

## Members' Library Service Request Form

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Originator	David Russell, Communications Manager
Originator's Ref (if any)	
Document Title	Society of Chief Officers of Environmental Health – Civic Hospitality

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**REPORT TO:** Members' Library Service

**DATE:**

**BY:** Depute Chief Executive (Partnerships and Services for Communities)

**SUBJECT:** Society of Chief Officers of Environmental Health – Civic Hospitality

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## **1 PURPOSE**

- 1.1 To note the decision of the Depute Provost and Leader of the Council to approve a request to provide civic hospitality for a meeting of the Society of Chief Officers of Environmental Health.

## **2 RECOMMENDATIONS**

- 2.1 To approve arrangements for a sandwich lunch, teas and coffees for a meeting of the Society of Chief Officers of Environmental Health to be held in Haddington on 13 December 2013.

## **3 BACKGROUND**

- 3.1 The Society of Chief Officers of Environmental Health provides a forum for chief officers and senior managers responsible for delivering environmental health services within the 32 local authorities in Scotland. The Society meets on a quarterly basis to discuss developments and promote good practice in the management and delivery of these services. The group acts as the voice of local authority environmental health in Scotland and provides professional advice and guidance on a wide range of related matters to COSLA, the Scottish Government, and other government departments and agencies.
- 3.2 The next meeting of the Society is scheduled to take place in Haddington on Friday 13 December 2013. The group has requested civic hospitality in the form of a sandwich lunch, teas and coffees for around 30 representatives attending from local councils across Scotland. This

request has been approved by the Depute Provost (acting for the Provost in his absence) and the Leader of the Council.

#### **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 – funding for the lunch will be provided from the Council’s Civic Hospitality budget. Approximate costs will be £10 per person to include tea/coffee on arrival and lunch.

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>	Tel.01620 827655. Email. drussell@eastlothian.gov.uk
<b>DATE</b>	13 August 2013