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

Town House,  
ABERDEEN 18 April 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, 26 APRIL 2012 at 10.30 am.**

JANE G. MACEACHRAN  
HEAD OF LEGAL AND DEMOCRATIC SERVICES

### **B U S I N E S S**

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- 2 Minute of Previous Meeting of 2 February 2012 (Pages 1 - 4)
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- 4 Date of Next Meeting - 5 July 2012

Website Address: [www.aberdeencity.gov.uk](http://www.aberdeencity.gov.uk)

Should you require any further information about this agenda, please contact Lynsey McBain, tel. 522123 or email [lymcbain@aberdeencity.gov.uk](mailto:lymcbain@aberdeencity.gov.uk)

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## LORD PROVOST SUB-COMMITTEE

ABERDEEN, 2 February 2012 – Minute of Meeting of the LORD PROVOST SUB-COMMITTEE. Present:- Lord Provost Stephen Chairperson; Councillor Cormie, the Depute Provost and Councillors Cooney, Malone and Wisely.

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

### APOLOGIES

1. There were no apologies noted.

### MINUTE OF PREVIOUS MEETING

2. The Sub-Committee had before it the minute of the previous meeting of 15 December 2011.

**The Sub-Committee resolved:-**

to approve the minute as a correct record.

### 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 25 January 2012. The Lord Provost noted that there was error in the indicative Civic Receptions budget 2012/13. The budget figure is meant to be £165,000 instead of £150,000.

**The Sub-Committee resolved:-**

to note the information provided.

### DECLARATION OF INTEREST

**Councillor Malone declared an interest in the following article by virtue of her involvement in Aberdeen Exhibition and Conference Centre. Councillor Malone did not withdraw from the meeting during consideration of the article.**

- (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
World Heavy Oil Congress Select Committee	St Nicholas Room	Refreshments and Canapés for 50

Further to this, the Sub-Committee noted that the request asked for catering to be provided by Aberdeen Exhibition and Conference Centre.

**DECLARATION OF INTEREST**

**Councillor Cooney declared an interest in the following article by virtue of his involvement in Aberdeen International Youth Festival Trust. Councillor Cooney did not withdraw from the meeting during consideration of the article.**

**(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
Professor Paul Mealor	Town and County Hall	Refreshments and Finger Buffet for 75
Danscentre 25 <sup>th</sup> Anniversary	St Nicholas Room	Refreshments and Finger Buffet for 80
All-Energy 2012	Aberdeen Exhibition and Conference Centre	Refreshments for 1200
Aberdeen Universities Officers Training Corps Centenary Ball	Northern Lights/Star Ballroom	Refreshments and Finger Buffet for 250
Joint Life Sciences Meeting 2012	Town and County Hall	Refreshments and Finger Buffet for 175
Sustainable Urban Fringes (SURF)	Town and County Hall	Dinner for 80
EU Conference on non- linear optical spectroscopy	Art Gallery	Refreshments and Finger Buffet for 150
Aberdeen International Youth Festival 40 <sup>th</sup> Anniversary	Town and County Hall	Refreshments and Finger Buffet for 175
Aberdeen International Youth Festival	Beach Ballroom	Soft Drinks for 600

Participants Party		
Stena Group Annual Conference	Town and County Hall	Refreshments and Finger Buffet for 150
Royal Scottish Country Dance Society Conference and AGM	Beach Ballroom	Refreshments for 550
Aberdeen and District Football Association 125 <sup>th</sup> Anniversary	Tbc	Refreshments and Finger Buffet for 175

With regards to the civic reception request for Professor Paul Mealor, the Lord Provost advised the Sub-Committee that Professor Mealor 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. The civic reception was to congratulate Professor 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.

**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 26 April 2012 at 10.30am.

**-Lord Provost Stephen, 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 - 2012/13 As at 18 Apr 2012

	£	£
BUDGET		165,000
SPENT	-	
COMMITTED	81,594	
		<u>81,594</u>
BUDGET REMAINING		<u><u>83,406</u></u>

### LORD PROVOST'S GIFT FUND COMMON GOOD BUDGET - 2012/13 As at 18 Apr 2012

	£	£
BUDGET		18,000
SPENT	259	
COMMITTED	-	
		<u>259</u>
BUDGET REMAINING		<u><u>17,741</u></u>

### CIVIC RECEPTIONS BUDGET COMMON GOOD BUDGET - 2013/14 As at 18 Apr 2012

	£	£
BUDGET (Indicative as not yet set)		165,000
SPENT	-	
COMMITTED		
		<u>-</u>
BUDGET REMAINING		<u><u>165,000</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	26 April 2012
DIRECTOR	Chief Executive
TITLE OF REPORT	Requests for Civic Hospitality
REPORT NUMBER:	OCE/12/06

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### 1. PURPOSE OF REPORT

This report details new requests for civic hospitality.

### 2. RECOMMENDATION(S)

That the Sub Committee 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 2012/13

### 5.1.1 City of Aberdeen Highland Championships

The City of Aberdeen Highland Dance Championships are being held at the Music Hall, Aberdeen on 29<sup>th</sup> April 2012. This is an annual event involving up to 500 competitors from all over the UK and overseas. It would be appreciated if, after the final presentations at the end of the day, the City were able to offer hospitality as a gesture of thanks for those people who are so important to the smooth running and success of the event.

Request: Tea, Coffee and Sandwiches, 25 people  
Estimated cost: £175

### 5.1.2 Grampian Police Long Service and Good Conduct Awards

Assistance is requested in hiring the Beach Ballroom to hold this annual event which rewards officers of Grampian Police for their long service and good conduct.

Request: Ballroom Hire  
Estimated cost: £500

### 5.1.3 Arts Coalition Aberdeen

ARTS COALITION ABERDEEN (ACA) was formed in December 2011 as the starting place for a network of Arts based organisations promoting Arts provision to adults with learning disabilities. Founder Organisations: Create Aberdeen / Mixed Fish / Mixit Days / Music 4 U Stage School.

The Coalition is working towards high quality choices in the Arts, in line with self-directed support budgets – giving people greater and more varied opportunities. The 6 month 'pilot' concludes in June and an event to mark the development during those 6 months and to celebrate the future of gratifying service provision will be held in Aberdeen at a venue suitable for guests including Lord Provost, Councillors and the Social care and Well Being team. The event will include a presentation from the Coalition, a performance showcase from the founder member organisations, food, bar and celebratory conclusion (ie Disco / Band with Dancing). The project has a small budget to cover catering and promotion. The projects have given taster sessions allowing people with disabilities to gain confidence, improve life skills and in some cases lessen the support required. All the groups have helped with consultations even entertaining family carers and service users at a recent event jointly held by P.A.M.I.S Promoting a More Inclusive Society and Aberdeen City Council.

As part of the Coalition, people have already been involved in creating a Pop DVD and an episode of Mixit TV. The coalition searched for budding actors, actresses, news readers, roving reporters, singers and

dancers who live in Aberdeen who really wanted to experience being on a film set. The service users benefitting from the Arts Coalition who have starred in these exciting film and TV screenings, would like very much to show the city and its leaders what can be achieved with hard work and determination. Learning disability services of Aberdeen would support this application.

Request: Ballroom Hire  
Estimated cost: £500

#### 5.1.4 Scouts Scottish Awards Celebration of Achievement

The event is the Scottish Awards Celebration of Achievement for the senior sections of the Scout movement namely Explorer Scouts, Network Scouts and Adult Leaders.

There are a large number of young people who have gained the highest award in their scouting career, the Queens Scout Award. We also have a large number of young people being presented with their Explorer Belts, in recognition of planning and executing a journey in an overseas country with many challenges. The adult recipients of awards, are leaders or non uniformed volunteers who have given over 30 years service of high quality, and of an exceptional nature. The highest award, in the gift of the Chief Scout is the Silver Wolf, and given for exceptional services to Scouting and young people.

This is the first time this event has been held in Aberdeen, and I am delighted to have been able to book the Beach Ballroom for this celebration of wonderful achievements to be held in the afternoon of Sunday 10<sup>th</sup> June. The event will be attended by the recipients, members of their families and other senior adult Scouting volunteers from throughout Scotland. The estimate number of attendees is just over 400, many from Aberdeen and from my North East Region, but many will be visitors to Aberdeen. I have booked a sandwich and cake tea to be served after the presentations, and they will be entertainment by Aberdeen Scout Gang Show.

Request: Soft Drinks and Sandwiches, 400 people  
Estimated cost: £3000.00

#### 5.1.5 Cameroon Olympic Team

We are delighted that the Cameroon Olympic Team will be in Aberdeen City for their Pre Games Training Camp (PGTC) from the 2nd till the 16th July 2012. Aberdeen is one of only two cities in Scotland that will be hosting a PGTC so it is a wonderful and unique opportunity to showcase the City. The athletes will train at two of Aberdeen's top sporting facilities, Aberdeen Sports Village and RGU: Sport whilst they are here and there is a busy programme of additional events over the two week period including a Scotland Women's v Cameroon Women's international football event.

In addition to this the athletes will be out and about in the City visiting children's holiday camps, community groups and local businesses.

It is expected that this visit will attract a significant amount of media attention and Sky Sports have already agreed to attend during the second week of the camp to film footage.

As a send off from Aberdeen we would like to request that a civic is held to wish the Cameroon Olympic Team the very best of luck in the London 2012 Olympic Games.

Request: Refreshments and Finger Buffet, 100 people  
Estimated cost: £2125.00

#### 5.1.6 Scottish Youth Theatre Summer Festival

Summer Festival is the acclaimed, annual flagship event from Scotland's national theatre 'for and by' young people. Every summer hundreds of young people who are passionate about theatre and performance come from all over Scotland to take their theatre skills and experience to the next level. Summer Festival 2012 is called '*Twisted Shakespeare*'. The Aberdeen project is taking place in the Lemon Tree

Request: Soft Drinks and Finger buffet, 40 people  
Estimated cost: £580.00

#### 5.1.7 City of Aberdeen Bowling Tournament

The City of Aberdeen Bowling tournament, run by SportAberdeen, takes place within various venue in Aberdeen. With competitions for Singles, Pairs and Juniors. The main venue and final rounds will be Westburn Outdoor Bowling Centre. The 2012 tournament will take place from Sunday 15th July to Saturday 21st July. The total prize fund will be £3,500

Request: Refreshments and High Tea, 100 people  
Estimated cost: £2125.00

#### 5.1.8 Aurora International Folk Dance and Music Festival

Aurora Scottish Dance and Music is currently planning its fifth International Folk Dance & Music Festival to be held in and around Aberdeen from 9-14 August 2012. We are delighted that the Groupe Folklorique Du Pays de Hanau, a dance and music group from the Alsace region of France are able to visit us for our Festival.

Le Pays de Hanau is a very experienced group who has performed internationally. Aurora visited Imbsheim in Alsace last summer to

attend a festival arranged by the Groupe Folklorique du Pays de Hanau and received a very warm welcome during our time in France.

We anticipate having approximately 25-30 visitors from France. Aurora will be covering the costs of the Festival and will be providing accommodation, transport and food for our visitors.

The Council has been most helpful in assisting us with our past festivals and, in particular, we have been most grateful to the Council for providing a Civic Reception for our visitors. Our visitors have appreciated these receptions and on our visits to Sweden, Spain, Belgium, Holland, France and Romania, we have also had the honour of attending similar civic events which have been highlights of our visits. We would therefore like to ask if the Council would be able to provide a Civic Reception for our visitors in August.

Request:	Strawberry Cream Tea, 50 people
Estimated cost:	£325

#### 5.1.9 Celtic Games

The Celtic Games are a 1 day competition (Saturday 11<sup>th</sup> August 2012) – to be held at the excellent Aberdeen Sports Village facilities. International Teams arrive during the course of Friday (10<sup>th</sup> August), and depart on Sunday 12<sup>th</sup>. The event traditionally incorporates a reception / post event function where prizes are given out, and the opportunity to link this to the last day of Olympic Track and Field Competition (in London) is extremely exciting. The Olympic stage is where these young athletes should be aspiring to be competing in Rio and beyond.

Support is sought to ensure that this event in Aberdeen does Aberdeen and Scotland justice! The competing teams traditionally pay their own way to the host venue, and cover accommodation (B&B, lunch and evening meal) costs for two nights. This is an opportunity to make the 2012 Celtic Games a spectacle that links to Olympic programmes, the Aberdeen Youth Festival, and supports wider participation and involvement in the sport in and around the City.

The post event function will be held in the Star Ballroom at the Beach Ballroom in Aberdeen, the event will incorporate closing speeches from the international team managers and officials, final results and the presentation of awards following the earlier day of international athletics at Aberdeen Sports Village. Post the formalities attendees will then have the opportunity to watch the final evening session of the London 2012 Olympics or choose to again link with the 40<sup>th</sup> Anniversary of the Aberdeen International Youth Festival in the main Ballroom. (The Aberdeen International Youth Festival will be providing the musical/dance accompaniment to the opening ceremony of the games earlier in the day).

This hospitality will be for the international teams who have competed at the Celtic Games during the day of 11<sup>th</sup> August, a civic reception will ensure that the guests involved see and leave with the best of Aberdeen in their minds as well as being an excellent example of culture and sport coming together.

Request: Soft Drinks and Buffet, 180 people  
Estimated cost: £3110.00

#### 5.1.10 Society of Core Analysts

The Society of Core Analysts (SCA), founded in 1986, is a chapter-at-large of the Society of Petrophysicists and Well Log Analysts (SPWLA). It was established with two objectives: to promote the aims, purposes, and membership of the SPWLA which is a non-profit scientific organization and to serve the interests of all persons who use or obtain reservoir evaluation information from rock and core samples. As a guide for fulfillment of the first objective, SCA stands responsible to, and subject to, the rules and regulations of the SPWLA. This Chapter holds membership open to all core analysts, log analysts, geologists, geophysicists engineers, service company personnel and all others interested in the study of rocks and their interstitial fluids.

This is the first time this prestigious conference has considered using Aberdeen as their conference destination. Aberdeen City and Shire is linked to this association through Izaskun Zubizarreta, who lives and works in the city. Izaskun is currently a member of the SCA board, being VP Arrangements and is chairing the Local Organizing Committee, having the responsibility to organize the 2012 symposium, which is a four-day conference and exhibition, taking place annually in different locations around the world, 2012 being its 26th year. The symposium features one workshop during the first day and a plenary technical session showcasing approximately 32 oral presentations and 28 posters. The annual symposium has built a reputation over the last 25 years for its high quality technical presentations in the area of Core Analysis, as well as for giving the main players in the industry the opportunity to showcase their latest technical innovations and offerings in equipment and services. Technical delegates and service companies from all over the world will be represented and will share their ideas, innovations, knowledge, best practices, products and services. A social program has also been included, with a golf outing day on the 26th of August, a Welcoming Reception on the Exhibition area after the Workshop during the first day (27th of August), a Gala Dinner on the night of the 29th and a field trip on the 31st. A companions' program has also been included. SCA 2012 symposium delegates, exhibitors and companions will be widely exposed to Aberdeen City and Shire before, during and after the event. We would like to apply for Civic

Support at our Welcoming Reception taking place at the Aberdeen Exhibition and Conference Centre on the 27th of August 2012.

Request: Refreshments and Canapés, 200 people  
Estimated cost: £3,400.00

#### 5.1.11 Doors Open Day

Doors Open Days give you free access to hundreds of fascinating buildings across Scotland. Every weekend in September you can explore places normally closed to the public.

We would like to provide hospitality on the evening of Doors Open Day to say thank you to all of the institutions which have participated in the event this year.

Request: Refreshments and Finger Buffet, 100 people  
Estimated cost: £2125.00

#### 5.1.12 International conference on Mechanics of Solids and Structures

Prof Marian Wiercigroch, University of Aberdeen, and Dr Bin Wang from Brunel University are organising an international conference on Mechanics of Solids and Structures to be held between 17 and 19 September 2012 and hosted by the University of Aberdeen.

The aim of this symposium is to celebrate Professor Steve Reid's academic achievements and contributions to the mechanics community over the last four decades. This includes his 30 years association with the International Journal of Mechanical Science, 25 years of which as Editor-in-Chief.

The symposium will gather international experts in the area of Solid Mechanics and Impact Dynamics to review the state-of-the art of the subject, to foster future research directions and to stimulate development of new generation of materials, experimental techniques, products and processes operating on principles of nonlinear mechanics and impact engineering.

Request: Refreshments and Finger Buffet, 50 people  
Estimated cost: £1,487

#### 5.1.13 Aberdeen In Bloom Garden Competition 2012

This is a presentation of awards which will include approximately 120 guests at the ceremony. The guests will include the top six from the nine categories of the competition and councillors as well as representatives of companies that have sponsored the competition and council officers. This competition ceremony supports our links with the

council's statement, Vibrant, Dynamic and Forward Looking through involvement of our In Bloom Campaigns.

Request: Refreshments and Finger Buffet, 120 people  
Estimated cost: £2550.00

#### 5.1.14 European Optical Society Annual Scientific Meeting

European Optical Society is hosting their annual conference and exhibition in the City of Aberdeen in September 2012. This is a very prestigious meeting which will attract optical engineers, physicists and associated industrialist from all over Europe and beyond. Professor John Watson from the University of Aberdeen has been involved with the local organising for this event and is a member of the association. We would like to request Civic support for our Welcome Reception which is taking place at the AECC.

Request: Refreshments and Canapés, 500 people  
Estimated cost: £8500.00

#### 5.1.15 Community Councillors

The Community Council elections are to be held in October 2012. This is a request to hold a civic reception for all the current Community Councillors as a thank you for their contribution to their communities and citizens of Aberdeen over their last three year term of appointment.

Community Councillors are volunteers who are elected by members of their communities to provide a voice for issues in their areas. They are people who dedicate their time to improve the areas they live in and to liaise with the Council on planning applications, licensing issues and day to day issues affecting their areas.

Request: Refreshments and Finger Buffet, 300 people  
Estimated cost: £6875.00

#### 5.1.16 Funolympics

Aberdeen Funolympics 2012 for people with a disability will be held on Sunday 21 October 2012 at the Beach Ballroom. The games are supported by Aberdeen and Aberdeenshire Hotels Association who donate the medals and supply volunteers on the day to help the teams. This event continues to grow in popularity and is keenly looked forward to by all the teams.

Request: Refreshments, Finger Buffet & Disco, 120 people  
Estimated cost: £2360.00

#### 5.1.17 Aberdeen Civic Society Awards

The Society intends to hold its Annual Awards Ceremony on Wed 24 Oct and would be grateful for permission to hold it in the Town and County Hall with Civic Reception by the Lord Provost.

Request: Refreshments on arrival, 100 people  
Estimated cost: £433.00

#### 5.1.18 Grampian Police Long Service and Good Conduct Awards

Assistance is requested in hiring the Beach Ballroom to hold this annual event which rewards officers of Grampian Police for their long service and good conduct.

Request: Ballroom Hire  
Estimated cost: £500

#### 5.1.19 Blood Donor Awards Ceremony

The Scottish Blood Transfusion Service (Aberdeen and North East) would like to ask Aberdeen City Council to once again consider the possibility of hosting a civic reception for blood donors in recognition of their achievement at reaching a substantial award level of donations.

Request: Refreshments and Finger Buffet, 325 people  
Estimated cost: £5969.00

### 5.2 The following application has been made to the Council requesting civic hospitality in the financial year 2013/14

#### 5.2.1 Aberdeen Indoor Bowling Club 50th Anniversary

The club celebrates its 50th anniversary on the 5th October 2013. The club is the largest both in size and membership in Scotland. The Club has over 3000 members and is an equal opportunities club.

Request: Refreshments and Finger Buffet, 350 people  
Estimated cost: £7937.00

## 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