



## PORTFOLIO HOLDER DECISION NOTICE

### **INDIVIDUAL DECISION BY THE DEPUTY LEADER & PORTFOLIO HOLDER FOR BUILT ENVIRONMENT**

#### **TOPIC – CIVIC TRUST AWARDS 2017**

#### **PROCEDURAL INFORMATION**

The Access to Information Procedure Rules – Part 4, Section 22 of the Council's Constitution provides for a decision to be made by an individual member of Cabinet.

In accordance with the Procedure Rules, the Chief Operating Officer, the Chief Executive and the Chief Finance Officer are consulted together with Chairman and Vice Chairman of The Overview and Scrutiny Committee and any other relevant overview and scrutiny committee. In addition, all Members are notified.

If five or more Members from those informed so request, the Leader may require the matter to be referred to Cabinet for determination.

#### **Contact Officers:**

**Case Officer:** Sara-Kay Baker, National Management Trainee (Project Office),  
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**Democratic Services Officer:** Nancy Graham, Senior Democratic Services Officer,  
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#### **SUMMARY**

- This Decision Notice is seeking commitment for Winchester City Council to host the Civic Trust Awards (CTA) in March 2017. The CTA is a national event that celebrates architectural design and invites over 300 guests to the city.
- The CTA prides itself on using local businesses to orchestrate the event, and would use the Winchester Guildhall as the venue and local suppliers for catering, Audio Visual supplier, etc. Moreover, guests are encouraged to spend time in Winchester beyond the event to further benefit the local economy. S 1 Localism Act 2011 enables the Council to promote the local economy for the benefit of its area.
- Acting as host and key sponsor, the Council would be responsible for contributing half of the total event costs, estimated to be £17,500. WCC would also provide

walking tours on the day of the event to local sites of historic and architectural interest (see *Resource Implications below*).

- Additional costs of c£2,000 are anticipated (walking tours, local publicity etc) so a budget of £19,500 is recommended in order to cover the full costs of the project (assuming no commercial support is achieved).
- The Council would seek commercial support to cover 75% of these contribution costs. Therefore the actual cost to the Council could be in the region of £5,000 if this target is achieved, and would constitute as the Council's sponsorship of the event.

### **DECISION**

1. That approval is given for the Council to host the CTA in March 2017.
2. That approval is given to ring fence £19,500 of the Active Communities Commissioning budget. A £3,500 deposit will be due in 2014/15, with the remainder £16,000 to be incurred in 2016/17.

### **REASON FOR THE DECISION AND OTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

This decision is in alignment with the Community Strategy (2014), as the event would support local businesses, promote tourism, and raise the profile of the cultural assets of the city.

### **RESOURCE IMPLICATIONS:**

| <b>CIVIC TRUST AWARDS 2017</b>                                 | <b>£</b>      |
|--|---------------|
| <b>TOTAL EVENT COSTS*</b>                                      | <b>35,000</b> |
|  |               |
| <b>Civic Trust Awards Contribution</b>                         | <b>17,500</b> |
| <b>CITY COUNCIL</b>  |               |
| <b>City Council's Contribution</b>                             | <b>17,500</b> |
| <b>Additional Costs (walking tours, local publicity, etc.)</b> | <b>2,000</b>  |
| <b>TOTAL</b>   | <b>19,500</b> |

\* Based on 300 guests and estimated prices for 2017

As the Council must underwrite all costs of the assigned contribution, the full £19,500 will need to be budgeted for and this will ensure there is no unexpected financial risk to the Council if the target for commercial support is only partly obtained by February 2017.

It is proposed that the Active Communities Commissioning budget is ring-fenced for the full cost of £19,500. A £3,500 deposit will be due in 2014/15 and the remaining costs of £16,000 will be incurred in 2016/17.

A budget of £19,500 has been brought forward from the 2013/14 Active Communities Commissioning budget, in order to fund the project.

**CONSULTATION UNDERTAKEN ON THE DECISION**

The Leader of the Council, the Chief Executive, the Portfolio Holder for Built Environment, and several other senior officers have been consulted.

**FURTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED FOLLOWING PUBLICATION OF THE DRAFT PORTFOLIO HOLDER DECISION NOTICE**

N/A

**DECLARATION OF INTERESTS BY THE DECISION MAKER OR A MEMBER OR OFFICER CONSULTED**

N/A

**DISPENSATION GRANTED BY THE STANDARDS COMMITTEE**

N/A

Approved by: (signature)

Date of Decision: 11.08.14

Councillor Victoria Weston – Deputy Leader & Portfolio Holder for Built Environment