

Subject: Introduction of a Civic Protocol

Status: For Publication

Report to: Full Council

Date:

Report of: Executive Director of Resources

Portfolio

Holder: A Well Managed Council

Key Decision: No

Forward Plan General Exception Special Urgency

1. PURPOSE OF REPORT

- 1.1 This report invites Full Council to consider and formally approve a civic protocol for the conduct of the Mayoral office.

2. CORPORATE PRIORITIES

- 2.1 The matters discussed in this report impact directly on the following corporate priority and associated corporate objective.
- A Well Managed Council (Improvement, Community Network) by providing clarity on the roles and responsibilities within which civic dignitaries and staff will work.

3. RISK ASSESSMENT IMPLICATIONS

- 3.1 There are no specific risk issues for members to consider arising from this report. The protocol seeks to raise the profile of the Mayoral Office which is a key, high profile position which has regular contact with the community, individuals and organisations.

4. BACKGROUND AND OPTIONS

- 4.1 The role of the Mayor is a key, high profile position which has regular daily contact with the community, individuals and organisations. To assist members who take up their year of Mayoral Office a Civic Protocol has been developed which is set out in Appendix A.
- 4.2 The Civic Protocol has been developed in consultation with the Civic Matters Working Group which was established in January 2008. The Group comprised the Mayor, Deputy Mayor, Leader of the Council and Leaders of the Opposition Groups.
- 4.3 In developing the Civic Protocol a number of areas were considered and two key elements are set out in more detail below.

Appointment of Deputy Mayor.

Following discussion at Full Council on 27th February 2008 the Civic Matters Working Group have reviewed the procedure for the Appointment of Deputy Mayor, which had previously been agreed by the Council on 30th March 2005. The Group considered that the selection criteria did not take into account groups with two members plus any independent elected members of the Council and they agreed that the fairest way to select the Deputy Mayor should be purely based on length of service. A proposed revision to the criteria is detailed in section 6 of the Civic Protocol.

Criteria for the Selection of Honorary Aldermen

The Civic Matters Working Group considered it would be appropriate to mark and record the contributions of those former Members of the Council who have made an exceptional contribution to the work of the Council and to the community by making them Honorary Aldermen and accordingly considered the criteria for selection of Honorary Aldermen which is set out in section 16 of the Civic Protocol.

- 4.4 It is proposed that the Civic Matters Working Group will oversee the implementation of the Civic Protocol. Members of the Council are also asked to note proposals to further strengthen and raise the profile of the Mayoral Office including the introduction of an improved Mayoral Booking Form, the introduction of a Mayor's Handbook, improved information on the Council's website publicising the role of the Mayor, local performance indicators for the Mayoral Office and investigation into setting up the Mayor's Charity as a registered charity.

COMMENTS FROM STATUTORY OFFICERS:

5. SECTION 151 OFFICER

- 5.1 There are no immediate financial implications.

6. MONITORING OFFICER

6.1 It is good practice to set out clearly how the Council performs its civic functions.

7. HEAD OF PEOPLE AND ORGANISATIONAL DEVELOPMENT (ON BEHALF OF THE HEAD OF PAID SERVICE)

7.1 There are no immediate HR implications.

8. CONCLUSION

8.1 The adoption of the Civic Protocol will ensure a consistent approach to the civic role.

9. RECOMMENDATION(S)

9.1 That the Civic Protocol be approved and subsequent amendments to the Protocol be delegated to the Civic Matters Working Group.

10. CONSULTATION CARRIED OUT

10.1 Civic Matters Working Group

11. EQUALITY IMPACT ASSESSMENT

Is an Equality Impact Assessment required Yes

Is an Equality Impact Assessment attached Yes

12. BIODIVERSITY IMPACT ASSESSMENT

Is a Biodiversity Impact Assessment required No

Is a Biodiversity Impact Assessment attached No

Contact Officer	
Name	Heather Moore
Position	Committee and Member Services Manager
Service / Team	Resources / Committee and Member Services Team
Telephone	01706 252324
Email address	heathermoore@rossendalebc.gov.uk

No background papers