Street and it is hoped that the Lord Provost will be available to take the salute from the steps of the Town House. It is respectfully requested that the City grants the Aberdeen Universities Officers Training Corps and its Association a Civic Reception to celebrate the century long association between the Unit and the City.

On the Saturday evening a Centenary Ball will be held in the Beach Ballroom. It is anticipated that the influx of alumni will contribute to the city economy.

Request:	Refreshments and Finger Buffet, 250 people
Estimated cost:	£5,312.00

#### 5.2.5 Joint Life Sciences Meeting 2012

The European Space Agency and the International Society for Gravitational Physiology will organise the Joint Life Sciences Meeting 2012 at the University of Aberdeen.

The Symposium combines the 33<sup>rd</sup> Annual International Gravitational Physiology Meeting, and the 12<sup>th</sup> European Life Sciences Symposium and will be held on June 18<sup>th</sup> – June 22<sup>nd</sup>, 2012. Scientists from all over the world will attend the symposium. The theme of the conference is 'Life in Space for Life on Earth'.

Request:	Refreshments and Finger Buffet, 175 people
Estimated cost:	£3,020.00

### 5.2.6 Sustainable Urban Fringes (SURF)

Aberdeen City Council is lead partner in Sustainable Urban Fringes (SURF), a 3 year European project with 13 partners from 5 countries across the EU (Belgium, the Netherlands, Germany, Sweden and the UK).

The project is working to deliver policy recommendations, promote the competitive advantage offered by urban fringes areas and highlight the economic, environmental and social benefits of these spaces. Aberdeen is also benefiting through a practical project investigating better planning for the urban fringes and the open spaces and networks surrounding the River Don.

Highlighting the achievements of the project, a final conference will take place on 27 & 28 June 2012, in Aberdeen. The event will showcase the work of the project to a larger and influential network including politicians and decision makers.

Sustainable Urban Fringes (SURF) is the first lead European project for the Council and we would like to highlight Aberdeen City Council's support for the project and our European initiatives with a dinner on the second night of the conference. The event would be attended by European project partners and their invited guests including officials and politicians.

The project is run through the Interreg IVB North Sea Region programme and is part funded by the European Regional Development Fund; as such the project would be able to offer financial support for the dinner if required.

Request:	Dinner, 80 people
Estimated cost:	£3,100.00

### 5.2.7 EU Conference on non-linear optical spectroscopy

ECONOS 2012 (EU Conference on non-linear optical spectroscopy) has been secured to the City and will take place in July 2012 at the University of Aberdeen. In previous years the event has been hosted across Europe and most recently in 2011 at the University of Twente, Netherlands.

This conference is expected to attract approximately 100 - 150 delegates to the City and will comprise of a workshop format, single session with a mixture of plenary and regular lectures, and poster contributions. Alongside the academic programme, we are looking to organise a tour to a local castle to entertain the delegates with 'a taste of Scotland'.

Over the past decade the conference has evolved from a pure physics meeting to an interdisciplinary event at which physicists, chemists,

engineers, biologists and medical scientists from all over the world come together. The conference will focus upon the application of optical methods to systems as diverse as biomedicine, catalysis and combustion. To enhance visibility of the event, a Nobel laureate has been appointed as a keynote speaker.

The committee would like to request Civic Hospitality in the form of a drinks and canapé reception on Sunday 8<sup>th</sup> July 2012 to be held at The Art Gallery in Aberdeen city centre.

Request:	Refreshments, Finger Buffet, Venue, 150 people
Estimated cost:	£3,990.00

#### 5.2.8 Aberdeen International Youth Festival 40th Anniversary

For forty years, Aberdeen International Youth Festival (formerly the International Festival of Youth Orchestras) has brought together talented young performers from around the globe to live, learn and perform with each other and to entertain enthusiastic audiences.

This reception is requested as a one-off 40<sup>th</sup> Anniversary celebration to bring together staff, volunteers and supporters who have been integral to the success of the festival over the years.

Request:	Refreshments and Finger Buffet, 175 people
Estimated cost:	£3,720.00

#### 5.2.9 Aberdeen International Youth Festival Participants Party

This year's Aberdeen International Youth Festival takes place from 1<sup>st</sup> to 11<sup>th</sup> August and will have a packed programme of music, dance and drama. An end of festival party is traditionally held for all those who have performed and participated in the Festival as a 'thank you' for coming to the city.

Request:	Soft Drinks and Venue Hire, 600 people
Estimated cost:	£2,550.00

#### 5.2.10 Stena Group Annual Conference

Stena Group have decided that this year they will hold their annual conference in Aberdeen. They are substantial employers in Aberdeen with Stena Drilling having its head office at Greenbank Crescent, Aberdeen. Another of their group companies is Northern Marine Management which, although Clydebank headquartered, has just built a brand new training facility at Westhill.



Once per year they hold a conference which is attended by the most senior executives of the various companies that make up the group. In total there will be 150 delegates hosted by Tom Welo the Managing Director of Stena Drilling. Dan Olsen, the Chief Executive of the Stena Group was awarded the Swedish equivalent of a CBE last year and this will be his last year chairing their annual conference which is known as the Stena Sphere.

The conference will take place 20<sup>th</sup> to 23<sup>rd</sup> September 2012 and will probably be based at the Hilton Treetops Hotel.

Trinity is one of the long term contractors to Stena Drilling and can confirm that the number of people owing their livelihoods to them is considerable.

I would be obliged if the City of Aberdeen would consider offering to hold a Civic Reception to mark this event.

Request:	Refreshments and Finger Buffet, 150 people
Estimated cost:	£3,190.00

#### 5.2.11 Royal Scottish Country Dance Society Conference and AGM

RSCDS Aberdeen is hosting the RSCDS Conference and AGM over the weekend of 2<sup>nd</sup> to 4<sup>th</sup> November 2012. Approximately 550 visitors (and 50 local) people will be attending the event, staying in accommodation in Aberdeen and using local restaurants over the three days. Visitors are from Scotland, England, Europe, America and Australia. Many stay beyond the weekend. This event was hosted in Glasgow in 2011 and Perth in 2010. The event is held at the Beach Ballroom and Leisure Centre. RSCDS is a registered charity and the event is costed to break even.

Request:	Pre Dinner Drinks, 550 people
Estimated cost:	£5,560.00

#### 5.2.12 Aberdeen and District Football Association 125<sup>th</sup> Anniversary

The Association was formed in 1887 when there was a significant representation of Aberdeen based pioneers of football with Aberdeen, Orion, Caledonian, Aberdeen Athletic, Aberdeen Rovers, Aberdeen Rangers, Bon Accord, Black Diamond, Albert, Roseberry, Britannia, Granite City and Aberdeen City Wanderers making up no fewer than 13 of the original 15 members.

Later that year the inaugural Aberdeenshire Cup competition took place with the first round taking place on 3<sup>rd</sup> December. Dr Maitland Moir, honorary President, presented the Aberdeenshire FA with a cup, which

ultimately became the property of Aberdeen FC after their third win in 1890. After this, the Association bought a new trophy and the Aberdeenshire Cup remains as one of the oldest trophies in world football which is still presented to the competition winners.

The Association today is one of the most prominent in Scotland and currently boasts 13 members who are representative of all levels of organised football. Aberdeen University (Amateur FA), Banks o' Dee (Junior FA), Peterhead (Scottish Football League), and Aberdeen (Scottish Premier League) join Cove Rangers, Fraserburgh, Inverurie Loco Works, Formartine United, Keith, Huntly, Turriff United, Buckie Thistle and Deveronvale from the Highland League in what is undoubtedly one of the most active associations in Scottish Football. A fact noted recently by Stuart Regan, Chief Executive of the Scottish Football Association on a recent visit to the area.

125 Years is undoubtedly a magnificent milestone for any organisation and it is hoped that Aberdeen City Council may bestow some form of public recognition upon the Association for the contribution that the Association and its member clubs have made to the local community and Scottish Football as a whole.

Request:	Refreshments and Finger Buffet, 175 people
Estimated cost:	£3,190.00

## 6. IMPACT

Corporate - Civic recognition of the achievements of citizens and local groups, along with the welcoming of visitors to the city through the provision of hospitality, link to the Single Outcome Agreement, the 5 year Corporate Business Plan, and *Vibrant, Dynamic & Forward Looking*.

Public - This report is likely to be of interest to the public due to the high profile of the Lord Provost and associated activities. An Equality and Human Rights Impact Assessment was not required during the compilation of this report

## 7. BACKGROUND PAPERS

None

## 9. REPORT AUTHOR DETAILS

Alasdair Ross, Senior Civic Administration and Protocol Officer,  
alaross@aberdeencity.gov.uk, 01224 522470