

Members' Library Service Request Form

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Originator	David Russell, Communications Manager
Originator's Ref (if any)	
Document Title	Civic Receptions December 2012–Provost's Christmas Reception/ Children's Panel Reception

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Authorised By	Tom Shearer
Designation	Head of Policy & Partnerships
Date	21 November 2012

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REPORT TO: Members' Library Service

DATE:

BY: Executive Director (Support Services)

SUBJECT: Civic Receptions, December 2012 – Provost's Christmas Reception / Children's Panel Reception

1 PURPOSE

- 1.1 To report on arrangements for Civic Receptions to be held in December 2012 – the annual Provost's Christmas Reception and a reception for East Lothian Children's Panel members.

2 RECOMMENDATIONS

- 2.1 To note arrangements approved by the Provost and Leader of the Council for a Civic Reception on 11 December 2012 to mark the contribution made by Children's Panel members in East Lothian.
- 2.2 To note similarly approved arrangements for the annual Provost's Christmas Reception, to be held on 12 December 2012.

3 BACKGROUND

- 3.1 The East Lothian Children's Panel Advisory Committee has requested a small Civic Reception to mark the contribution made by East Lothian Panel members during 2012. This will be held in the Town House, Haddington, on Tuesday 11 December and will take the form of a finger buffet with refreshments.
- 3.2 Since 2007, the Provost has held an annual Christmas Reception for representatives of the community and local organisations, and to mark the achievements of local people. The Provost has agreed to continue this tradition in 2012, with a Reception to be held on Wednesday 12 December in the Town House, Haddington, taking the form of a finger buffet with refreshments. The Reception will also recognise the achievements of East Lothian's Team GB and Paralympic GB members

who took part in London 2012, as well as GamesMakers volunteers from the county.

- 3.3 The contribution of outgoing Community Council members will also be recognised at the Reception, and small presentations will be made by the Provost to these individuals, and to the Olympic and Paralympic representatives, in recognition of their achievements.

4 POLICY IMPLICATIONS

- 4.1 None.

5 EQUALITIES IMPACT ASSESSMENT

- 5.1 This report is not applicable to the wellbeing of equalities groups and an Equalities Impact Assessment is not required.

6 RESOURCE IMPLICATIONS

- 6.1 **Financial** – Catering for the Civic Reception is based on a guest list of 50 for the Reception on 11 December and 80 for the Provost’s Reception on the 12th. The costs will be met from the Council’s 2012/2013 Civic Hospitality budget.
- 6.2 **Personnel** – None.
- 6.3 **Other** – None.

7 BACKGROUND PAPERS

- 7.1 None.

AUTHOR’S NAME	David Russell
DESIGNATION	Communications Manager
CONTACT INFO	Tel: 01620 827655 E-Mail: drussell@eastlothian.gov.uk
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