

18 April 2012

**EDINBURGH INTERNATIONAL CULTURE SUMMIT - MONDAY 13 AND TUESDAY 14 AUGUST 2012: UPDATE**

**Executive summary**

1. At its meeting on Wednesday 21 December the SPCB approved the Edinburgh International Culture Summit as part of the 2012/13 Major Events and Exhibitions Programme. The event will take place during summer recess in August 2012.
2. Following the SPCB's approval we have been working closely with the four external partners to develop and plan the Summit. As plans for the event have developed it has become clear that additional resources will need to be made available to support the Summit. This was not clear at the time of submission.
3. We have also kept the European and External Relations and the Education and Culture Committees up-to-date on developments and propose, during May, to invite all Members to attend the Summit.
4. This Paper seeks the SPCB's approval for the closure of the building to the public for the duration of the Summit; for the use of additional facilities on Wednesday 15 August; and to note the provision of an additional Grade 2 member of staff for a period of 4 months to support the organisation of the event.

**Issues and Options**

**Closure of the building to the public**

5. As the SPCB will be aware this event will involve approximately 200 delegates comprising Culture Ministers and officials representing up to 50 countries. Of the countries attending there have been 34 ministerial confirmations either yes or yes in principle, many more than was originally anticipated. This is a huge success for the Summit and Scotland but has added additional workloads and pressures.
6. The event is taking place on a Monday and a Tuesday during Summer Recess. These are ordinary working days and the building is open to the Public. The event will need to make extensive use of the Debating Chamber and all the Committee and meeting rooms.
7. Owing to the large number of delegates it is not possible to accommodate the whole delegate group in the Members' Restaurant for lunch and refreshments. It is anticipated that much of the networking of the summit will take place during the lunchtime periods. Given that, together with the profile of the delegate group, it would therefore be inappropriate to split the group up during the lunchtime period.

8. We have explored the option of using the Garden Lobby for lunch and refreshment breaks. This however would not be practical as it is an ordinary working day and this would be disruptive for building users.
9. The most viable option would be to close the building to the public for the duration of the Summit. This would allow the Main Hall to be used for lunches and refreshment breaks as well as being used as the main assembly area for the event. A precedent for this has already been established as the building was closed to the public for the duration of the Microsoft Government Leaders Forum in 2007.
10. We have discussed this with Visitor Services and Security who have no issues with this proposal. Building users would still be able to sign-in guests as usual over the two days although there may be restricted access to certain areas at certain times due to security and logistical issues.

**The SPCB is asked to consider this and agree to the closure of the building to the public for the duration of the Summit.**

Additional day - Wednesday 15 August

11. Originally planned to take place over two days - Monday 13 and Tuesday 14 August - the Steering Group would like to explore the possibility of holding a full meeting of only ministers in private on the morning of Wednesday 15 August. The main reasons for this are twofold: to provide an opportunity for all ministers to discuss issues under Chatham House rules and to ensure as many ministers as possible remain for two days and the cultural events organised for the Tuesday evening.
12. For reasons of security, continuity and logistics the Steering Group would like these meetings to take place in one of the Parliament's large Committee Rooms. This would also mean that interpretation could be offered for this meeting as this facility will already be in place for the two days preceding this meeting. If an external venue were used then it may not be possible to offer interpretation due to additional costs that would have to be incurred to set this up.
13. It is not expected that all ministers would attend this meeting but it is hoped that a good number will attend, ensuring a successful meeting and end to the Summit. Given that the number participating in these additional meetings on the Wednesday morning is unlikely to exceed 30/40. This would not necessitate any additional closures to the building or cause any disruption to building users. Any additional costs for these rooms would be met by the external partners.

**The SPCB is asked to consider this and to agree that one of the Parliament's large committee rooms be made available on the Wednesday morning to facilitate these meetings.**

### Additional staff resource

14. As the plans for the event have developed the requirement for operational and administrative support has become clear and it far exceeds what was originally anticipated. As mentioned previously the number of ministers attending the Summit far exceeds the number originally expected.
15. Whilst the increase in ministerial attendance is a positive response to the Summit it has put additional pressures on the Events and Exhibitions Team at a time when the Team are in the middle of its busiest term ever; a period that comprises of the delivery of a nine major events and exhibitions.
16. In order to support the delivery of the programme overall and the successful delivery of the Culture Summit an additional staff resource at a Grade 2 level is required for a period of 4 months on a full-time basis. The costs for this additional member of staff can be met from budgets already allocated by the SPCB to the Corporate Events and Exhibitions budget.

**The SPCB is asked to note the temporary appointment of a Grade 2 Events Administrator to support the Events and Exhibitions Team for a period of 4 months.**

### Volunteering Opportunities

17. In order to facilitate the event approximately 120 volunteer staff will be required to act as support staff to the delegations, their entourages and to provide support to the event. The Scottish Government are now recruiting for a Volunteer Coordinator. This is not a role that was anticipated at the outset of the project and rather like the additional Grade 2 resource which has been requested within this Paper is being put into place as a flexible response to the scale of the project.
18. Volunteers from a variety of organisations will be encouraged to apply to work as Delegate Aides, including the Scottish Parliament, the Scottish Government, Historic Scotland and Student bodies. Volunteer staff will be assigned to specific delegations, and provide direct assistance over the two/three days, liaising with the Volunteer Co-ordinator. This opportunity may be of particular interest to those with language development skills and international (policy) interests.

**The SPCB is asked to note that an advert advertising the opportunity to volunteer to work as a Delegation Aide for this event will be offered to all SPCB staff and Members' staff accordingly.**

### Resource Implications

19. The cost to cover a temporary Grade 2 for 4 months is £8.5k. These costs can be met from budgets already allocated by the SPCB to the Corporate Events and Exhibitions budget from money set aside for potential events that have failed to materialise.

### **Governance issues**

20. Governance issues have been considered in the development of this Paper. A small element of risk has been identified to the project if the Grade 2 Events Administrator is not appointed. An Equalities Impact Assessment has been undertaken in relation to this Paper.

### **Publication Scheme**

21. This Paper should be withheld until the Summit has taken place.

### **Next steps**

22. Following agreement by the SPCB the temporary post will be advertised via the Chief Executive's weekly Bulletin to all SPCB staff and parliamentary officials will progress all of the other arrangements accordingly.

### **Decision**

23. The SPCB is asked to consider this Paper and to agree:
  - 23.1 to the closure of the building to the public on Monday 13 and Tuesday 14 August;
  - 23.2 that one of the large committee rooms is made available on the morning of Wednesday 15 August to facilitate additional Summit meetings; and
  - 23.3 to the temporary appointment of a Grade 2 Events Administrator to support the Events and Exhibitions Team for a period of 4 months.

## **EVENTS AND EXHIBITIONS TEAM**

April 2012