



meeting	ADMINISTRATION COMMITTEE	
date	20 October 2004	agenda item number

REPORT OF THE HEAD OF CUSTOMER MANAGEMENT AND COMMUNICATIONS

COMMON PURPOSE PROGRAMME DAY EVENT **Wednesday 8 December 2004**

Purpose of the Report

1. To request funding from the County Hospitality Budget to provide conference facilities and breakfast, lunch and a light supper for the final 2004 Common Purpose programme day event.

Background

2. The County Council has been involved in Common Purpose for many years, providing sponsorship in terms of programme days, launch events, keynote speakers and funding.

Some of our members and top senior managers have been involved in the programmes over the years and have benefited from expanding their knowledge, skills and experiences through the programme days.

The Common Purpose educational programmes provide leadership development, diversity insight and community leadership skills as well as helping delegates develop new networks and sources for ideas. The programme recruits from across the county including the public, private and voluntary sectors.

Around 25 representatives from organisations across the county, plus two staff, will be invited to attend the final programme day of 2004, to be held at County Hall on 8 December.

A professional networking organisation will be giving a free Networking Masterclass, followed by a networking lunch. In order to

make this really effective and to introduce more people to the Common Purpose experience, each participant will invite two contacts, which will mean around 75 people for lunch. These extra people will leave before the afternoon session starts.

- 2.1 The Authority has been approached by the Common Purpose Advisory Board to support this final programme day event through the provision of hire of the Assembly Hall and refreshments throughout the day.

Our sponsorship will be delivered through:

- waiving the cost of room hire for the programme day
- tea, coffee and squash throughout the day
- providing a breakfast for 25 delegates plus two staff
- providing a buffet lunch for 75 delegates plus two staff
- providing a hot and old buffet supper, with wine, for 25 delegates at plus two staff

This gives a total estimated cost of £1500. Half of this cost - £750 - is to be met from the County Hospitality Budget. The other half will be met from the corporate communications budget.

Financial Implications

3. The financial implications are set out in the main body of the report. When making a decision on this request, the Committee should have regard to the outstanding balance available in the budget and to commitments already agreed.

Statutory & Policy Implications

4. The County Hospitality budget is within the remit of the Administration Committee, which has the authority to determine the nature and level of hospitality to be provided.

Recommendation

5. That approval is given for the County Council to provide sponsorship to the 2004 Common Purpose final programme day event by covering the provision of the room hire, and refreshments throughout the day at a cost of £750.

SUZANNE LLOYD

HEAD OF CUSTOMER MANAGEMENT AND COMMUNICATIONS

Legal Services' Comments (KK)

The Administration Committee has the delegated authority to authorise hospitality to be offered by the County Council. The proposal in this report is therefore within the remit of this Committee.

Director of Resources Financial Comments (R/MB)

Background Papers Available for Inspection

Nil