

## Warrington Borough Council



To: **Members of the Constitutional Sub-Committee**  
**Councillors: C Fitzsimmons (Chair), B Axcell,**  
**P Bretherton (Cllr Maher to sub), J Joyce,**  
**P Kennedy**

Professor Steven Broomhead  
Interim Chief Executive

Town Hall  
Sankey Street  
Warrington  
WA1 1UH

13 February 2013

**Constitutional Sub-Committee**  
**Thursday, 21 February 2013 at 3.45 pm**  
**No 3 Committee Room of the Town Hall, Warrington**

Agenda prepared by Sharon Parker Councillor Services Manager  
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### **AGENDA**

#### **Part 1**

Items during the consideration of which the meeting is expected to be open to members of the public (including the press) subject to any statutory right of exclusion.

#### **1. Apologies for Absence**

To record any apologies for absence received.

#### **2. Code of Conduct - Declarations of Interest**

Members are reminded of their responsibility to declare any disclosable pecuniary or non-pecuniary interest which they have in any item of business on the agenda no later than when the item is reached.

#### **3. Minutes**

To receive the minutes of the meeting held on 26 November 2012

**4. Constitutional Matters**

Report of the Assistant Chief Executive

**5. Civic Handbook**

Report of the Assistant Chief Executive

**6. Date and Time of Next Meeting**

8 April 2013 at 4.30pm

**Part 2**

Items of a "confidential or other special nature" during which it is likely that the meeting will not be open to the public and press as there would be a disclosure of exempt information as defined in Section 100I of the Local Government Act 1972.

Nil

**If you would like this information provided in another language or format, including large print, Braille, audio or British Sign Language, please call 01925 443322 or ask at the reception desk in Contact Warrington, Horsemarket Street, Warrington.**

## **CONSTITUTIONAL SUB-COMMITTEE – 26 November 2012**

**Present:** Councillors C Fitzsimmons (Chair), B P Axcell, Joyce, P Kennedy, and B Maher (substitute member for Cllr Bretherton)

### **CSC 21 Apologies**

Councillor P Bretherton.

### **CSC 22 Code of Conduct – Declarations of Interest**

There were no declarations of interest received.

### **CSC 23 Minutes**

The Minutes of the meeting held on 17 October 2012 were signed and agreed as a correct record.

### **CSC 24 Executive Board and Committee Review**

The Sub-Committee received a report of the Solicitor to the Council detailing the key issues areas for consideration and recommendation to Council on the new governance arrangements.

Decision: That the Sub Committee make the following recommendations to Council:

1. Supports the Scheme of Allowances recommended by the Independent Remuneration Panel as detailed with the exception of the proposal to reduce the allowance for the Chair of the Scrutiny Committee. The Sub Committee recommends that this allowance should be kept at the same level as the Chairs of the Policy Committees; and recommends that the IRP, during its next review be asked to consider the allowance paid to the Chair of the Licensing Committee given the work load involved with the various Sub Committees;
2. Membership of 9 on both the Policy and Scrutiny Committees;
3. Appoints the statutory education co-optees. Further consideration be given by the relevant Policy Committees and Scrutiny Committee on the appointment of non statutory co-optees. The existing non statutory cooptees be thanked for their service to the council and informed of the position;
4. Implements the new structure from 2 January 2013 and agrees the draft calendar of meetings for January to May 2013 as appended to the report;

5. Adopts the terms of reference for the Policy Committees and Scrutiny Committee as circulated at the meeting and that the Council's Constitution is amended accordingly.

## **CSC 25 Constitutional Matters**

The Sub Committee considered the following matters:

1. Motion referred by Council on 29 October 2012

Proposed by Cllr Ian Marks  
Seconded by Cllr Bob Barr

In the interests of openness and transparency, this Council requests that questions on any issue which has arisen since the deadline has passed and is within the responsibilities of the leader and other Executive Board Members be allowed to be asked at full Council Meetings in addition to those for which prior notice has been given.

2. Request by the Mayor, Cllr Steve Wright regarding how amendments to Motions are dealt with within the Council Procedure Rules.
3. Procedure to be used by the Council to grant dispensations under Section 33 of the Localism Act 2011

**Decision:** That the Sub Committee make the following recommendations to Council:

1. That Council amends the Constitution as follows:

Replace Council Procedure Rule 13.5 with the following:

The Civic Mayor may agree to take a question which is urgent *or relates to an issue that arose within three clear working days of the Council meeting* and where it has not been possible to give the required notice under 13.4 above provided the question is given in writing to the Head of Democratic and Member Services by 12 noon on the day of the Council meeting.

(wording in italics is proposed additional wording)

2. That Council notes the protocol from the Mayor and amends the Procedure Note, (p136 Constitution) and Rules of Debate flow chart, (page 137 Constitution) as follows to reflect the procedure in the protocol.

**Warrington Borough Council Constitution**

**Page 136 – Procedure Note 1, Processing Motions and Amendments.**

Delete 1, 2 and 3 and replace with:

1. Mover of the Motion moves the Motion and speaks to it.
2. Seconder seconds the Motion and speaks to it (or reserves the right to speak).

**Page 137 – Rules of Debate Flow Chart**

Delete *Motion moved and seconded* (in unnumbered section)

Amend 1 with - Mover moves the Motion and speaks to it.

Amend 2 with – Seconder seconds the Motion and speaks to it (or reserves the right to speak).

3. To approve the delegation of dispensations under Section 33 Localism Act to the Standards Committee with immediate effect and to amend the Constitution accordingly.

**CSC 25 Date of Next Meeting**

21 January 2013.

Signed .....

Dated.....

# WARRINGTON BOROUGH COUNCIL

## CONSTITUTIONAL SUB COMMITTEE – 21 February 2013

**Report of:** Head of Democratic and Member Services

**Report Author:** Bryan Magan

**Contact Details:**      **Email Address:**      **Telephone:**  
bmagan@warrington.gov.uk      01925 442120

**Ward Members:** All

**TITLE OF REPORT:** Civic Handbook

### 1. PURPOSE

1.1 To seek the Constitutional Sub Committee endorsement to the introduction of a new Civic Handbook as part of an induction toolkit for incoming Mayors and Deputy Mayors and support staff (Appendix One).

### 2. CONFIDENTIAL OR EXEMPT

2.1 This report is not confidential or exempt.

### 3. INTRODUCTION AND BACKGROUND

3.1 If approved, the new Civic Handbook will not in itself be a full induction - it will be part of an effective induction programme. In Warrington we have a tradition of the Deputy Mayor having an opportunity to 'learn' many of the important aspects of the full Mayoral role before, normally, moving through to the Mayoral office in year two.

3.2 The Civic Handbook will help to establish clear working guidelines and is designed to be a practical manual that will clearly set out what should be expected both from the Mayors perspective and from the officers who provide direct support and also to the Council as a whole.

3.3 The Civic Handbook will be made available to all elected members: as a training and development module: an educational and informative toolkit and as a useful source of information to those councillors who will be nominated to this important civic position in the future.

3.4 All incoming mayors should have the opportunity to meet civic staff and managers (and other staff as appropriate) to discuss issues in advance of the Mayoral year. This Civic Handbook is by no means exhaustive but will assist in providing a source of background information. It can be amended year on year to take on board best practice and new information gained via benchmarking.

**4. FINANCIAL CONSIDERATIONS**

4.1 To be accommodated within existing resources.

**5 EQUALITY AND DIVERSITY / EQUALITY IMPACT ASSESSMENT**

5.1 The Civic Handbook will promote an inclusive approach with all elected members and relevant staff and partners having access to its contents with a subsequent improvement in knowledge and understanding of the civic role.

**6. CONSULTATION**

6.1 The concept for the guide was shared with the Leader and Deputy Leader of the Council who agreed that the report and draft guide should be considered by this Sub Committee. A first draft was commented upon by the Deputy Mayor.

**7. REASONS FOR RECOMMENDATION**

7.1 To endorse the introduction of this new guide and support toolkit and embed it into the councils existing governance working practices.

**8. RECOMMENDATION**

8.1 That the Sub Committee endorses the introduction of the new Civic Handbook commencing at the rise of the 2013 Municipal year.

**9. BACKGROUND PAPERS**

Web based research via the National Association of Civic Officers

<b>10. Clearance Details :</b>				
	Name	Consulted		Date
		Yes	No	Approved
Chairman of the Committee	Cllr C Fitzsimmons	√		03.01.13
Interim Chief Executive	Steven Broomhead	√		03.01.13
Relevant Executive Director	Katherine Fairclough	√		02.01.13
Solicitor to the Council & Relevant Assistant Director	Ian Mason	√		02.01.13
S151 Officer	Lynton Green	√		03.01.13



## **Civic Handbook**

A Best Practice guide & Induction Pack to support the Mayor and Deputy Mayor of Warrington Borough Council to:

- get the best out of the Mayoral year
- establish working & operational boundaries
- Identify the opportunities the office of Mayor affords you

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*“We only serve a year, we spend six months learning the job, we then spend six months trying to innovate, and then we hand it on to another ingénue who doesn’t know what he is doing either and he spends six months learning the job” Former mayor at the NACO Conference 2012.*

## **1. Welcome and Introduction**

**1.1 Congratulations** on your election as Mayor or Deputy Mayor of the Council of the Borough of Warrington.

You will undoubtedly find the role to be a hugely enjoyable and rewarding one although there are different ‘rules’, working hours, and restraints that will make the job physically and mentally demanding.

The staff and team who will support you in your role will do everything possible to help you play a high profile ambassador role in supporting the Council’s strategic vision **“Putting the people of Warrington first – enabling them to thrive now and in the future”**. This is underpinned by our pledges to protect the most vulnerable, support the local economy, and build strong and active communities for all.

This Civic Handbook is not itself a full induction - it is part of an effective induction programme. In Warrington we have a tradition of the Deputy Mayor having an opportunity to ‘learn’ many of the important aspects of the full Mayoral role before, normally, moving through to the Mayoral Office in year two.

This handbook will establish clear working guidelines and is designed to be a practical manual that will clearly set out what should be expected both from the Mayor’s perspective and from the officers who provide direct support and also to the Council as a whole.

This handbook is available to all councillors; firstly as a training and development module and an educational and informative toolkit; and secondly as a useful source of information to those councillors who will be nominated to this important civic position in the future.

All incoming mayors should have the opportunity to meet civic staff and managers (and other staff as appropriate) to discuss issues in advance of the Mayoral year. This handbook is by no means exhaustive but will assist in providing a source of background information.

Please never hesitate though to ask if you are unsure about any of the processes or if you feel there is additional information which could usefully be included in this Handbook or in your Induction Programme in general.

Although the powers of the Mayor has undoubtedly reduced throughout the centuries the office does continue to have a central part to play in modern Councils and modern society and part of this role is a result of the traditions it inherits.

There are three important civic roles for the Mayor<sup>1</sup>:

- **As a symbol of the local authority: The Insignia of the mace, robes and chains is a very tangible expression of authority. The Mayor connects the present day with history and the acts as a symbol of continuity.**
- **A symbol of an open society: The First Citizen can and does come from any class, gender or ethnic background. This reflects a more open and democratic society we now live in.**
- **An Expression of Social Cohesion: The many, often social, engagements that are undertaken by a Mayor are an expression of giving cohesion to the life of the city or town. The Mayor can act as a link between the various bodies, organisations, etc. he/she visits and can feed back the views and concerns of the people into the political field. Similarly, the Mayor can also take the Council's message and themes out into the community and work towards achieving the Council's social, community, educational and economic aims.**

A fourth and important role is that of the Chairman of the Council in which the Mayor will preside over and manage the Council Meetings.

**Head of Democratic and Member Services  
May 2013**

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<sup>1</sup> Paul Millward, Civic Ceremonial, A Handbook, History and Guide for Mayors, Councillors and Officers, fifth edition, Shaws & Sons 2007

**1.2 Key Contacts** – 01925 44 - The following table lists some of the key contacts

<p><b>(The Mayors Office – part of wider Democratic and Member Services)</b> Democratic and Member Services Team (x2143)</p>	<p>Providing direct support to the Mayoral Office Assisting in the provision of effective support to the Mayor</p>
<p>Chief Executive (x2165) Assistant Chief Executive (x2311) Executive Director's (x2700); (x2900); (x4095)</p>	<p><i>As the 'First Citizen' you will play an active role in promoting the Borough and its people and these officers will provide you with strategic and high level support to ensure alignment with the Council's Vision and values</i></p>
<p>The Solicitor to the Council (x2150)  Head of Democratic &amp; Member Services (x 2120)  Councillor Services Manager (2161)</p>	<p>Responsible for managing the Civic Services Team and the Council's allocated budget for this service area</p>

**1.3 Initial Actions Check List** to start you off on your Mayoral Year. The guide then explores these matters in more detail.

1.	Choose a Mayoress or Mayor's Consort
2.	Appoint a Chaplain, if desired.
3.	Choose a Charity(s)
4.	Set up a Charity Committee – if appropriate
5.	Provide biography notes to the Mayor's Office
6.	Plan a theme for the year, which supports /promotes an aspect of the council's work and vision
7.	Make it clear when you are not available e.g. holidays
8.	Clear your Diary for Key Civic Events
9	Advise key staff of any medical conditions or disabilities or dietary requirements

## **2. The Office of Mayor of Warrington**

### **2.1 Legal Position**

The main legal reference can be found in the Local Government Act 1972. Section 2 1972 requires a principal Council to appoint a Chairman.

Who can be Mayor or Chairman?

A candidate must be a member of the Council – section 3(1) and 22(1). A member of the Executive may not be elected as the Mayor or Chairman.

The Mayoral Selection Committee plays an important role in Warrington in receiving nominations and recommending to Council, in accordance with agreed protocols, the Mayor and Deputy elect.

The election of the Mayor is then the first item of business at the Annual Meeting – section 4 (1) and 23(1) Local Government with the election being decided by a majority of members present and voting on the matter – schedule 12, paragraph 39(1).

Unless he/she has resigned or been disqualified, the outgoing Mayor or Chairman continues in the post until a successor has been chosen and has made a valid declaration of acceptance of office - sections 3(2) and 22(2) 1972 Act.

Sections 5(1) and 5(2) requires a principal Council to appoint a Deputy Mayor or Vice-Chairman from amongst its members. A member of the Executive cannot be elected to the post. Unless he/she resigns or becomes disqualified they hold office until immediately after the election of a Chairman at the next Annual Meeting of the Council. This differs from the position of the outgoing Mayor or Chairman who remains in office until a successor makes a valid declaration of acceptance. The Deputy Mayor must be a member of the Council.

### **2.2 The first distinct feature to the Office of Mayor: Chairing Council Meetings**

Often overlooked by many as part of any Induction Programme, the Mayor will be required to chair and preside over the Annual Meeting and council meetings (Schedule 12, paragraph 5(1) 1972 Act) to enable its business to be carried out in an orderly and proper manner. The Council's Constitution details the role and duties of the Mayor. The following list provides examples of the types of duties that may be undertaken:

- to determine that meetings of the Council are properly constituted and that a quorum of members is present;

- to be informed as to the business and objects of meetings;
- to preserve order in the conduct of those present;
- to confine discussion within the limits required by the business to be determined and within a reasonable period of time;
- to rule on the admissibility of motions and amendments put in debate by the Members of the Council;
- to formulate summaries of those issues arising in debate for the consideration of the meeting;
- to adjudicate on points of order and personal explanation raised at meetings and other incidental issues;
- to determine the proper and most appropriate method of voting on any question before the Council;
- to put relevant questions to the meeting, secure orderly votes thereon and declare the result;
- to inform the Council whether he or she will vote on any matter to be determined;
- As Chairman, you will have a second or casting vote in addition to your own vote in the event of an equality of votes at a Council meeting. There is no convention that you should seek to vote to protect the status quo. The law requires that you have complete freedom of conscience in exercising your casting vote and it is important that discretion is not seen to be fettered.
- to adjourn any meeting of the Council should the circumstances justify or require it, having first of all taken such steps to establish that Members of the Council support such action;
- to read out any motion to exclude the press and public from meetings and to seek the consent of the Council; and
- to sign the minutes.

### **2.2.1 Council Meetings**

Council Meeting dates are issued by Democratic and Member Services at the beginning of each Municipal Year. This should ensure that the Mayor is available for all relevant dates.

## **2.2.2 Mayor's Personal Views and Representational Role**

The Mayor should not normally comment on matters before the Council in a way which supports or opposes the issue before Council. On limited occasions this may be necessary either because of your duty to represent your constituents or where personal views are strongly felt.

The rules governing meetings of the Council are contained within the Council's Constitution (Council Procedure Rules). The Mayor should be familiar with these before meetings. Officers are available to advice.

The Solicitor to the Council and his Democratic and Member Services team will provide the Mayor with one-to-one support to ensure that they abide by legislation and by associated constitutional rules and that they have the appropriate chairing skills to be able to manage these public meetings. The duties involved will evolve around pre-set legal rules and together with the Chief Executive, the Mayor will have a team of professional officers who will guide and support them through the technical issues involved in the council's decision making processes.

## **2.3 The second distinct feature to the Office of Mayor: 'The First Citizen'**

The "First Citizen" function identifies the Mayor as an ambassador role representing the Council and the Borough by meeting employers, voluntary organisations and other bodies, mainly within the Borough but sometimes further afield.

The Deputy Mayor can be invited to deputise for the Mayor when the Mayor is unable to fulfil an engagement and also support the Mayor at major civic events. The Mayor and Deputy should carry out the duties of the post consistently and without discrimination, and in accordance with the aims and objectives of the Council.

The duties of the Mayor cover a wide range of public facing roles e.g. as the Queen's representative in the Borough, the Mayor holds a very high position. The Mayor and indeed the civic function is in a unique position to represent and profile the Borough: its history, industries, population and heritage.

A central role of the Mayor is to represent the local authority, the community and local democracy. The following possible roles identify what the Mayor might be responsible for during his/her term of office:

- promote the Borough and the Council as 'First Citizen';
- accept and attend at appropriate civic and ceremonial engagements (most speeches will be of thanks or welcome and a briefing note can be supplied by the relevant service unit if required)
- act as official host on occasions when there is the provision of civic hospitality;
- act as Returning Office in relation to Parliamentary Elections;

- provide a focal point at times of disaster and celebration;
- preside over Citizenship Ceremonies to welcome new British Citizens to the Borough of Warrington;
- receive members of the Royal Family and other important visitors to the Borough;
- represent the Borough at between 300 - 700 appointments per year, many locally and some further afield i.e. Royal Garden Party, Natchod and Hilden.
- attend a variety of religious services of all denominations throughout the Borough;
- make official openings or presentations at various places in the Borough;
- take salutes of various military and voluntary organisations that either have the right to, or request the right to, march within the Borough.

*(This list gives a general idea of the Mayor's duties but is by no means exhaustive.)*

The Office of Mayor can also:

- promote the Council's aims and objectives;
- promote the Borough and economic investment;
- champion causes, raising their profile;
- raise awareness of local democracy;
- celebrate success;
- be the face of the Borough in times of sadness;
- welcome visitors on behalf of the Borough.

It is clear from the lists above that the roles carried about by the Mayor, Deputy Mayor, Mayoress, consort, or escorts, can be of a public nature. Behaviour and manner will therefore need to be appropriate at all times to avoid bringing the Council into disrepute. The Civic Officers (Democratic and Member Services Staff) assigned to support you can offer advice and guidance as appropriate. It would be advisable not to:

- attend any function or otherwise give support to any organisation or person whose objectives are contrary to law and/or Council policy;
- solicit engagements or visits or otherwise procure favours by virtue of office;

On those rare occasions when the Mayoress/Consort is unable to escort the Mayor to an appointment, the Mayor can choose to either attend alone or take another person to escort them. Should the Mayor wish to take another escort it is important that this person does not wear the chain and that the appropriate member of staff is given advanced notification of the person attending so she can contact the person/organisation which had invited the Mayor.

### **3. Mayoress/Consort**

These roles are not formally recognised by law and there is no legal obligation to select a Mayoress/Consort. It is, however, recognised in Warrington that there are benefits in terms of moral support to the Mayor during his/her year in office, plus the important element of having a companion to accompany the Mayor at engagements.

The Mayoress/Consort does not represent the Mayor as his/her substitute. It is sometimes appropriate for the Mayoress to attend in her own right at certain traditional engagements such as the Salvation Army Ladies Rally or Ladies Organisations events or Women's World Day of Prayer.

It is generally understood that the Mayoress/Consort will provide assistance as follows:

- Personal support to the Mayor;
- Accompany the Mayor on engagements;
- Observance of civic protocol.

### **4. The Mayor's Chaplain**

These posts are honorary and as such unpaid. The traditional role of the Chaplain is to offer spiritual guidance to the Mayor throughout a term of office. The Chaplain helps to organise the Civic Service.

At times of local crisis, the Chaplain may assist the Mayor in supporting the citizens of the Borough.

### **5. Biography**

The biography is prepared before the Mayor takes up office. It will likely include personal and family information as well as interests and details of achievements (public and private) e.g. it could contain information, which may help an organiser of a function, e.g. dietary requirements. These details may be helpful in formal settings if people can strike up a conversation on topics they know will be of interest to the Mayor. It is also an opportunity to highlight the main themes for the Mayor's year and mention any charity activities. Democratic and Member Services Officers provide assistance in creating the biography. The biography should also include an official photograph (a photo session can be arranged at a convenient time).

### **6. Mayor's Parlour**

The Mayor may receive requests from groups and individuals to visit the Mayor's Parlour. It is for the Mayor, in consultation with the Democratic and Member Services Officers to consider these requests and decide whether to grant them.

The Mayor may also wish to host an event in the Parlour. The Mayor's Parlour is able to comfortably hold 8. However, on occasions it has been necessary to host 10/12 with refreshments served in the Foyer.

If the Mayor wishes to offer hospitality to personal guests it is advisable to consult with the Democratic and Member Services officers in order to assist with catering arrangements.

## **7. Precedence**

In general terms the Mayor will have precedence in the Borough - Section 3(4) of the Local Government Act 1972. However, this will alter according to which of Her Majesty's representatives are in attendance (so as not to prejudicially affect royal prerogative).

For the purpose of this guide it would be fair to say that the phrase "the law on precedence is very thin". What passes for 'precedence' is really custom and practice' and this varies significantly around the country. There are common sense rules and the Democratic and Member Services Officers will have a good idea and will be able to advise on the order of rank. They can for example, reference to the Social Order of Precedence in Debrett's to advise on processional order.

The Democratic and Member Services Officers can advise on rules of protocol involved in civic, social, and ceremonial events. Prior agreement will do much to minimise unnecessary misunderstanding which may arise from time to time.

## **8. Business Planning – Engagements - Invitations**

Either just before or once you are elected as the Mayor, it is recommended that you discuss your plans for the coming civic year with the Democratic and Member Services team. As Mayor you may also wish to meet the Council's senior management team for the same purpose. This will offer you an opportunity to take officers' advice about any issues or events arising during the year which would particularly benefit from the Mayor's involvement. It is usual for the Mayor to select a theme which they would like to focus upon during their mayoral year.

These discussions will guide officers in identifying those events which the Mayor should participate in, and also help the Mayor and Democratic and Member Services Officers to assess which external invitations the Mayor should accept.

### **Engagements - Invitations**

It is strongly recommended that any invitations be referred and routed to the appropriate officer in Democratic and Member Services and that all invitations

(including those that arise internally – from Officers or Councillors) be sent to the officer to discuss with the Mayor.

It is understood that not all engagement requests are received with adequate notice. There may be occasions for example, of short notice such as exceptional circumstance when very short notice is received e.g. funerals. In general though, it is recommended that engagements should be taken as agreed with the Mayor in a weekly engagement and planning meeting held with officers.

Upon receipt of an engagement the officer will enter the event into the civic diary to be discussed at the weekly diary meeting, usually held every Tuesday afternoon.

The diary will include dates of the main official events such as Remembrance Sunday, Civic Sunday, Regimental Sunday and other formal occasions, which are always attended or hosted by The Mayor.

The Democratic and Member Services Officers are responsible for all relevant paperwork and associated processes.

The Democratic and Member Services Officers meet on a weekly basis to run through the Mayor's programme (usually Wednesday afternoon after the diary has been issued).

The Mayor's Attendants work rota is arranged around the Mayor's official diary by the Democratic and Member Services Officers.

The Attendants provide a key support resource to the Mayor and are responsible for bringing the chains to the Mayor and Mayoress and return to safe custody after the event. They are responsible for seeing that the Mayor and Mayoress arrive punctually at the appropriate entrance to the building and that a responsible person receives them.

The Mayor's Attendant will arrange pick-up times direct with the Mayor/Deputy Mayor.

The civic engagement diary is published on a weekly basis and circulated throughout the Council and to the local press.

Acceptance of engagements is for the Civic Head and their partner.

Often the Mayor will be approached in person, by letter, over the phone, by representatives of a Charity, or an organisation asking him/her to attend a function. In this instance it is recommended to refer the person to the Democratic and Member Services Officers, who can advise on the availability of the Mayor and inform them of proper procedures and send out the appropriate form to be completed. This prevents the possibility of a clash of functions and helps to plan the Civic Year.

The Mayor and Deputy Mayor are encouraged to look closely at any invitation to attend events outside the borough and are recommended to keep to a minimum attendance at civic functions outside Warrington.

A performance indicator is kept by Democratic and Member Services Officers, to measure, as percentages of the total number of engagements that are within and outside the Borough boundary. Ideally, the Borough has a target of 90% within its boundary.

Each engagement request is 'scored' against the Association of National Civic Officers criteria list depending on the type of activity. The scores are nationally set and fall into seven categories. (The higher the score, the more appropriate the event to Warrington) These categories do therefore assist in determining the Mayor's attendance at events when there is more than one invitation for the same day.

Type of event	Score
Promoting: e.g. Council initiatives, local business opportunities	5
Community: e.g. attending local events with local people	5
Council/statutory/traditional e.g. Council Meetings, events relating to Freeman of the City, Citizenship Ceremonies, Remembrance Sunday etc.	5
Civic Hosting e.g. offering hospitality to community groups	3
Charities e.g. Charity Appeal fundraising events	2
Social: e.g. work colleagues, ward members, family	1.5
Civic Circuit: e.g. visiting other Civic Head's events	1

An officer will send a booking form in response to all invitations, which includes guidance notes for those persons booking the Mayor. This helps the Mayor or Civic Office to plan a speech and lets the Mayor know exactly what is expected of them at the venue.

Once an invitation has been properly accepted, it is recommended that this should not be cancelled unless in exceptional circumstances. All engagements are important, no matter how small. Organisers often put in a lot of effort to make their events successful and your role in promoting their activity is vital, it is not acceptable to 'change your mind' if another invitation is more to your liking.

The timing of the event will have been taken into consideration when drawing up a diary worksheet – the Democratic and Member Services Officers and Mayoral Attendants will try to ensure the Mayor arrives on time at the agreed place.

It is recommended that every Mayor elect, prior to taking up office, undertakes training in Chairing skills and receives an induction to the civic role. Account will be taken of pre-existing skills and abilities before agreement to the programme.

The Mayor should be in a position to accept the majority of all engagements. However, the Deputy will be expected to be involved in the event of a double booking or during the Mayor's annual holiday, unforeseen illness etc. and on other occasions and this will support him/her in a learning environment for their Mayoral year.

## **9. Schedule of Agreed Major Civic Events**

The following is a list of the recognised Civic events of the Council:-

### **9.1 Annual Council & Mayor Making**

The Annual Council Meeting is normally held in May of each year at which the new Mayor and Deputy Mayor take up their office for the Civic Year. This ceremony takes place in the Council Chamber of the Town Hall.

The newly appointed Mayor may wish to give an acceptance speech. The Democratic and Member Services Officers is able to assist in putting together this speech. The ceremony may be followed by evening reception.

The Incoming Mayor and Deputy Mayor are able to invite immediate family to the afternoon ceremony. Due to limited seating in the Council Chamber, it is advisable to consult with the Democratic and Member Services Officers to agree numbers.

### **9.2 Civic Sunday**

This is traditionally the first opportunity for the Mayor to attend church with his community. Each year, soon after the newly elected Mayor comes into office a Service is held at the Parish Church, Warrington (usually held second Sunday following election of the Mayor).

Civic dignitaries from the Cheshire region, local organisations and members of the public are all invited to celebrate this inauguration event of the new Mayor. The event includes a parade to and from Parish Church and concludes with buffet lunch at the Town Hall.

The Mayor may wish to invite immediate family to join them on this occasion.

### **9.3 Walking Day**

This local tradition has its origins in the early 19<sup>th</sup> Century in the days when religion played a much larger part in people's lives than today and Christian festivals were also a rare opportunity for a local holiday. In 1801 the first annual Sunday School procession was introduced in Manchester at Whitsuntide and by 1813 the idea of an outing for Sunday School children after the procession had become common in many North West mill towns.

By 1834 the idea of Warrington Walking Day was already established, possibly begun by Rector Horace Powys. The procession took place in early to mid-June on the last Friday of the Newton race meeting, as a counter-attraction to the dangers of drunkenness and gambling!

At first only members of the Church of England took part, but by the middle of nineteenth century there were three separate processions. The Church of England started from the Old Market Place (until 1873 when it began from the Town Hall), and the Roman Catholics had a separate route around the town centre after the Church of England parade. The Nonconformist churches also followed a separate route around the town which often finished at Bank Quay station for an afternoon out by train. Not surprisingly the processions often met head on!

In 1897 a special Jubilee Walking Day took place to celebrate the Anniversary of Queen Victoria's accession to the throne. Approximately 14,000 children took part and the procession passed the Town Hall steps where each child aged 3-14 received a three penny piece from the Mayor. St James's Sunday School from Latchford adopted a patriotic theme. Their procession included a model warship!

The Warrington Guardian reported that "a number of lads dressed as sailors drew a model of an ironclad whilst two lads in front carried a banner containing Nelson's last signal to the fleet. As they passed the Town hall steps they were cheered by onlookers."

By then it had become an annual festival and a day's holiday for all Warrington's young people, but it wasn't until the early twentieth century that Walking Day as we now know it had evolved. This was when all participants from all churches walked together, although still not from the same starting point. The first time all three groups had walked together was for Walking Day in 1902, the Coronation year of Edward VII, but this unity was short lived.

Warrington Walking Day has taken place every year since it began, except in the early 1940s during the Second World War. After the War ended in 1945, about 10,000 children and adults joined the Walk to celebrate peace.

It was not until the 1990's that everyone walked exactly the same route, to come together after the explosion of the IRA bomb in Bridge Street in Warrington town centre in 1993, which tragically killed two young boys.

As well as the religious procession there was always a carnival atmosphere on Walking Day, perhaps a reminder of Warrington's medieval Summer Fair, held on the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> July. In 1879 the Warrington Guardian reported that:

“long before the usual time the streets were swarming with gaily dressed children and crowds of people were hurrying from all parts of the town to the more central parts of Market Gate and Sankey Street... In Sankey Street several large flags were flying and there was a good general display of bunting, whilst all the windows were packed with sightseers. Numerous itinerant hawkers did a roaring trade, especially in gorgeous penny canes, with knobs and tassel complete, which nearly every youngster who could raise the copper seemed to think it was part of his duty to purchase. Besides these there were toffee vendors and orange sellers.”

When Walking Day became a whole day's holiday, excursions regularly took place to the surrounding countryside in the afternoon after the Walk. In the early twentieth century the Saturday after Walking Day was also when trips took place, usually by train or bus to the seaside. At this time the fair in Victoria Park (or Alford Park) began, bringing noise, fun and many exciting rides to the town.

There are also many other smaller walking days around Warrington every summer, in areas such as Grappenhall, Orford, Padgate, Penketh, Stockton Heath, Stretton and Winwick, to name but a few, and as they take place on open roads, there are floats and dancers as well as the walkers and the bands

#### **9.4 Regimental Sunday**

For many years Warrington's local infantry Regiment has held its main annual reunion in the town over the first weekend in October. The gathering, popularly known as the 'October Revolution' is jointly hosted by the Borough and the Regiment and is attended by Civic Heads from across the historic County of Lancashire.

The event includes a service at Parish Church followed by a short parade and march past, concluding with a buffet lunch at Parr Hall. On this occasion The Mayor is expected to deliver a speech.

The Queen's Lancashire Regiment – In December 2005 the Secretary of State for Defence announced that as part of the Army restructuring plan the QLR would be combined with the King's Own Royal Border Regiment and The King's Regiment to form a new and larger Regiment for the North West of England. It has now been confirmed that the revised name of the new regiment will now be:

The Duke of Lancaster's Regiment (King's Lancashire & Border) were granted the Regiment Freedom of the Borough of Warrington in September 1947.

The Regiment is keen to re-emphasise the close and long-standing local links, in particular with those Boroughs that have granted the Freedom of the Borough. The Council transferred the Freedom to the Duke of Lancaster's Regiment in 2006.

### **9.5 Remembrance Sunday**

Each year the Remembrance Day Service is held on the nearest Sunday to the 11<sup>th</sup> November. The Service is held at the War Memorial, Bridge Foot, Warrington, commencing at 11.00 am and provides an opportunity for the citizens of Warrington to observe a two minutes silence in remembrance of those who died in battle.

Arrangements are made for the Mayor and civic dignitaries to lay wreaths at the War Memorial.

### **9.6 Anzac Day**

The Service to commemorate the Anniversary of Anzac Day is held each year at Soldiers' Corner, Warrington Cemetery on the nearest Sunday to 25 April. Soldiers from all over the Commonwealth are buried at Soldiers' Corner, as Winwick Hospital was taken over as a military hospital during the First World War.

As first citizen of the Borough, the Mayor takes the lead in commemorating the Anniversary of Australian and New Zealand Forces landing at Gallipoli. ANZAC stands for Australian and New Zealand Army Corps.

### **9.7 Annual Civic Celebration**

Each year, towards the end of the Mayor's term of office the Mayor holds the Annual Civic Celebration inviting nominated community Ambassadors – celebrating and parading those community ambassadors in honour of their contribution to positive community life.

### **9.8 Citizenship Ceremonies**

Once accepted by the Home Office to become a British Citizen, individuals must take a citizenship oath and pledge at a Citizenship Ceremony.

Citizenship ceremonies are held at the Town Hall every eight weeks. The Citizenship Ceremony will involve prospective citizens making an oath/affirmation to Her Majesty the Queen and a pledge of loyalty to the United Kingdom.

## **9.9 Royal Garden Party**

Invitations are received in January for the Garden Party in July. Accommodation and travel arrangements are arranged and booked through the civic office and accommodation paid by invoice. It is traditional for retired employee(s) to attend the Garden Party but this is subject to the number of allocated tickets.

## **9.10 School Citizenship Programme**

The Mayor will during the course of the Civic Year be requested to visit a range of schools. This offers an ideal opportunity for the Mayor to engage young citizens in the work of the Council, citizenship, democratic functions and promote the Council's vision and values.

These school visits are agreed in full consultation with the Mayor's Diary.

## **10. Chains, Badges, Robes and Clothes**

The Mayor should not wear the Chain of Office outside the Borough boundary without the express permission of the Council being visited. Democratic and Member Services Officers will give advice when appropriate.

In attending events, ceremonies and services, the Democratic and Member Services Officers should take into consideration diversity and the customs, traditions and religious representation of others.

The Mayor of Warrington wears the Chain of Office:

- (a) At all meetings of the Warrington Borough Council,
- (b) At other meetings over which he may be asked to preside as the Mayor,
- (c) When hosting social occasions within the Borough,
- (d) When attending formal civic functions and when representing the Council at any formal occasion,
- (f) At any other occasions when it is appropriate that he should so do in the interests of the status and dignity of the office of Mayor of the Warrington Borough Council.

The Deputy Mayor will, when deputising for the Mayor, wear the appropriate Chain of Office and for the purpose of civic protocol will generally be accorded the same status as the Mayor.

## 10.1 Chain and Badge – Safe Custody Guidelines

The Democratic and Member Services Officers are responsible for the safekeeping of the Civic Regalia and are available to guide and support the Mayor and Deputy Mayor in this matter.

The Council will maintain insurance cover for all civic regalia and be responsible for the maintenance of the regalia.

## 10.2 Robes

The accepted protocol for the wearing of robes at events for Warrington Borough Council is as follows:-

Annual Council & Election of Mayor	Robe & chains of office
Civic Sunday	Robes & chain of office
Warrington Walking Day	Robes & chain of office
Regimental Sunday	Robes & chain of office
Remembrance Sunday	Robes & chain of office
Annual Civic Celebration	Robes & chain of office (Robes are removed after reception of guests)
Anzac Day	Chain of office
Council Meeting	Chain of office
Civic Receptions	Chain of office
General engagements	Chain of office

When wearing official robes and hats, the Mayor is advised to remove the hat:

- when acknowledging salutes;
- during the playing of the national anthem;
- in the presence of a member of the Royal Family;
- during march-pasts, the Mayor should remove and replace the hat:  
As each section passes the salute  
When the Colours pass

### **10.3 Clothing**

The incoming Mayor should give consideration to their choice of clothing, bearing in mind that the chain of office is heavy and may cause wear in particular areas on any jackets/suits you may choose. Payment for the Mayor and Mayoress's/Consort's clothing comes out of the mayoral allowance.

The Democratic and Member Services Officers will offer advice for each civic engagement if it is not clear from the invitation however the following is suggested as a guide.

#### **10.3.1 Male**

- Lounge suits
- Morning suit (black jacket, without tails, and waistcoat, together with grey striped trousers & grey/silver tie)
- Dinner suit (black dinner suit with white dress shirt & black bow tie)
- Formal dark overcoat

Tradition favours Morning Dress of black jacket, black waistcoat (optional), striped trousers and grey tie for most daytime and evening functions. Alternatively you can wear a lounge suit, usually black, dark grey or navy.

Dinner jackets are usually worn for important dinners along with the Chain of Office.

A good quality dark overcoat and/or raincoat for inclement weather are advisable.

#### **10.3.2 Female**

- Selection of smart daywear (include one dark one)
- Small selection of hats
- Evening dress
- Formal dark overcoat

Civic occasions should be regarded similar to a wedding with a dressy suit or jacket and dress or other traditional outfit.

For evening wear cocktail dress is advisable, this can be knee length however long dresses are occasionally worn.

It is traditional for ladies to wear a hat for church services however it is entirely a personal choice.

The Mayoress always wears her chain.

The Chains of Office are heavy and have 'claws' to correctly position them on your clothing. It's advisable to have some fabric 'loops' sewn into any jackets that you may wear on a regular basis to avoid damage to your clothing. The Mayors attendant can help with these matters.

At least one dark suit would be useful, as would a small selection of hats (including one dark one) for church services. When purchasing clothes as Mayoress, it would be helpful to bear in mind you will be wearing a chain of office, which may have to be pinned to your clothing, therefore shoulder pads are always useful, and 'off the shoulder' evening wear is not advisable. It is not customary for the Mayoress to wear any necklaces with the chain of office.

Payment for the Mayoresses clothing usually comes out of the mayoral allowance.

It is not appropriate to wear any floral decorations, other than a poppy, whilst wearing the Chains of Office. The Mayor on occasions may be offered a buttonhole, lapel badge or ribbon whilst attending a function. It may be acceptable to wear it until the end of that engagement and remove it before attending the next one.

## **11. Support Staff**

Effective communication is essential – a first point of contact will normally be available to the Mayor and Deputy although in practice it will be necessary to draw support from a range of experienced Democratic and Member Services and council staff.

Regular (often weekly) diary meetings are set to provide a practical way of keeping up to date with engagements, new invitations and other aspects of the Mayoralty and discussing matters of concern and raising any matter in relation to the civic office.

The Democratic and Member Services Officers provide the Mayor and Deputy with operational support on a day-to-day basis including:

- An Induction Programme including a copy of the Handbook;
- Day to day secretarial and administrative support;
- Deal with correspondence and draft letters for the Mayor's signature;
- Manage the Mayor's civic diary;
- Receive and follow up invitations, write thank you letters where appropriate
- Provide appropriate stationery;
- Provide advice and guidance in relation to Mayoral Allowances;
- Provide advice and guidance in relation to any Mayor's charity appeal;
- Advise on civic dress and protocols;
- Assist with speeches by liaising with others to obtain information;
- While messages for the Mayor can be taken by the Mayor's Office, the Office cannot undertake constituency work on behalf of the Mayor;

- Advise on acceptance of engagements (see scoring system) taking into account resources available;
- Provide and receive background information on events;
- Update the website in respect of Mayoral matters;
- Liaise with local press;
- Take into account the Mayor's well-being, safety and security;
- Maintain and purchase civic regalia;
- Arrange appropriate training for the civic 'team' (inclusive of Mayor & Deputy);
- Organise civic functions;
- Arrange accommodation;
- Arrange menus, catering, seating, sound, floral displays, press, photographs, car parking, processions;
- Order of service;
- Advice and guidance in relation Civic awards and gifts;
- Arrange Mayor's briefings for Full Council and prepare Briefing Notes
- Provide the Mayor's Chaplain with guidance in relation the duties of the Chaplain;
- Provide such other support that is necessary and appropriate;
- Ensure there is regular liaison with the Chief Executive and Mayor e.g. pre-council meetings to ensure the Mayor is aware of matters pertaining to the Council which may impact on the way the Mayor's duties are carried out;
- Briefings will also be arranged with other officers on matters of interest or on issues that arise relevant to the Mayoral duties.

## **Familiarity**

Due to the nature of the office and engagements and the time that the Mayor/Deputy will spend in the company of employees, it can be difficult in avoiding over familiarity. The principles contained in the Code of Conduct apply at all times. On all occasions staff will refer to titles.

It is essential that any discussion about managerial issues including supervision; annual leave; sickness absence; working conditions; line management issues; matters of personal concern are not entered into with the staff themselves - these are the responsibility of the Head of Democratic and Member Services.

## **12. Supporting Local Charity**

It is customary for the Mayor to nominate a local registered charity(s) within the Warrington area during the term of the Mayoral year. It would be the norm that these are Borough based initiatives, organisations etc. These charities will already be established and registered with the Charity Commission.

The council maintains a holding account into which any money raised for the charity can be paid. Any money raised is then withdrawn at the end of the Mayoral Year

and passed on to the charity concerned. There are also opportunities to promote, raise the profile and gain publicity for projects and events that are of a good charitable or voluntary nature that benefit the citizens of the Borough, particularly smaller organisations. The publicity and increased awareness that the Mayor is able to generate can be as much value as any monies raised for an individual charity.

It is recommended that when choosing a local charity a clear and agreed approach is established with regards to who will coordinate this work. An early conversation with the civic office support staff will ensure that you receive the right advice and guidance on this matter and establish the resource to support this work stream. The key here is to establish and agree who will undertake the key roles and activities.

It has been custom and practice in Warrington for Democratic and Member Services Officers to support the Mayor by placing up to 6 fund raising events in the civic diary at the beginning of the civic year. This gives clarity and establishes a clear work programme. The Civic Office will on occasion be able to assist in the following ways:

- By adding the details on of the charity or charities on Civic Engagement Forms;
- By adding details on the Civic Christmas Cards, i.e., Spare a thought at Christmas for .....
- By asking for a donation to the Mayor's charity or charities when the Mayor is asked to open or attend commercial premises.

### **Charity Committee**

Warrington has not established a council or corporate charity committee. If the Mayor wishes to do so it will be important to establish an early dialogue including nominating the chairman and secretary (the council's civic staff are not normally available to fulfil these roles).

If a charity committee is established the following guidelines are recommended.

When choosing a charity, the incoming Mayor should bear in mind that practical help is needed for running events of any description as well as promoting and selling tickets. The number of representatives who attend the committee meetings should be kept to a minimum and other help called upon when needed. Charities based locally often prove to have more volunteers willing to help. At least one member of the committee should have some experience in fund-raising and it is advisable to find someone willing and able to take on the role of secretary.

The inaugural meeting will need to elect a chairman. A representative from Accountancy who acts as Treasurer will bank any funds received, pay bills as required and report financial statements to the Committee. The Treasurer and the Civic Officer are able to sign cheques on the Mayor's Charity Fund Account which

has been set up by the Borough Council and which is balanced off at the end of each Mayoral year.

The committee will discuss ideas for a completely new programme of events for the forthcoming year. Once an outline programme of planned events is agreed the Secretary of the Committee should check the availability of the Mayor and, where necessary, through the Civic Office book the ... rooms needed for each proposed event.

If a major event is planned this should be referred to the Civic Office who can offer advice on planning; Health and Safety and Risk or signpost to the relevant officer. It will remain the responsibility of charity Committee to organise the event. The council does have a range of professions who may be able to contribute e.g. events planning team and risk and resilience team

All printing of tickets, posters, menus etc. should be shown to the Civic Office for approval and the Office can advise on using the Council's own printing services.

The Charity Committee must be responsible for ensuring that sufficient people are available to run any event including buying the provisions required and probably making the coffee on the day or running stalls. They will also need to find sufficient tombola/raffle prizes for events and actively help to sell tickets and promote every charity event.

It is normal for the Mayor to report to Council at the Annual Meeting the results of the charity appeal during the year and make a presentation to the charity just prior to the end of the term of office.

### **13. Mayoral Allowance, Hospitality Budget and Civic Budget**

The Council's Scheme of Allowances establishes the rate of allowances for the Mayoral function (this is recommended by the Independent Remuneration Panel). This is not a salary and is used to cover expenses (whilst on duty) which particularly include:

- Clothing
- Donations to charities
- Collections
- Purchase of raffle tickets, flag days, etc
- Personal hospitality (including lunches, dinners)

Mayoral allowance is payable through the payroll system and is subject to the deduction of tax and national insurance.

The civic budget is allocated annually by Council and is contained within the overall Medium Term Financial Plan and is managed by the Head of Democratic and

Member Services. This budget provides for support staff and infrastructure to run the civic function.

Part of this budget for example, provides for civic hospitality although this is of course cash limited and the Mayor is recommended to be wary of promising hospitality to any group or organisation (including other Council Departments) without first discussing the possibility with the Democratic and Member Services Officers.

The provision of alcoholic refreshments is not the norm – although they are provided on rare occasions in the civic rooms for example for distinguished guests or VIPs at a Civic Reception. Alcoholic drinks are not normally provided though for personal guests – any such drinks are usually procured/paid for by the Mayor from their personal allowance.

## **14. Civic Cars**

The Office of the Mayor has priority access to the Council's Leased Audi 8 Car (Mayor's Car ED1) and in addition a Second Audi vehicle is available for use by the Deputy Mayor as the need arises. The civic support staff are able to advise the Mayor on the use of these vehicles which are restricted by the council's Insurance policies.

For example, arriving or departing in a chauffeur driven car is a particularly 'visible' use of public funds, and is therefore susceptible to criticism. It is therefore important that the cars are used properly at all times.

## **15. Speeches**

There are no requirements for the job, other than to have the confidence of the Council, but speech making is an integral part of the duties. The Democratic and Member Services officers will assist, if requested, to draw up a standard or specific speech, or to arrange typing support for any speeches drafted by the Mayor.

The Mayor is a high profile ambassador for the Council and so it is important that they make the best impression possible at all public engagements. The Democratic and Member Services officers are able to help and if there is a need to improve public speaking skills this can easily be sourced by the team, something which is strongly recommended for all.

Speeches will come across much better if:

- they are written in the Mayors own words (if necessary adapted from officer notes), and
- if the Mayor has read the speech through, ideally, practised it aloud and generally familiarised themselves with it.

## **Being prepared to Speak**

It is guaranteed that the Mayor will be asked to speak on occasions without notice. To handle situations like these the Mayor should remain calm and follow the pointers below.

Always be prepared, try to forget the audience and be in charge when they speak, remember people do not see what you feel.

Prepare a standard short speech that can be used at any function i.e.

- “I thank you for this kind invitation”.
- “There has always been a high rapport between your organisation and the Council and long may it continue”. Thank you.

### **When Speaking**

- Look pleased about having to speak;
- You are advised not to partake in any alcohol (keep a clear head);
- Speak clearly and slowly;
- Smile when you speak;
- Be enthusiastic;
- Look at your audience.

## **16. Gifts**

There are set rules for declaring receipt of gifts and it is easy to fall foul of procedure without intending to do so. Advice on receiving gifts and hospitality can be obtained from the Monitoring Officer or Deputy Monitoring Officer or Head of Democratic and Member Services.

In terms of the Mayor offering gifts to guests and civic dignitaries the Democratic and Member Services officers keeps a stock of appropriate civic gifts which is audited and contained within approved budget levels - the responsibility and management of which is placed under the Head of Democratic and Member Services.

Civic gifts are therefore available to present to VIP's when appropriate. The main stock is kept in the civic office. A small stock is kept in the Mayor's car and Mayor's Parlour to which the Mayor's Attendant will keep a weekly check on stock amounts and ensure that appropriate entries are made in the stock book.

## **17. Neutrality and Election Purdah**

### Neutrality

The convention has been that during the Mayoral Year, the Mayor reduces his or her political profile and display their even-handedness in political matters during the year. The Mayor should also maintain a neutral role when chairing Council meetings.

It is advised that the Mayor takes time to consider how ward business can be kept up to date during the Mayoral year. This can for example be discussed with political group Leaders and/or fellow Ward Councillors (if it is a multi-member ward).

### Election Purdah

The Mayor is strongly advised to ensure the dates of major Civic events are arranged to ensure there is no conflict with the Purdah period. Special conditions apply to the issue of publicity in the period leading up to elections.

During the period of six weeks or so leading up to an election, the Council must take special care not to issue any publicity that might conceivably be perceived as having the potential to influence the outcome of the poll.

To ensure compliance with the various Acts and Publicity Code, the Council therefore enters a period of Purdah in the six weeks leading up to an election where it will avoid issuing any publicity in the name of or associated directly with any Councillor.

## **18. Town Twinning & Overseas links**

The Democratic and Member Services officers manages the Town Twinning diary on behalf of the Mayor. The following arrangements have been established through the Council's Executive Board Sub-Group (the 'International Partnership Task Group'):

- 2012/13 - Mayor to visit Nachod
- 2013/14 - Mayor receives delegation from Hilden
- 2014/15 - Mayor receives delegation from Nachod
- 2015/16 - Mayor to visit Hilden
- 2016/17 - Mayor to visit Nachod

(A relationship with Lisburn Ireland is secured in the main through the annual Warrington Peace Cup with an exchange of guests from and to our partner).

These visits are to be funded by the Council through the Council's twinning & international links funding. The corporate civic budget does not cover this expenditure. Council funding will provide for appropriate transport to and from the event, for the Mayor and Mayoress/Consort, together with appropriate officer(s).

The council car and attendant will only travel abroad with the mayoral party if this would prove more cost-effective (taking into account all vehicle and officer costs) than travel by public transport or the accompanying officer's car.

## **19. Flag Flying**

The flying of flags is often governed by local custom although the following guideline is useful:

(a) The Department for Culture, Media and Sport issue instructions for the hoisting of the Union and other Flags on certain stipulated days such as Royal Birthdays and Saint's Days.

(b) The local Authority flag will be flown at half mast from the day of notification to the Authority of the death of a serving Mayor or past Mayor until sunset of the day of the funeral.

(c) In respect of the death of a current or former elected council member the flag of the Council will be flown at the Town Hall on the day of the funeral.

It should be noted that Remembrance Sunday the Union Flag is flown right up to and NOT at half mast.

Occasions on which flags are to be flown at half- mast (from the announcement of the death until after the funeral).

- From the announcement of the death until after the funeral of the Sovereign, except on Proclamation Day when they are hoisted right up.
- The funerals of members of the Royal Family, subject to special commands from Her Majesty in each case.
- The funerals of Prime Ministers and Ex-Prime Ministers of Great Britain.
- Other occasions' by special command of Her Majesty.
- On the death of the Mayor or Mayoress' from the announcement of the death until after the funeral.
- On the death of :- an Alderman; a Councillor or an ex Councillor; a Borough Magistrate; an Ex-Mayor; a Freeman; a Chief Official

## **20 Mobile Phone & Blackberry**

It is essential that the team is able to contact the Mayor and therefore wherever possible would be appropriate for the Mayor to have a mobile phone.

It is also important for the Mayor to have access to emails, particularly during busy periods to keep up with business. A mobile email system (Blackberry) is available for the Mayor.

The Mayoral Attendants have been issued with mobile phones that are always with them when they are on duty. This means that the Democratic and Member Services Officers can contact them.

## **21. Training**

A number of training courses are available which have been tailor made for Civic Heads. The Democratic and Member Services Officers can arrange attendance on these. The principal ones are:

- Induction for Civic Heads
- Public Speaking and Speech Writing
- Chairing Skills
- Dealing with the Media

## **22. Visitors book**

A visitor's book is provided in which the Mayor may wish to record the names of those who have visited the Parlour during his/her term of office.

## **23. Christmas Cards**

The Christmas card will be prepared every year and The Mayor is requested to choose a front cover. The office will provide some ideas, but The Mayor should advise of any particular preferences beforehand.

An official list of recipients will be prepared. The office will arrange for extra cards to be printed to cover personal use.

## **24. List of Organisations that the Mayor is Patron; President; Trustee; Hon Secretary**

Police Funded Uniform Service. Stephanie Duerden, Third Sector Partnership Officer

*(To relieve in cases of need, children who are resident in the Borough)*

Fred Pendlebury Trust Legacy . Emma Thompson

*(Meetings are usually hosted by The Mayor in the Mayor's Parlour.*

*The Deputy Mayor is invited to attend as an observer).*

*(To Relieve either generally or individually persons over 50 years of age or over who were born or are resident in the area and who are in conditions of need, hardship or distress)*

Letitia Beamont Charity for Pensions & Joseph & Lucy Monks Trust -

last known contact January 1994 (dormant)

- Activated again in January 2005 N Banner

*(The payment of pensions in the area of benefit of persons who have been reduced from better circumstances to conditions of need, hardship or distress)*

**Patron/President**

Warrington Charities Trust

Warrington, Widnes & District Society for the Blind

Warrington & District Society for Deaf People

Warrington Male Voice Choir

Warrington Youth Orchestra

Cheshire Operatic & Dramatic Youth Set

Cavaille Coll Organ Supporters Group

Warrington Musical Society

Warrington Arts Trust *Hon Member*

Fiddlers Ferry Sailing Club

Mayor (if female) and/or Mayoress becomes an Honorary

Member of Soroptimist International of Warrington

### History & Heritage

#### Freedom of the Borough

Notable recipients include Mr JS Gartside OBE JP DL BSc (Hons) BPhil who received the honour on 10 December 2004 and The Lord Hoyle who received the honour on 11 November 2005.

The council granted the Freedom of the Borough to The South Lancashire Regiment (The Prince of Wales's Volunteers) on 17 September 1947 in recognition of the long and close association existing between Warrington and the Regiment. The successor to the Regiment, the Queen's Lancashire Regiment, became the The Duke of Lancaster's Regiment (King Lancashire & Borders) in July 2006.

As such The Duke of Lancaster Regiment has permission to march through the streets of Warrington with drums beating, bands playing, colours flying and bayonets fixed.

#### Wearing of Civic Insignia

There are accepted rules for the wearing of robes and chains. For special and public functions connected with the council at which royalty is present and when receiving guests in the borough, the robe and chain are worn. On other occasions only the chain is worn. When attending a function outside the borough the robe and chain, or the chain only may be worn.

#### Chains of Office

The chain and badge of office of the Mayor was presented to the town by Lady Greenall on 5 September 1876, the year that Sir Gilbert Greenall was created Baronet, and during the mayoralty of SM Webster, Esq. The chain is of gold and consists of sixteen shields connected by double gold links. Alternate shields bear the Royal Arms, and those of Lancashire and Cheshire. The central badge on this chain bears the shield of the Right Hon. Gilbert Greenall, Baron Daresbury of Walton, and suspended from it is a large golden shield or badge bearing the Arms of the Borough in enamel. These arms were executed in 1976 following local government reorganisation, and replaced the arms of Paganus de Vilars (first Lord of Warrington) which had been on this badge since its donation.

## **Mayoress's Chain**

This chain like that of the Mayor was presented by Lady Daresbury in 1911, to commemorate the Coronation of King George V. It is a fine gold chain with larger links in a flower design, and enamelled letters "W" set in throughout its length. The badge is of gold filigree tracery, inset with small diamonds and rubies, and bearing an oval shaped Coat of Arms of the Borough in enamel as a centerpiece. This shield was changed in 1976 replacing one of the old County Borough Council.

## **The Consort's Chain**

This chain was presented by Cllr Sheila Woodyatt MBE and Mr. Neville Woodyatt, Mayor of Warrington and Consort 2000-01.

## **The Deputy Mayor's Chain**

This chain was presented to the town in 1960 by the Co-operative Society Ltd., to celebrate the society's centenary. It is of silver gilt and consists of some seventeen links and a rose-shaped centerpiece joined by double chains to a heart shaped medallion bearing the Borough Arms in enamel.

## **The Deputy Mayoress' Chain**

This was given in 1968 by Messrs Tetley Walker Limited, to mark the completion and opening of their new Warrington Brewery. It is a fine gold chain consisting of twenty-four pierced ovoid links joined by double fine links. The ovoid badge of fine gold bears the Borough Arms in enamel.

## **The Borough Mace and Sword**

The Mace and Sword along with a pair of rests were presented to the town on 19 June, 1897, by Mr. Henry Thornton to celebrate the Diamond Jubilee of Queen Victoria. The Mace is of solid silver, gilded with 18 carat gold. The crown at the top exemplifies the idea of the authority of the Mayor being derived from the Sovereign. On the head of the mace are shields bearing the Royal Arms, the arms of Cheshire, Lancashire and the old County Borough of Warrington, as well as an enamelled head of Queen Victoria. The central knob is in the form of a globe having four panels representing Warrington as a town of many industries. Each panel has in bas-relief the figures of two men at work, and the four industries represented are: Tanning, soapboiling, iron and wire making.

The Civic Sword has a richly decorated silver gilt handle with quillons representing the lions taken from the Borough Arms. The blade is of steel with elaborate ornamental engraving which includes emblems representing Lancashire, Cheshire, the Boteler family, the Royal Arms, the crest of the Borough, two old Arms of the

Borough, and an inscription recording the name of the donor and the date of presentation. The scabbard, which is covered with a rich red velvet, is also richly ornamented with royal, county and Borough emblems as well as the figures of Justice and the fasces ensignia of authority.

## **Silver gallery**

A permanent display of Civic Plate and regalia is housed at the Town Hall. The gallery is included in public tours of the Town Hall which can be arranged through the Mayor's office.

## **The Coat of Arms**

Romans and Normans, Roundheads and Royalists – all have flown their flag over Warrington, so symbols of power and nobility are no strangers to the town, even in modern times when local authorities have been the elected governors of the area.

In 1974, various county boundary changes took Warrington administratively out of the county of Lancashire and placed it in the county of Cheshire, resulting in a town represented by no less than two counties and five local governments. A new coat of arms was required – but how could it represent each county and local authority to the satisfaction of all, while also paying court to Warrington's illustrious past?

Fortunately the designer of the new coat of arms, Mr. J R Rimmer, Director of the Museum & Art Gallery, had the answer: the lower half of the coat of arms represented Warrington's past, with six 'lionels' (lions rampant) depicted on an ermine background. Originating from the coat of arms of Warrington's Norman overlord, Pegasus de Vilars, these lionels had also been used in previous county borough arms, so it was entirely appropriate that they should be depicted.

The wide gold band across the centre of the shield contains symbols of Lancashire's past connection with Warrington: the lion is derived from the arms of Edmund, First Earl of Lancaster, while the two red roses commemorate the two Lancashire local authorities – Golborne Urban District and Warrington Rural District – which formerly made up Warrington.

At the top of the shield is a wolf's head, between two wheat sheaves which are also known as 'garbs'. The wolf signifies the county of Cheshire and is derived from the arms of Hugh Lupus (Lupus means 'wolf' in Latin), the First Earl of Chester. The garbs represent Lymm Urban District and Runcorn Rural District, two former Cheshire authorities associated with Warrington.

The crest is crowned by the figure of a rampant unicorn, taken from the coat of arms of the local Boteler family.

The motto, 'deus dat incrementum', translates from the Latin as 'God giveth the increase'. This was used by the old borough council and is particularly appropriate to the town, given Warrington's industrial and religious traditions!

## Past Mayors

William Beamont	1847-48	William Higham	1949-50
William Allcard	1848-49	Horace Robert Gale	1950-51
Benjamin Pierpoint	1849-50	William Gregson Caldwell	1951-52
Joseph Stubs	1850-51	Percy Martin	1952-53
William Allcard	1851-52	William Peter Taylor	1953-54
Joseph Perrin	1852-53	Mary Hardman	1954-55
Peter Rylands	1853-54	Harold Gray	1955-56
Henry White	1854-55	Harry Greenwood	1956-57
Joseph Chrimes	1855-56-57	Harold Gough Brandwood	1957-58
Chas. H. Cartwright	1857-58	Thomas Rutter	1958-59
Thomas G Rylands	1858-59	James Phoenix	1959-60
Jos Smith MD	1859-60	George Edward Cooper	1960-61
John Burgess	1860-61-62	William Henry Cartwright	1961-62
James Hephherd	1862-63	Amy Lydia Hindle	1962-63
Charles John Holmes	1863-64	William Mullen	1963-64
Peter Smith	1864-65	Joseph Alfred Orange	1964-65
Shaw Thewlis	1865-66	Bertram Stanley Arnold	1965-66
Henry Bleckly	1866-67-68	James Arthur Urmston	1966-67
William Neild	1868-69	Arthur Boyle	1967-68
Charles John Holmes	1869-70	David Worsley Pickering	1968-69
Charles Broadbent	1870-71	Ronald George Crocker, DFC	1969-70
Joseph Davies	1871-72-73	Eric James Naylor	1970-71
John Richard Pickmere	1873-74	Harry Whitehead	1971-72
Silvanus Chandley	1874-75	William Avery	1972-73
Samuel M	1875-76-77	Gordon Roy Myles	1973-74

Webster			
John Fairclough	1877-78-79	Kathleen EW Richardson JP	1974-75
John Richard Pickmere	1879-80-81-82	Philip Thomas E Birchall	1975-76
John Crosfield	1882-83	Thomas Pye	1976-77
Joseph Harrison	1883-84-85-86	Fred Houghton	1977-78
Alexander Mackie	1886-87	Arthur Higham	1978-79
John Richard Pickmere	1887	Harold G Edwards	1979-80
Thomas H Sutton		John WH Punshon	1980-81
Richard Walker Francomb	1889-90-91	James Hayes	1981-82
Edward Greenall	1891-92-93-94	Frederick Phillips	1982-83
James Fairclough	1894-95-96-97	Robert Taylor	1983-84
John Ed Wright	1897-98-99	Violet Ivy Edwards	1984-85
Henry Roberts	1899-1900-1	Percy Mounfield	1985-86
Joseph Charlton Parr	1901-2-3	Edward Bowden	1986-87
William Bolton	1903-4-5-6	Patrick HJ Hetherington	1987-88
James Smethurst	1906-7-8	Geoffrey Orange	1988-89
William John Forshaw	1908-9-10	George Henry Syers	1989-90
George William Joseph, MD	1910-11-12-13	George Stokes	1990-91
Sir Peter Peacock	1913-14-15-16-17- 18-19	Sydney Williams	1991-92
Robert Henshall	1919-20-21	John R Pennington	1992-93
James Evans	1921-22-23	John Taylor	1993-94
James Thomas Locker	1923-24-25	Michael F Hannon	1994-95
Arthur Bennett	1925-26-27	Harry Lawson	1995-96
David Tinnion	1927-28	Mary J Roblin	1996-97
Frank Stringer	1928-29-30	Roy Humphreys	1997-98
David Plinston	1930-31-32	Albert Clemow	1998-99
John Burgess Starkey	1932-33	Tom Swift	1999-00
Austin Matthew Crowe	1933-34-35	Sheila Woodyatt	2000-01
Joseph Poole	1935-36	Jeff Richards	2001-02
John Turner Cooper	1936-37	George Warburton	2002-03
Harry Sinclair	1937-38	Pauline Nelson	2003-04

Harry Fairclough	1938-39	Edward Lafferty	2004-05
William Roberts	1939-40	Hans Mundry	2005-06
John Canon Bardsley	1940-41	Linda Dirir	2006-07
Edward Marshall	1941-42	Celia Jordan	2007-08
Sidney Bolton	1942-43	Graham Welborn	2008-09
Edward Tavlin	1943-44	Brian Axcell	2009-10
William Arthur Boulting	1944-45	John Joyce	2010-11
Herbert Harding	1945-46	Michael Biggin	2011-12
John Morris	1946-47		
Walter Lunt Challinor	1947-49		

## Civic Handbook Evaluation sheet

Please take the time to complete this evaluation sheet. The information and feedback you provide will help the Civic Office Team to continuously improve the Induction and support Programme and provide an quality service to future Mayors and their Deputies.

1. Which part of this Handbook did you find the most useful and why?
  
2. Which part did you find the least useful and why?
  
3. What topics were not covered and need to be included in future editions?
  
4. Do you have any further suggestions or comments you wish to make?

4. Please give an overall score for this Handbook:

1. Poor	
2. Good	
3. Very Good	
4. Excellent	

Please return to the Head of Democratic and Member Services.

# WARRINGTON BOROUGH COUNCIL

## CONSTITUTIONAL SUB COMMITTEE – 21 February 2013

**Report of:** Assistant Chief Executive

**Report Authors:** Sharon Parker Councillor Services Manager

**Contact Details:**      **Email Address:**      **Telephone:**  
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**Ward Members:** All

**TITLE OF REPORT:**      **CONSTITUTIONAL CHANGES**

### **1.      PURPOSE**

1.1 To seek the views of the Constitutional Sub Committee on a matter referred to it by Council.

### **2.      CONFIDENTIAL OR EXEMPT**

2.1 This report is not confidential or exempt.

### **3.      INTRODUCTION AND BACKGROUND**

3.1 At Council on 29 October as part of questions received by the Leader, Councillor O'Neill was asked the following by Councillor I Marks:

'When a written response is given to a question or more often a supplementary one, does the leader agree that this answer should form part of the Minutes of the Council?'

The Leader advised that he would forward matter to the Constitutional Sub Committee.

### **4.      MINUTES**

4.1 It is a legal requirement that signed Minutes of the Council are kept and made available to the public for a period of 6 years. There are some limited requirements regarding the content of the Minutes. However, the form of the Minutes is largely a matter for each Local Authority. The principles of good practice for taking Minutes are described in 'Knowles on Local Authority Meetings' – the standard textbook for local authority officers. In summary, Minutes should be:-

- Brief, precise and concise, recording exactly what was done and no more.
- Establish an accurate record of the decisions taken;
- Comply with legal requirements;
- Self contained ie complete in itself and intelligible without reference to other

documents.

- Provide adequate information about the authority's business for press and public
- Decisive

## **5. BENCHMARKING WITH OTHER LOCAL AUTHORITIES**

Wigan/Manchester – Leaders/Cabinets responses not recorded in the Council Minutes and as such no appendices attached.

Halton, Knowsley, St Helens – no appendices with the Council Minutes.

Liverpool – background papers hyperlinked to the minutes online but not packaged as part of the official record of the meeting within the minutes.

Based on the brief benchmarking above no Authority provides any further details with the Minutes other than links to background documents such as reports etc.

## **6. OPTIONS FOR THE CONSTITUTIONAL SUB COMMITTEE**

The committee may wish to consider the following options:-

### **6.1 Option 1**

#### **Leave 'as is'**

Given that Minutes should be a brief, precise and concise record of the meeting; it could be considered that no other materials should form part of the official record of the meeting. A written response to a question or supplementary was not discussed at the meeting and took place outside of the meeting and should therefore not be recorded as such in the Minutes. This option is therefore that written responses to questions do not form part of the Minutes of the Council. Warrington already goes over and above other Authorities in recording responses of the Leader and Executive Board Members in some detail.

#### **Option 2**

The Sub Committee may wish to recommend to Council that the Council Minutes stay as they are and only record the decision/responses made at that meeting but that any supplementary responses are provided on the Committee Management Information System (CMIS) alongside the Minutes for public access.

#### **Option 3**

The Sub Committee may wish to recommend to Council that appendices are added to the minutes for council to fully record any written replies given outside of the meeting.

However, this would be contrary to good practice in that the Minutes would be recording events and communications that happened outside of the meeting. Depending on the

length of such written responses this may substantially increase the length of the minutes and impact on the cost of printing.

**7. FINANCIAL CONSIDERATIONS**

7.1 To be accommodated within existing resources though Option 3 may involve additional printing costs.

**8.1 EQUALITY AND DIVERSITY / EQUALITY IMPACT ASSESSMENT**

8.1 The aim of the report is to encourage inclusive and full participation of all members.

**9. REASONS FOR RECOMMENDATION**

9.1 To recommend a course of action to Council on a matter relating to the Constitution.

**10. RECOMMENDATION**

10.1 That the Sub Committee considers whether the current position regarding the process for how written responses to questions are dealt with is appropriate and recommends to Council as appropriate.

**11. BACKGROUND PAPERS**

Constitution – available via the Council’s website.

<b>16. Clearance Details :</b>				
	Name	Consulted		Date Approved
		Yes	No	
<b>Leader of the Council</b>	<b>Cllr T O’Neill</b>	√		21.12.12
<b>Interim Chief Executive</b>	<b>Steven Broomhead</b>			
<b>Relevant Executive Director</b>	<b>Katherine Fairclough</b>	√		21.12.12
<b>Solicitor to the Council &amp; Relevant Assistant Director</b>	<b>Ian Mason</b>	√		21.12.12
<b>S151 Officer</b>	<b>Lynton Green</b>	√		21.12.12