1.0 PURPOSE OF REPORT

1.1 To present a draft Mayoral Handbook for endorsement by General Purposes Committee. A handbook will enable the Mayor and officers to be clear about their roles and would also enable prospective Mayors to understand what would be expected in the role of Mayor. A copy of the draft Handbook is attached at Appendix 1.

2.0 RECOMMENDATIONS

2.1 That General Purposes Committee comment on and endorse the draft Mayoral Handbook, attached at Appendix 1;

2.2 That the Mayoral Handbook be included as an additional section in the Constitution;

2.3 That the split of the combined Mayoral allowance into separate allowances for the Mayor and Deputy Mayor as described in section 5.4 of the report be approved; and

2.4 That General Purposes Committee consider whether the Council should adopt an annually appointed Mayor’s Cadet.

3.0 RECOMMENDED REASON FOR DECISION

3.1 A Mayoral Handbook would bring together guidance, protocols and practice on the role of the Mayor and related civic business. It would be a useful point of reference for Members and Officers.
4.0 ALTERNATIVE OPTIONS CONSIDERED AND RECOMMENDED FOR REJECTION:

4.1 None considered as to not approve a Mayoral Handbook would not provide the benefits as described in paragraph 3.0

5.0 THE REPORT

5.1 The operation of the Mayoralty over many years has been a matter of custom and protocol. It is now considered timely to produce a handbook to outline key information and guidance on the role and ensure the Mayor is aware of their responsibilities. This would enable the Mayor, and prospective Mayors, to have a comprehensive overview of the role of the Mayor and what support can be expected from officers.

5.2 Guidance produced by the National Association of Civic Officers (NACO) was considered during preparation of the handbook, as well as handbooks produced by other Councils.

5.3 The handbook sets out the roles of the Mayor and Deputy Mayor and provides guidance on various aspects of the role including budgets, charitable fundraising, officer support, engagements and twinning. In addition, guidance on the conduct of Council meetings has also been attached as an appendix.

5.4 Traditionally agreement has been sought from the Mayor for the division of the combined Mayoral allowance whereby the Mayor receives 78% and the Deputy Mayor receives 22%. It is now proposed that this split be formalised into two separate allowances which when added together will equal the current combined allowance, as set out at Section 5.1 of the handbook.

5.5 Following endorsement of the draft handbook by Management Board on the 4 March 2019 agreement is now sought from General Purposes Committee before ultimate Council approval for it to be included as a part of the Constitution.

5.6 Mayor’s Cadet

Aside from endorsing the proposed Mayoral Handbook the Committee is being asked to consider the adoption of a Mayor’s Cadet. This follows a request to the Mayor’s Office by the Harrogate District Sea Cadets. A Mayor’s Cadet would be an annual appointment of a young person from the Cadets. The role would involve accompanying the Mayor to appropriate functions; carrying out duties such as opening doors for VIPs and talking to guests. The list of duties is not set and can be tailored to suit the Mayor, the Cadet and the district.

5.7 In order to understand more about how such a role might work we contacted Bradford City Council who current appoint a Mayor’s Cadet. Typically the Cadet only attends a small selection of events such as the Festival of Remembrance and Remembrance Sunday where they carry the Mayor’s Wreath. The appointment is made annually at a small investiture service arranged by the Corps Commander where the Cadet is presented with an
embroidered badge.

5.8 If the Committee were minded for the Council to adopt a Mayor’s Cadet further work would be undertaken to assess which events would be suitable for attendance by a Cadet and the role and duties of the young person.

6.0 REQUIRED ASSESSMENTS AND IMPLICATIONS

6.1 The following were considered: Financial Implications; Human Resources Implications; Legal Implications; ICT Implications; Strategic Property/Asset Management Considerations; Risk Assessment; Equality and Diversity (the Public Sector Equality Duty and impact upon people with protected characteristics). If applicable, the outcomes of any consultations, assessments, considerations and implications considered necessary during preparation of this report are detailed below.

7.0 CONCLUSIONS

7.1 A draft Mayoral Handbook has been produced which sets out the responsibilities of the Mayor and officers. Following endorsement by General Purposes Committee the handbook will be taken forward for approval by Council and inclusion in the Constitution.

7.2 That the division in the Mayoral Allowance is formalised as per section 5.4.

7.3 That the annual appointment of a Mayoral Cadet is considered.

Background Papers – None

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