



Community Services: Education

Argyll House
Alexandra Parade
Dunoon PA23 8AJ

To: Heads of all Educational Establishments

Dear Colleague

Significant events in educational establishments: role of the Provost

Argyll and Bute's Provost is the first representative of the Council and accordingly the education service requires to consult with the Provost's office regarding the recognition or celebration of significant events in the life of educational establishments particularly when it would be appropriate to invite a civic dignitary to participate.

Such events might include the following:

- (a) visits to your establishment by official parties, dignitaries or exchange groups from other countries which in your view merit civic recognition;
- (b) visits by your staff and/or students to other authorities within the UK or abroad which are likely to attract civic recognition in the area(s) visited;
- (c) special activities or occasions, particularly jubilees, in the life of your establishment which in your view are of sufficient significance for the local community to merit civic participation in recognition of the activity or in celebration of the occasion.

Before making arrangements for such significant events, it is imperative that heads of establishment consult with the appropriate head of service as far in advance as is practicable.

Under no circumstances should approaches be made to external bodies not directly involved as an integral part of the event itself until the views of the executive director and the decisions of the Provost have been made known.

At the earliest possible stage therefore the attached pro forma should be completed and sent to the education office. Thereafter matters will be progressed and you will be notified of the outcome in due course.

To facilitate the central planning required when processing a number of requests for recognition from across the authority, establishments will be asked annually in the early autumn for an initial indication of their intentions for relevant events in a coming financial year. Naturally, further contact using the full attached pro forma is required nearer the time once individual events have been confirmed and firm dates and details secured.

A similar notification should be adopted for those activities which although you may not deem them to have the significance meriting formal civic recognition are nevertheless sufficiently noteworthy to be brought to the attention of the Executive Director of Community Services and the Education Spokesperson.

It is hoped that the foregoing arrangements will ensure that the necessary protocols are observed and events within the education service can be accorded appropriate standing from the perspective of the full Council.

Yours sincerely

Executive Director of Community Services
March 2010

Argyll and Bute Council : Community Services : Education

Request for Provost's recognition

1 **Event taking place**

2 **Date(s)**

3 **Establishment and sector of education involved**
(pre-5, schools, community education, careers service)

4 **For event in Argyll and Bute**

4.1 Type of hospitality requested (morning coffee, afternoon tea, buffet lunch, formal lunch, evening buffer, evening dinner)

4.2 (a) Number of people to be involved in total

(b) Number of children, if any, included in the above total

4.3 Preferred dates (NB: at least 3 options should be provided)

4.4 Name(s) of any Argyll and Bute councillor(s) involved

4.5 Details of the involvement of any other local authority or external agency

4.6 Details, including dates, of any hospitality accorded by the provost to this particular event on a previous occasion

4.7 Brief indication of reason hospitality is being sought (including reciprocation of hospitality already received elsewhere in the case of exchanges/return visits)

5 For visits outwith Argyll and Bute

5.1 Type of gift(s) and number of such gifts requested (badges, ties, scarves, book, glasses, special gift)

5.2 Brief indication of reason for particular gifts being sought (including presentation at expected receptions at municipal or regional level elsewhere)

6 Name of person responsible for the event

Address

Telephone no

Signed

Head of establishment

Date

NB Where Provost's hospitality is granted it is essential that a full briefing note on the event and any relevant background information helpful to guests and suitable to assist in formulating a welcoming address is submitted to the education office, no later than 15 working days in advance of the date of the occasion itself.

For office use only

Recommendation

Nature of hospitality recommended

Nature of gifts recommended

Signed

Head of Service

Date