

## Members' Library Service Request Form

Date of Document	26/08/13
Originator	David Russell, Communications Manager
Originator's Ref (if any)	
Document Title	Scottish Registration Managers' Conference - civic hospitality

Please indicate if access to the document is to be “unrestricted” or “restricted”, with regard to the terms of the Local Government (Access to Information) Act 1985.

Unrestricted	<input checked="" type="checkbox"/>	Restricted	<input type="checkbox"/>
--------------	-------------------------------------	------------	--------------------------

If the document is “restricted”, please state on what grounds (click on grey area for drop-down menu):

For Publication
-----------------

Please indicate which committee this document should be recorded into (click on grey area for drop-down menu):

Cabinet
---------

Additional information:

Authorised By	Monica Patterson
Designation	Depute Chief Executive
Date	01/08/13

For Office Use Only:	
Library Reference	190/13
Date Received	03/09/13
Bulletin	Sept13

**REPORT TO:** Members' Library Service

**DATE:**

**BY:** Head of Policy and Partnerships

**SUBJECT:** Scottish Registration Managers' Conference –  
Civic Hospitality

---

## **1 PURPOSE**

- 1.1 To note arrangements for civic hospitality to be provided by the Council for the Scottish Registration Managers' Conference to be held in Musselburgh in November 2013.

## **2 RECOMMENDATIONS**

- 2.1 To note that approval has been given by the Provost and Leader of the Council to provide a financial contribution towards the cost of a civic lunch and the hire of premises for the Scottish Registration Managers' Conference to be held in the Brunton, Musselburgh on 14 November 2013.

## **3 BACKGROUND**

- 3.1 Each year, a joint Conference is held between a local authority in Scotland and the National Records for Scotland (NRS) for Managers responsible for the delivery of Registration services. This year, East Lothian Council will jointly host the conference on Thursday 14 November at The Brunton.
- 3.2 On the evening prior to the conference there will be a pre-conference reception and dinner to welcome delegates from across Scotland and showcase developments within the John Gray Centre with respect to family history, library, museum and archival storage.
- 3.3 The full day conference on the 14<sup>th</sup> will include a civic welcome from the Provost, with lunch and refreshments for around 70 delegates provided by the joint organisers. As host authority, the Council has received a request for financial support towards the cost of the delegates' lunch and hire of the facilities. The Provost and Leader of the Council have agreed

to a contribution of £1000 from the corporate hospitality budget towards the event.

#### **4 POLICY IMPLICATIONS**

4.1 None

#### **5 EQUALITIES IMPACT ASSESSMENT**

5.1 This report is not applicable to the well being of equalities groups and an Equalities Impact assessment is not required.

#### **6 RESOURCE IMPLICATIONS**

6.1 Financial – The funding for civic hospitality will be met from the Council's corporate hospitality budget for 2013/14

6.2 Personnel - None

6.3 Other - None

#### **7 BACKGROUND PAPERS**

7.1 None

<b>AUTHOR'S NAME</b>	David Russell
<b>DESIGNATION</b>	Communications Manager
<b>CONTACT INFO</b>	T. 01620 827655 E. drussell@eastlothian.gov.uk
<b>DATE</b>	26 August 2013