

Meeting **ADMINISTRATION COMMITTEE**

Date **13 September 2011**

agenda item number **8 (a)**

ANNUAL LEGAL SERVICE – SUNDAY 22nd JANUARY 2012 – GALLERIES OF JUSTICE

1. Purpose

This report seeks approval for the cost of hospitality associated with the annual Legal Service & Reception which marks the administration of justice in the City. The Chairman has been invited to read a lesson at this service. The cost of providing hospitality will be shared jointly between the County and City Councils.

2. Background

- 2.1 In September 2003, Administration Committee agreed that hospitality after the Service should be provided by the County Council in alternate years. This is in the form of a reception in the Shire Hall.
- 2.2 In 2007 the Civic Office received a letter from the Lord Mayor's office suggesting that the City and County Councils divide the costs equally each year rather than pay the full amount alternate years. This was approved by the Administration Committee.
- 2.3 In light of the current economic climate, both Councils feel that lunch should no longer be provided following the Service. Light refreshments in the form of tea, coffee and biscuits will be made available.

3. Financial Implications

The approximate cost of providing hospitality for 80 guests in Galleries of Justice is £300 including VAT to be divided equally between Nottingham City Council and Nottinghamshire County Council. If approved the City Council would invoice the County Council for half the cost once the Legal Service had taken place. This cost to be funded from the County Hospitality Budget.

4. Statutory and Policy Implications

This report has been compiled after consideration of implications in respect of finance, equal opportunities, personnel, crime and disorder, human rights and those using the relevant service. Where such implications are material, they have been described in the text of the report.

5. Recommendation

That consideration be given to the provision of hospitality in the form of tea, coffee and biscuits in the Grand Jury Room at the Galleries of Justice, Nottingham, for approximately 80 guests, at an estimated cost of £300.00 to be divided equally between the County and City Councils.

DAVID ELLIS
Service Manager, Members & Civic Services

Legal Services' Comments (SLB 10/08/2011)

The Committee has authority to consider the matters set out in the report.

The Delegation to Administration Committee contained in Part III of the Council's Constitution, Responsibility for Functions, includes delegation to authorise hospitality to be offered by the County Council.

Comments of the Service Director (Finance)

The financial implications are set out in paragraph 3 of the report. (MB 11/08/11)

Background Papers Available for Inspection

Letter from Richard Bullock MA DL, Under Sheriff for Nottinghamshire
Quote from the City Council for Galleries of Justice