

## ABERDEEN CITY COUNCIL

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<b>COMMITTEE</b>	Finance & Resources Committee
<b>DATE</b>	5 July 2023
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	International Travel (Tall Ships) 2023/24
<b>REPORT NUMBER</b>	COM/23/223
<b>DIRECTOR</b>	Gale Beattie
<b>CHIEF OFFICER</b>	Richard Sweetnam
<b>REPORT AUTHOR</b>	Matthew Williams
<b>TERMS OF REFERENCE</b>	General Delegation (5)

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### 1. PURPOSE OF REPORT

- 1.1 To seek approval of proposed international travel and conference attendance by officers, required to support Tall Ships 2025 activities in 2023/24.

### 2. RECOMMENDATION(S)

That the Committee:-

- 2.1 Approves proposed travel as detailed below, and subject to the maximum expenditure as detailed in paragraph 4.1. All approved travel will be reviewed when event schedules and programmes become available to ensure continued adherence to the criteria in paragraph 3.8 before bookings are made.
- (a) One officer to attend Tall Ships Host Port Seminar in Fredrikstad, Norway between 15<sup>th</sup> and 18<sup>th</sup> July 2023 for up to three nights.
  - (b) Up to three officers to attend the Tall Ships Conference in Le Havre, France between the 16<sup>th</sup> and 19<sup>th</sup> November 2023 for up to three nights.
  - (c) Up to three officers to attend an additional Tall Ships Host Port event in the UK in February or March 2024 for up to two nights.
- 2.2 Delegates authority to the Chief Officer – City Growth to authorise necessary and appropriate travel documentation and associated expenditure for the travel noted in 2.1, provided the cost does not exceed the budget referred to in Section 4 of this report and that all arrangements are made in line with current Council travel policies.
- 2.3 Agrees that the Chief Officer – City Growth will (a) report the outcomes of proposed for 2023/24 trips to the Tall Ships 2025 Organising Committee and (b) provide, by way of a Service Update, an annual Project Update to this Committee.

### **3. CURRENT SITUATION**

- 3.1 The Council successfully bid, with partners Port of Aberdeen and Aberdeen Inspired, to host the Tall Ships Races 2025. An Organising Committee has been convened, chaired by Councillor Martin Greig.
- 3.2 The Tall Ships Races rights holder is Sail Training International. They organise seminars and conferences for Host Ports. The Tall Ships 2025 project requires Aberdeen as a Host Port to send representatives to these events.
- 3.3 The events will enable Aberdeen's project team to work with other Host Ports on key activities for 2025 and learn best practise from other ports hosting the Tall Ships Races in 2023 and 2024. The knowledge exchange aims to help 2025 Host Ports provide the best experience for trainees, crew and visitors to the event, and maximise the economic and social benefits of hosting.
- 3.4 Sail Training International organise a Host Port Seminar at one of the participating ports each year. They also arrange an annual conference which takes place in a future Host Port. A further meeting may be added between the conference and the following year's Races, usually in London where Sail Training International is based. Other meetings are held online by video call.
- 3.5 As contract signatory and underwriter of the event, suitable officer(s) should attend these events in order to maximise the success of the event when it comes to Aberdeen
- 3.6 Using their own funds, partners from Port of Aberdeen and Aberdeen Inspired may send additional representatives to these events to ensure that maritime and city centre commercial operations are successful.
- 3.7 Provision for international travel and associated spend was accounted for within the Tall Ships 2025 budget (COM 22/251).

#### **Tall Ships Travel 23/24**

- 3.8 To appraise the benefits of travel and/or conference attendance, the following criteria are applied:
  - 1) Engagement reflects the sectoral priorities in the RES – energy; food and drink; tourism; life sciences.
  - 2) Engagement has the potential to advance the Tall Ships Aberdeen 2025 project.
  - 3) Where appropriate, travel is co-ordinated with Port of Aberdeen and Aberdeen Inspired to ensure activity meets the specific needs of hosting the Tall Ships Races 2025.
  - 4) Activity with Sail Training International ie. conferences, exhibitions, events, where attendance by officers is requested will be discussed with the Chair of the Tall Ships 2025 Organising Committee and Co-Leaders.

3.9 Based on this, the following overseas travel is proposed as priority for the Tall Ships 2025 project in 2023/24:

- 1) Under criteria 1, 2, 3 and 4: Host Port Seminar in Fredrikstad, Norway from 15<sup>th</sup> to 18<sup>th</sup> July 2023
- 2) Under criteria 1, 2 and 3: Attendance at the International Sail Training and Tall Ships Conference in Le Havre, France from 16<sup>th</sup> to 19<sup>th</sup> November 2023
- 3) Under criteria 1, 2 and 3: Attendance at an additional Host Port Event in the UK in February or March 2024.

3.10 Where additional overseas travel by officers is requested beyond that referred in 3.9, officers will appraise the request against the criteria in 3.8 and discuss with Co-Leaders. A report will be brought to committee if a decision to travel is required.

3.11 The Council will support inward delegations from Sail Training International and facilitate involvement in these itineraries by appropriate Aberdeen businesses and stakeholders, including bid partners.

#### 4. FINANCIAL IMPLICATIONS

4.1 Council approval is required in relation to proposed travel in 2.1 and 3.9, with estimated costs totalled below. These costs will be met from the Council's Coastal Communities funding for 2023/24.

<b>Destination</b>	<b>Attendance</b>	<b>Dates</b>	<b>Estimated Costs</b>
Host Port Seminar, Fredriksad	One officer	15 – 18 July 2023	£1,200
International Sail Training and Tall Ships Conference, Le Havre	Three officers	16 - 19 November 2023	£3,000
Host Port Event, UK	Three officers	March 2024	£1800
<b>TOTAL</b>			<b>£6000</b>

4.2 The Host Port Seminar attendee would be the interim Project Manager (Service Manager – Commercial) and is the first opportunity to attend both the seminar, make links with project leads and ship owners, and see the event running in a Host Port.

4.3 The annual conference is the first chance to present Aberdeen as a Host Port destination to the wider Tall Ships community. This includes a video presentation at the opening event, introductory seminar from 2025 Host Port representatives to delegates, and a trade stand to represent the city throughout

the event. This is vital to liaise with other Host Ports for 2025, recruit ships to join the Aberdeen leg of the Races, make links with trainee recruitment organisations, and learn about best practice for event delivery; including maximising commercial revenue. Attendees would be the Senior Project Manager, and workstream leads for City Operations and Commercial (Team Leader – City Events and Service Manager – Commercial).

4.4 The third event will include the Senior Project Manager, and workstream leads for Trainees and Volunteers.

4.5 Port of Aberdeen would, at their own cost, send the workstream leads for Comms and Port Operations to the conference and second host port event to ensure a joined-up approach between event partners.

## 5. LEGAL IMPLICATIONS

5.1 Local authorities have a statutory duty to secure best value as per section 1 of the Local Government in Scotland Act 2003. The Council has travel policies for both members and officers. All travel should be booked in accordance with these policies to ensure cost-effective travel arrangements.

## 6. ENVIRONMENTAL IMPLICATIONS

6.1 The report recommendations have a negative environmental impact, namely an increase in carbon emissions due to air travel. To minimise this, regular meetings to fulfil Tall Ships contractual commitments take place virtually, and where travel is proposed as necessary, the itinerary will be full and valuable. Consideration will also be given to minimising the carbon footprint when booking travel i.e. booking a train rather than flight for any in-country connections (when the itinerary allows) or booking 'green' airfares only.

## 7. RISK

Category	Risks	Primary Controls/Control Actions to achieve Target Risk Level	*Target Risk Level (L, M or H)  *taking into account controls/control actions	*Does Target Risk Level Match Appetite Set?
<b>Strategic Risk</b>	Failure to maintain and establish Host Port and Tall Ships relationships will reduce social and economic gains from hosting	Alignment with RES priority for tourism.  Alignment with 365 Events Strategy, alongside further strategies for tourism and events from VisitAberdeenshire and EventScotland.	M	Yes

<b>Category</b>	<b>Risks</b>	<b>Primary Controls/Control Actions to achieve Target Risk Level</b>	<b>*Target Risk Level (L, M or H)</b>  <small>*taking into account controls/control actions</small>	<b>*Does Target Risk Level Match Appetite Set?</b>
	the Tall Ships 2025 in Aberdeen	Continued benchmarking of successful major events to ensure we can deliver best practice and excellent participant experience.		
<b>Compliance</b>	Travel, accommodation and/or subsistence arrangements not in line with Council policies.	All travel and accommodation arrangements will be made via the Travel Team in accordance with the Council's travel policies for officers.	L	Yes
<b>Operational</b>	Safety and security risks of travel to certain locations.	<p>Foreign and Commonwealth Development Office travel advice and any entry requirements still associated with Covid-19 will be followed.</p> <p>A thorough risk assessment exercise will be completed prior to any travel outside of the UK. This forms part of the pre-travel briefing.</p> <p>The Council has sufficient travel insurance in place.</p>	L	Yes
<b>Financial</b>	Actual costs exceed those estimated in this report.	A costing exercise has been undertaken to inform those costs estimated in this report.	L	Yes

Category	Risks	Primary Controls/Control Actions to achieve Target Risk Level	*Target Risk Level (L, M or H)  *taking into account controls/control actions	*Does Target Risk Level Match Appetite Set?
		No travel will be booked if it exceeds the total approved budget.		
<b>Reputational</b>	<p>Reputational risks if the city does not actively maintain and participate in relationships with fellow Host Ports, Sail Training International and the vessels participating in the Tall Ships Races.</p> <p>Reputational risk to the city's global profile as an excellent host of major international events.</p>	<p>Fulfilling the Council's obligation in terms of the Tall Ships 2025 contract.</p> <p>Close working relationships with Sail Training International, other Host Ports, EventScotland, VisitAberdeenshire and bid partners Port of Aberdeen and Aberdeen Inspired</p>	M	Yes
<b>Environment / Climate</b>	Carbon footprint of air travel.	Travel plan has been streamlined to only include priority and necessary overseas trips.	M	Yes

## 8. OUTCOMES

<b><u>COUNCIL DELIVERY PLAN 2022-2023</u></b>	
<b>Impact of Report</b>	
<p><b>Aberdeen City Council Policy Statement</b></p> <p><b><u><a href="#">Working in Partnership for Aberdeen</a></u></b></p>	<p>The proposals within this report – maintaining and establishing relationships with Tall Ships Races, events and tourism networks, particularly those focused on major international events - support the</p>

	<p>delivery of the following aspects of the policy statement:</p> <p>A Prosperous City</p> <ul style="list-style-type: none"> <li>• Develop our tourism and events economy in a genuine partnership with the private sector, third sector and residents</li> <li>• Work with partners to stimulate sustainable economic development, including growth in tourism and events working in partnership with business, education and other relevant sectors to ensure the city's reputation as a tourism destination.</li> </ul> <p>A Vibrant City</p> <ul style="list-style-type: none"> <li>• Enhance and promote the city centre as a place to meet socially, live and visit.</li> <li>• Strengthening the appeal and attraction of Aberdeen to a wide range of visitors</li> <li>• Showcasing the significant natural and cultural assets of the city</li> </ul>
<a href="#">Aberdeen City Local Outcome Improvement Plan 2016-26</a>	
Prosperous Economy Stretch Outcomes	The proposals within this report will contribute to Economy Stretch Outcomes 2 and 3 as international relationships forged by hosting the Tall Ships 2025 will increase tourism and skills opportunities for local industries and businesses, with the event legacy including training and new employment opportunities.
Prosperous Place Stretch Outcomes	The proposals within this report will contribute to Place Stretch Outcome 13. Knowledge and best practice sharing with our international partner cities who hold similar tourism, training and events goals.
<b>Regional and City Strategies</b>	The proposals within this report conform with the objectives of the Regional Economic Strategy, with regard to tourism as a key economic driver for the city and region.

## 9. IMPACT ASSESSMENTS

Assessment	Outcome
<b>Integrated Impact Assessment</b>	Not required

<b>Data Protection Impact Assessment</b>	Not required
<b>Other</b>	Not required

## 10. BACKGROUND PAPERS

10.1 COM 22/251 Urgent Business Committee, Friday 21st October 2022

## 11. APPENDICES

11.1 None

## 12. REPORT AUTHOR CONTACT DETAILS

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