**Appendix 3**

**Policy statement**

1.1 This policy sets out how expenditure on civic hospitality should be managed and agreed.

**Scope**

2.1 This policy applies to all civic hospitality provided by the Council, whether on its own initiative or in response to an application. It does not apply to general hospitality which for example would include tea and coffee for meetings or training events.

**Definitions**

3.1 Civic Hospitality can be provided for a variety of reasons and is provided on behalf of the Council, a particular Council committee or the Lord Provost. Civic Hospitality should not be provided for political purposes. When deciding whether to approve civic hospitality, consideration should be given as to whether it is in line with the Council’s strategic priorities. Additionally, civic hospitality should only take place for one or more of the following reasons:

**Civic Hospitality Policy**

3.1.1 To welcome distinguished visitors to the City;

3.1.2 To mark special achievements and/or present awards;

3.1.3 To celebrate the major anniversaries of organisations which have contributed to the general wellbeing of the City;

3.1.4 Hospitality in connection with the civic services at St Giles Cathedral;

3.1.5 Hospitality associated with Edinburgh’s festivals;

3.1.6 Hospitality in connection with prestigious conferences, events or festivals taking place within the City; or

3.1.7 To promote the Council’s strategic priorities or a committee’s objectives or policies.

**Policy content**

4.1 Civic hospitality should, wherever practical, be held on Council premises. If accommodation on Council premises is not available or is insufficient then alternative locations may be agreed by the Chief Executive.

4.2 The Lord Provost, Deputy Convener or nominated Baillie will host the majority of civic receptions. The appropriate committee convener or his/her nominee will host civic receptions when the hospitality is being provided on behalf of a particular committee.

4.3 Where an applicant specifically requests use of a venue outwith Council premises for the convenience of their event, a civic hospitality grant may be awarded. The grant should be limited to the equivalent cost of holding the reception in Council premises.

4.4 Funding for civic hospitality will be met by the Lord Provost’s civic hospitality budget unless it is for receptions on behalf of a particular committee which will be met by the relevant service area.

4.5 The Council will provide the venue for receptions associated with externally hosted conferences if appropriate and will negotiate with the applicant a suitable financial arrangement to meet the cost of food and drink provided.

4.6 The celebration of major anniversaries should normally be restricted to multiples of 25 years but exceptions can be made. It is also hoped that increasingly more lasting confirmation, such as scholarships, can be proposed which will replace receptions in some cases.

4.7 General hospitality providing for example tea and coffee for meetings and training events are not covered by this policy.

**Implementation**

5.1 If approved this policy will be published on the Council’s website and made available to the appropriate officers to ensure any reporting is undertaken appropriately.

**Roles and responsibilities**

6.1 The Chief Executive has delegated authority to approve expenditure on civic hospitality up to £10,000, in consultation with the Lord Provost and/or the Depute Lord Provost or the appropriate convener if the hospitality is provided on behalf of a Council committee. Approval should be sought from the Finance and Resources Committee on individual items of expenditure which costs £10,000 and above. This approval should be brought in the form of a report to the Finance and Resources Committee.

6.2 Any amount spent on hospitality that is outwith the relevant allocated budget requires approval by the appropriate committee, which is the Finance and Resources Committee for the civic hospitality budget within the Lord Provost’s area.

6.3 The Office of the Lord Provost will co-ordinate the organisation and administrative arrangements for all civic hospitality unless it is mutually agreed that another service area will do so.

6.4 Executive Directors and the Chief Executive are responsible for ensuring expenditure on civic hospitality is contained in their respective budgets.

**Related documents**

7.1 Scheme of Delegation to Officers.

**Equalities impact**

8.1 There are no equalities issues arising from this policy.

**Sustainability impact**

9.1 There are no sustainability issues arising from this policy.

**Risk assessment**

10.1 This policy was refreshed in October 2015 and was amended with job title changes in August 2019.

**Review**

11.1 In line with the Council’s policy framework, this policy will be reviewed annually or more frequently if appropriate and submitted to the relevant Council committee.