

Meeting **ADMINISTRATION COMMITTEE**

Date **29 September 2010**

agenda item number **4(b)**

ANNUAL LEGAL SERVICE – SUNDAY 30th JANUARY 2011 – SHIRE HALL

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 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 cost of providing hospitality for 80 guests in Shire Hall is £245.52 plus VAT = £288.49 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 Shire Hall, Nottingham, for approximately 80 guests, at an estimated cost of £288.49 to be divided equally between the County and City Councils.

DAVID ELLIS
Service Manager, Member Support

Legal Services' Comments (LM7/9/10)

The Administration Committee has delegated authority to approve hospitality offered by the County Council.

Comments of the Service Director (Finance)

The financial implications are outlined in the report. (MB 06/09/10)

Background Papers Available for Inspection

Letter from Richard Bullock MA DL, Under Sheriff for Nottinghamshire
Corporate Customer Quote for Shire Hall

Annual Legal Service2011/CAD