

## SHORT BUSINESS CASE FOR ATTENDANCE AND INVOLVEMENT AT EXTERNAL HOSPITALITY ACTIVITIES & EVENTS

This Short Business Case is for Council's involvement and attendance at external hospitality events. It is not required for events / activities which are at no cost to Council, and as such are recorded in the Hospitality Register. This Short Business Case is not relevant for attendance at meetings, events and activities which form part of routine business, which may or may not include hospitality.

<b>Event name</b>			
<b>Concept overview</b>	Succinctly describe the engagement event.		
<b>Link to Corporate Plan</b>	Reference strategic priority / objectives.		
<b>Benefits of attending this event</b>	What outcomes are anticipated to be achieved?		
<b>Budget code</b>	Who will pay?		
<b>Target users / customers / partners?</b>	Who will benefit most from attending? Detail rationale for selecting / configuring the attendance.		
<b>Benefits of attending this event</b>	What outcomes are anticipated to be achieved?		
<b>Other options</b>	Are there alternative ways to engage?		
<b>Costs</b>	<ul style="list-style-type: none"> <li>• Event.</li> <li>• Accommodation.</li> <li>• Travel / subsistence.</li> </ul>		
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Promotion of the event?</li> <li>• Promotion of Council's involvement in the event?</li> <li>• Report back afterward.</li> </ul>		
<b>Attendance</b>	<ul style="list-style-type: none"> <li>• Elected Members?</li> <li>• Officers?</li> <li>• External attendance - target users / customers / partners.</li> </ul>		
<b>Risks</b>	<ul style="list-style-type: none"> <li>• Security.</li> <li>• Health &amp; Safety.</li> <li>• Data protection.</li> <li>• Equality / disability.</li> <li>• Environmental.</li> <li>• Staffing burden.</li> </ul>		
<b>Is it appropriate use of public money?</b>	<ul style="list-style-type: none"> <li>• Political fundraising event?</li> <li>• Party political event or hosted by any one political party?</li> <li>• Sound rationale for attendance / involvement.</li> </ul>		
<b>Director approval</b>	Spend up to £500	<b>Approved / not approved</b>	<b>Date:</b>
<b>SMT approval</b>	Spend over £500	<b>Approved / not approved</b>	<b>Date:</b>
<b>Council approval</b>	Spend over £2,000	<b>Approved / not approved</b>	<b>Date:</b>
<b>Next steps</b>	Rework / additional information		