

Governance & Constitution Committee

Agenda

Date: Friday, 19th February, 2010
Time: 2.00 pm
Venue: Committee Suite 1, 2 & 3, Westfields, Middlewich Road,
Sandbach CW11 1HZ

The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and at the foot of each report.

PART 1 – MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT

1. **Apologies for Absence**

2. **Declarations of Interest**

To provide an opportunity for Members and Officers to declare any personal and/or prejudicial interests in any item on the agenda

3. **Public Speaking Time/Open Session**

In accordance with Procedure Rules Nos.11 and 35 a period of 10 minutes is allocated for members of the public to address the meeting on any matter relevant to the work of the meeting. Individual members of the public may speak for up to 5 minutes but the Chairman will decide how the period of time allocated for public speaking will be apportioned where there are a number of speakers. Members of the public are not required to give notice to use this facility. However, as a matter of courtesy, a period of 24 hours' notice is encouraged.

Members of the public wishing to ask a question at the meeting should provide three clear working days' notice, in writing, in order for an informed answer to be given.

4. **Minutes of Previous meeting (Pages 1 - 8)**

To approve the minutes of the meeting held on 21st January 2010.

Contact: Paul Mountford, Legal and Democratic Services
Tel: 01270 686472
E-Mail: paul.mountford@cheshireeast.gov.uk

5. **Delegation of Licensing Functions (Minor Variations)** (Pages 9 - 14)

To report on a delegation of functions in relation to 'minor variations' under the Licensing Act 2003 by the Licensing Committee to the Head of Safer and Stronger Communities, and to seek approval of the necessary changes to the Constitution.

6. **Election of Mayor and Deputy Mayor** (Pages 15 – 34)

To consider the recommendations of the Civic Sub-Committee on the approach to be used for the election of the Mayor and appointment of the Deputy Mayor, and on the adoption of a Mayoral Code of Practice.

(There are no Part 2 items)

CHESHIRE EAST COUNCIL

Minutes of a meeting of the **Governance & Constitution Committee**
held on Thursday, 21st January, 2010 at The Capesthorne Room - Town Hall,
Macclesfield SK10 1DX

PRESENT

Councillor H Davenport (Chairman)
Councillor A Kolker (Vice-Chairman)

Councillors D Cannon, R Cartlidge, A Moran, R Parker, R West, P Whiteley,
C Andrew (for Cllr Topping), S Bentley (for Cllr Asquith), M Davies (for Cllr
Merry), C Tomlinson (for Cllr Jones) and J Wray (for Cllr Menlove)

Apologies

Councillors M Asquith, S Jones, W Livesley, R Menlove, G Merry and
D Topping

Officers

Chris Chapman, Borough Solicitor
Brian Reed, Democratic Services Manager
Paul Mountford, Legal and Democratic Services
Lindsey Parton, Elections and Registration Team Manager
Vivienne Quayle, Internal Audit Manager
Joanne Wilcox, Corporate Finance

155 **DECLARATIONS OF INTEREST**

Councillors David Cannon, Roy Cartlidge and Robert Parker declared
personal interests in Item 5 (Minute 158) as Crewe Charter Trustees.

Councillor Arthur Moran declared a personal interest in Item 5 (Minute
158) as a consultee.

156 **PUBLIC SPEAKING TIME/OPEN SESSION**

Mr Steve Dempsey of the Styal Village Association expressed his strong
support for a parish council for Styal, stating that Styal was a village
community and as such was fundamentally different in character to the
nearby towns of Wilmslow and Handforth.

Note: the Council had received a petition in respect of part of the former
electoral wards of Morley and Styal which would be considered later in the
meeting as an item of urgent business.

157 **MINUTES OF PREVIOUS MEETING**

RESOLVED

That the minutes of the meeting held on 19th November 2009 be approved as a correct record.

158 **CREWE COMMUNITY GOVERNANCE REVIEW**

The Committee considered the recommendation of the Community Governance Review Member Group in respect of the Crewe Community Governance Review.

The Group had met on 19th January 2010 to consider the outcome of the Stage 2 consultation with a view to making a recommendation to the Governance and Constitution Committee. Having considered the matter, the Group had recommended as follows:

“That having taken into account all consultation responses made during the Second Stage of consultation, and having regard to the need to ensure that Community Governance within the area reflects the identities and interests of the Community, and is effective and convenient, the Crewe Community Governance Member Group recommends that the Governance and Constitution Committee recommends to Council that the draft recommendation of Council of the 15 October 2009 be reaffirmed i.e. “To accept the vote from the people of Crewe and to reject the notion of a Town Council for Crewe at this time.”

Members of the Committee had before them the report to the Member Group, including the responses received to the Stage 2 consultation, together with the minutes of the Group’s meeting. The report contained a summary and analysis of the responses to the consultation. In presenting the report, the Elections and Registration Team Manager informed Members that three more responses had been received after the consultation deadline.

Members debated the matter in the light of the Stage 2 consultation outcome and the Member Group’s recommendation, and various arguments were deployed on all sides of the debate. It was stressed that any decision to reject the notion of a town council for Crewe at this time would not prevent the matter being considered again in the future in the light of experience in other parts of the Borough.

Members were advised that a public notice on the outcome of the Crewe Community Governance Review would need to be published after the Council made its final decision on 25th January. A draft notice was circulated to Members for consideration.

RESOLVED

That

- (1) having taken into account all consultation responses made during the Second Stage of consultation, and having regard to the need to ensure that Community Governance within the area reflects the identities and interests of the Community, and is effective and convenient, the Governance and Constitution Committee recommends to Council that the draft recommendation of Council of the 15th October 2009 be reaffirmed, namely “To accept the vote from the people of Crewe and to reject the notion of a Town Council for Crewe at this time”;
- (2) Council be recommended that
 - (a) the draft public notice to publicise the outcome of the Crewe Community Governance Review, as circulated at the Committee’s meeting, be approved; and
 - (b) the Borough Solicitor and Monitoring Officer be authorised to make any necessary technical and detailed amendments to finalise the notice to ensure that it fully complies with the requirements of Section 96 of the Local Government and Public Involvement in Health Act 2007.

Note: In accordance with paragraph 31.4 of the Committee Procedure Rules, Councillors D Cannon and R Cartlidge asked that the minutes of the meeting record their having voted against the motion.

159 **CALENDAR OF MEETINGS FOR 2010-2011**

The Committee considered a draft Calendar of Meetings for Cheshire East Council for 2010-2011.

The Officers outlined the principles underlying the frequency and scheduling of meetings and the reasons underpinning any significant variations from the previous year.

It was intended that following the Committee’s meeting the draft Calendar would be circulated to key Members for comments with a view to the Calendar being presented to the February Council meeting for final approval.

Members made a number of comments on the draft Calendar which would be considered as part of the consultation process.

RESOLVED

That

- (1) the draft Calendar of Meetings for Cheshire East Council 2010-2011 be approved for consultation with the Leader, Cabinet Members, Group Leaders and Committee Chairmen; and
- (2) the Democratic Services Manager be authorised, in consultation with the Chairman, to make any necessary amendments to the Calendar as a result of the consultation with a view to submitting the Calendar to Council for final approval as soon as possible.

160 **COUNCIL PROCEDURE RULES – DEFINITION OF “CLEAR WORKING DAYS”**

The Committee considered a report providing a legal definition of ‘clear working days’ for use in conjunction with various timescales and deadlines referred to in the Constitution.

At the December meeting of Council, following a request from a Member, the Mayor had stated that every Member would receive a written explanation of the phrase ‘clear working days’. The Monitoring Officer subsequently circulated an email to all Members which confirmed the position as follows:

“Council Procedure Rule 11 requires Members to give three clear working days’ notice in writing to the Monitoring Officer of questions for Council. This requires three complete periods of 24 hours (excluding weekends and Bank Holidays) to have elapsed excluding the day the notice is received and the day on which the meeting is held. This follows the ruling in R v Hereford Justices 1820 approved in R v Swansea City Council ex parte Elitestone Limited 1993.”

This advice, whilst helpful in stating the position in respect of Questions at Council, also assisted in respect of other deadlines in the Constitution where clear working days were mentioned.

RESOLVED

That

- (1) the Committee reaffirms the advice given by the Monitoring Officer to Members that a clear working day is defined as a complete period of 24 hours (excluding weekends and bank holidays), beginning and ending at midnight; and
- (2) the Monitoring Officer be asked to use his delegated authority to reaffirm the position in the Constitution.

161 **MEMBER ACCESS TO PART II AND CONFIDENTIAL REPORTS**

The Committee considered a report on Members' rights of access to exempt and confidential reports which recommended how the Council's approach could be reflected in the Constitution.

The suggested approach would enable certain categories of Members to have access to exempt and confidential reports whilst other Members would be required to demonstrate to the Borough Solicitor that they had a 'need to know' in order to carry out their duties as a Councillor. Where a report contained specific information about an Officer, only the members of the body in question would receive the report.

Whilst the proposals widened the categories of Members who could automatically receive exempt and confidential reports, the Committee had a number of concerns about the proposals in their present form.

RESOLVED

That the matter be deferred for further consideration in the light of Members' concerns and a further report be submitted in due course.

162 **ANNUAL AUDIT LETTERS FOR THE DEMISED AUTHORITIES OF CHESHIRE EAST COUNCIL**

The Committee considered a report on the Annual Audit Letters for Cheshire County Council, Congleton Borough Council, Macclesfield Borough Council and Crewe and Nantwich Borough Council relating to the 2008-09 accounts.

Judith Tench of the Audit Commission attended the meeting to discuss the Annual Audit Letters with Members and answer questions.

The Annual Audit Letters provided an overall summary of the External Auditor's assessment of the demised authorities of Cheshire East Council. They drew on the findings and conclusions from the audits and from any inspections that were undertaken in the 2008-09 financial year.

RESOLVED

That the Annual Audit Letters for 2008-09 be received and noted.

163 **2009/10 AUDIT PLAN**

The Committee considered a report on the Audit Plan for 2009/10 and the Protocol for Joint Working with Internal Audit.

The Audit Plan set out the work that the Audit Commission proposed to undertake at the 2009/10 audit.

The Protocol for Joint Working with Internal Audit set out the joint working arrangements with the Internal Audit Department. The Protocol sought to enable efficient joint working wherever possible and would revisit the Internal Audit's plan as the year progressed. Internal Audit's focus in 2009/10 was on understanding and documenting the core financial and fundamental systems which would assist the understanding of key systems feeding the financial statements.

Judith Tench of the Audit Commission attended the meeting to answer Members' questions on the Annual Audit Plan and Joint Working Protocol. She explained the basis for the audit fee and discussed the specific risks identified for the current opinion audit, including new and legacy financial systems, fixed asset valuation and shared services.

RESOLVED

That the Audit Plan for 2009/10 and the Protocol for Joint Working with Internal Audit be received and noted.

164 UPDATE ON ANNUAL GOVERNANCE STATEMENT

The Committee considered a report on the Annual Governance Statements for 2008/09 and 2009/10. The report proposed a process for completing the Statement for 2009/10. Appendix A to the report provided a full report on the 2008/09 Annual Governance Statement and issues going forward for the completion of the 2009/10 Statement.

Members of the Committee had received a briefing on the AGS process at a formal training session on 8th June 2009 and the report built on what was discussed at that time in advance of the year end.

RESOLVED

That the approach to reviewing Corporate Governance and the production of the Annual Governance Statement be endorsed.

165 INTERNAL AUDIT PLAN 2009/10 AND UPDATE REPORT

The Committee received an update on internal audit issues arising, progress against the Audit Plan 2009/10, revisions to the Plan, and a summary of work during the period and in the remainder of the year.

Appendix A to the report dealt with the emerging issues arising in respect of Internal Audit's work and the revisions to the Plan necessary to give appropriate assurance during 2009/10.

RESOLVED

That the issues identified in the report be noted and the approach to achieving adequate audit coverage in the last quarter be endorsed.

166 **MANAGING RISKS**

The Committee considered an update on the management of the strategic risks for the Council.

Since the report to the Committee on 19th November 2009, the Strategic Risk Register had been updated and clear actions identified for the mitigation of risks.

A copy of the updated Strategic Risk Register was appended to the report, together with a summary of the mitigating actions for each risk, and a 'score' to quantify each risk. Appendix 3 to the report provided further details of a number of risks, as examples of the way in which each risk was profiled. For each risk there was a fuller explanation of the risk, how it linked to strategic priorities and objectives, the consequences should it materialise, and the controls and mitigating actions in place.

The Corporate Risk Management Group had received training in risk management at its most recent meeting and training had been planned for the Cabinet and the Corporate Management Team. A training session for Members of the Governance and Constitution Committee would be held immediately following their meeting.

Progress on actions to mitigate and manage strategic risks would continue to be reported quarterly to the Committee, the Corporate Management Team and the Cabinet.

In order to integrate risk management fully into planning and performance management, regular discussions were taking place with the Performance Management Team with a view to linking the risk management process to the performance management system currently being developed.

RESOLVED

That the identified Strategic Risks for the Council and the actions in place to mitigate them be noted.

167 **PETITION FOR A COMMUNITY GOVERNANCE REVIEW IN RESPECT OF STYAL**

The Chairman was of the opinion that this matter should be considered at the meeting as a matter of urgency in accordance with Paragraph 37 of the Committee Procedure Rules and Section 100B(4)(b) of the Local Government Act 1972.

A petition had been received calling for a community governance review and the establishment of a Parish Council known as Styal Parish Council for an area comprising part of the electoral Wards of Morley and Styal.

The Committee at its meeting on 15th October 2009 had recommended that a community governance review for Handforth be extended to cover the whole of the unparished area of Wilmslow (i.e. the former Electoral Wards of Dean Row, Fulshaw, Handforth, Hough, Lacey Green and Morley and Styal)". Council subsequently agreed the recommendation. It had therefore already been agreed that Morley and Styal should be included in the existing community governance review and it was appropriate therefore that the petition now received should be included in that review. Given that the review timetable had already begun, the Chairman felt that it was necessary to deal with the matter as urgent business.

RESOLVED

That

- (1) the receipt of the petition be noted;
- (2) the Democratic Services Manager be authorised to establish whether the petition is valid for the purposes of Section 80 of the Local Government and Public Involvement in Health Act 2007 and that, subject to validation, appropriate confirmation be given to the petition organisers;
- (3) the Committee agree that, in accordance with its decision on 15th October 2009, the petition be dealt with as part of the Community Governance Review for the whole of the unparished area of Wilmslow; and
- (4) a meeting of the Sub-Committee appointed by the Committee on 15th October 2009 to oversee the Review and to make appropriate recommendations to the Governance and Constitution Committee be convened in the near future in order to carry out its work.

The meeting commenced at 2.00 pm and concluded at 5.12 pm

Councillor H Davenport (Chairman)

CHESHIRE EAST COUNCIL

Governance and Constitution Committee

Date of meeting: 19th February 2010
Report of: Borough Solicitor
Title: Delegation of Licensing Functions (Minor Variations)

1.0 Report Summary

- 1.1 The report advises the Committee of a delegation of functions in relation to 'minor variations' under the Licensing Act 2003 by the Licensing Committee to the Head of Safer and Stronger Communities, and seeks approval for the resulting changes to the Constitution.

2.0 Recommendations

- 2.1 The Committee is requested
- (1) to note the delegation of functions in relation to minor variations under sections 41A-C and 86A-C of the Licensing Act 2003 by the Licensing Committee to the Head of Safer and Stronger Communities; and
 - (2) to recommend to Council that the Borough Solicitor be authorised to make such changes to the Constitution as he considers necessary in order to give effect to the wishes of the Council in this regard, including those changes set out within Appendix 2 to the report.

3.0 Reasons for Recommendations

- 3.1 The scheme of delegation as set out within the Council's Constitution currently delegates licensing functions under the Licensing Act 2003 to the Head of Safer and Stronger Communities, subject to certain exceptions, including circumstances where relevant representations have been received and not withdrawn. In accordance with the Secretary of State's Guidance to licensing authorities, the Licensing Committee has resolved to delegate decisions in relation to 'minor variations' to licensing officers. The Governance and Constitution Committee is requested to recommend to Council the changes to the Constitution required as a result of the Licensing Committee's decision.

4.0 Wards Affected

- 4.1 N/A

5.0 Local Ward Members

- 5.1 N/A

**6.0 Policy Implications including - Climate change
- Health**

6.1 None.

7.0 Financial Implications for Transition Costs (Authorised by the Borough Treasurer)

7.1 None

8.0 Financial Implications 2009/10 and beyond (Authorised by the Borough Treasurer)

8.1 None.

9.0 Legal Implications (Authorised by the Borough Solicitor)

9.1 The Licensing Act 2003 has been amended by the Legislative Reform (Minor Variations to Premises Licences and Club Premises Certificates) Order 2009 which inserted sections 41A to 41C and 81A to 81C. These sections, which were commenced on 29th July 2009, make provision for a simplified process in relation to 'minor variations.'

9.2 Paragraph 25.2.8 of Part III of the Constitution provides that subject to certain specified exceptions, the Head of Safer and Stronger Communities is authorised to discharge licensing functions under the Licensing Act 2003. Paragraph 25.4.2 provides an exception to the power in paragraph 25.2.8 and states "the determination of an application under the Licensing Act 2003 [or Gambling Act 2005] where relevant representations have been received and are not withdrawn shall be referred to the Licensing Sub-Committee."

9.3 Paragraph 8.36 of the Guidance to local authorities issued by the Secretary of State under section 182 of the 2003 Act states: "On receipt of an application for a minor variation, the licensing authority must consider whether the variation could impact adversely on the licensing objectives. The Government recommends that decisions on minor variations should be delegated to licensing officers."

10.0 Risk Management

10.1 There is a risk of legal challenge to decisions taken by the licensing authority if the individual/body taking such decisions does not have the correct delegation to do so.

11.0 Background and Options

11.1 The Legislative Reform (Minor Variations to Premises Licences and Club Premises Certificates) Order 2009 has inserted new provisions into the Licensing Act 2003 which establish a simplified process in relation to 'minor variations.'

11.2 A variation to a Premises Licence or Club Premises Certificate would not be considered as 'minor' if the effect of the variations proposed would be:

- to extend the period for which a premises licence has effect;
- to vary substantially the premises to which a premises licence or club premises certificate relates;
- to specify (in a premises licence) an individual as the premises supervisor;
- to authorise the sale or supply of alcohol or to increase the amount of time on any day during which alcohol may be sold by retail or otherwise supplied;
- to disapply the mandatory condition concerning the supervision of alcohol sales by a Personal Licence holder and the need for a DPS at community premises.

11.3 In determining an application the authority is required to consult such of the responsible authorities as it considers appropriate and must take into account any relevant representations by those authorities or any interested parties. The licensing authority must grant an application only if it considers that none of the variations proposed in the application could have an adverse effect on the promotion of the licensing objectives. In any other case the authority must reject the application. Whilst licensing authorities must take any representations into account before making a decision there is no right to a hearing (as there is in relation to a 'full' variation application).

11.4 At its meeting on 18th January 2010, the Licensing Committee resolved to delegate to the Head of Safer and Stronger Communities the function of determining applications for 'minor variations' made under sections 41A-C and 86A-C of the Licensing Act 2003. The relevant Licensing Committee minute is attached as Appendix 1.

11.5 A number of changes to the Constitution are required to reflect the Licensing Committee's decision, details of which are set out within Appendix 2.

12.0 Overview of Day One, Year One and Term One Issues

12.1 It is advantageous to make these changes as soon as possible to ensure that the Constitution accurately reflects the delegations made by the Licensing Committee.

13.0 Access to Information

For further information:

Officer: Mrs K Khan

Tel No: (01625) 504264

Email: kate.khan@cheshireeast.gov.uk

Background Documents:

None

APPENDIX 1

Minutes of the Licensing Committee Meeting – 18th January 2010

Minute No. 81

Delegation of Functions - Minor Variations (under sections 41A-C and 86A-C of the Licensing Act 2003)

To consider proposed changes to the licensing scheme of delegation.

Minutes:

The Committee considered a report outlining changes to the Licensing scheme of delegation to take account of the 'minor variations' process introduced by the Legislative Reform (Minor Variations to Premises Licences and Club Premises Certificates) Order 2009.

RESOLVED

That the Licensing Committee delegate the power to determine applications under sections 41A-C and 86A-C of the Licensing Act 2003, including cases where relevant representations are received and not withdrawn, to the Head of Safer and Stronger Communities.

APPENDIX 2

Consequential Changes to the Constitution

1. To insert the wording below in italics at the start of paragraph 25.4.2 at page 136, the exceptions to the delegation of functions to the Head of Safer and Stronger Communities:

25.4.2 *With the exception of applications for minor variations under sections 41A-C or 86A-C of the Licensing Act 2003*, the determination applications under the Licensing Act 2003 and Gambling Act 2005 where relevant representations have been received and not withdrawn shall be referred to the Licensing Sub-Committee.
2. To insert the wording below in italics at the start of paragraph (ii) to the exceptions to the delegation of functions to the Head of Safer and Stronger Communities at page 161 under Licensing Functions (Licensing Act 2003 and Gambling Act 2005):

(ii) *With the exception of applications for minor variations under sections 41A-C or 86A-C of the Licensing Act 2003*, the determination applications under the Licensing Act 2003 and Gambling Act 2005 where relevant representations have been received and not withdrawn shall be referred to the Licensing Sub-Committee.

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ELECTION OF MAYOR AND DEPUTY MAYOR

Extract from the minutes of the meeting of the Civic Sub-Committee on 9th February 2010:

“4 ELECTION OF MAYOR AND DEPUTY MAYOR

The Sub-Committee had been established primarily to consider alternative approaches to the election of the Mayor and appointment of the Deputy Mayor and to consider the adoption of a Mayoral Code of Practice.

Members considered a report outlining a number of alternative approaches to the Mayoral selection process. In the cases of many local authorities, the current year's Deputy Mayor automatically became the Mayor for the following year. This was often regarded as an ideal way in which the incoming Deputy Mayor could gain experience of the office of Mayor prior to election. Where the Deputy Mayor automatically became Mayor for the following year, the focus shifted to the way in which the proposed Deputy Mayor was selected. Members agreed with this approach.

Members had before them a paper setting out a number of different approaches by North West local authorities and the demised authorities to the selection of the Deputy Mayor. These were based on such criteria as seniority (length of service), political proportionality or invitation by the Council's ruling group.

In debating the matter, Members generally felt that seniority was not the best approach. Very often, a senior Member was not interested in accepting the appointment or was not ideally suited to it. Younger or less experienced Members often brought enthusiasm and energy to the office and were able to engage with younger people. Members agreed, however, that normally, any candidate for the post should have a minimum of one full term's experience as a councillor. They also agreed on the need for all political groups to have an opportunity to be involved in the selection process.

Members also considered a draft Mayoral Code of Practice which could be adopted by the Council. A number of civic issues were referred to in the draft document. The Sub-Committee made various suggestions for incorporation in the draft document to be submitted to the Governance and Constitution Committee for consideration.

RESOLVED

That Council be recommended to agree that

- (1) each year, the Deputy Mayor will normally succeed to the Mayoralty in the following year;
- (2) each year, the Deputy Mayor will be chosen for appointment by Council by the political group which has the majority of Council Members, provided that

in making such choice, another political group or groups may be invited to put forward a nomination for consideration by the majority group;

- (3) this approach be adopted in respect of the election of Mayor and appointment of Deputy Mayor for the 2010/2011 Civic Year and beyond; and
- (4) the draft Mayoralty Code of (Mayor and Deputy Mayor) Practice, as appended to the report, be adopted by the Council, as amended to reflect the above approach, and be incorporated into the Council's Constitution with such consequential amendments as the Borough Solicitor considers necessary to give effect to the wishes of Council."

Notes:

- **The report to the Civic Sub-Committee is attached as Appendix A.**
- **The Mayoralty Code of Practice has been updated to take into account the views of the Sub-Committee and the updated version is attached as Appendix B.**

CHESHIRE EAST COUNCIL

Civic Sub-Committee

Date of Meeting:	9 th February 2010
Report of:	Democratic Services Manager
Subject/Title:	Election of Mayor and Deputy Mayor

1.0 Report Summary

- 1.1 At the meeting of the Governance and Constitution Committee held on 19th November 2009 it was resolved that a Civic Sub-Committee be established to consider alternative approaches to the election of the Mayor and Deputy Mayor and to consider the adoption of a Mayoral Code of Practice. This report provides alternative approaches which may be considered by the Council.

2.0 Recommendations

- 2.1 That the Civic Sub-Committee make recommendations to the Governance and Constitution Committee on
- (1) the approach to be used in respect of the election of the Mayor and appointment of a Deputy Mayor and utilise the adopted approach in respect of proposed election of a Mayor and Deputy Mayor for the Municipal Year 2010/11; and
 - (2) the adoption of a Mayoral Code of Practice.

3.0 Reasons for Recommendations

- 3.1 In order for the Council to have an agreed and understood approach to the election of the Mayor and the appointment of a Deputy Mayor, and the operation of the Civic Office.

4.0 Wards Affected

- 4.1 All wards are affected

5.0 Local Ward Members

- 5.1 All Local Ward Members are affected

6.0 Policy Implications

- 6.1 Once adopted, the Mayoral Code of Practice, and the agreed approach to the election of the Mayor and Deputy Mayor, would become Council policy and would need to be referred to in the Council's Constitution.

7.0 Financial Implications for Transition Costs

7.1 There are no implications for Transition Costs

8.0 Financial Implications 2009/10 and beyond

8.1 There are no specific financial implications for 2009/10 and beyond.

9.0 Legal Implications

9.1.1 Council elects the Mayor and appoints the Deputy Mayor but may be assisted in doing so by recommendations of a Committee and Sub-Committee.

10.0 Risk Management

10.1 The adoption of an agreed approach to the election of the Mayor and appointment of a Deputy Mayor reduces risk, as does the adoption of a Mayoral Code of Practice.

11.0 Background

11.1 Annual Council elects a Mayor and appoints a Deputy Mayor each year. There are clear benefits in having an agreed mechanism to assist in this task. Members of the Council, officers and the public will have greater clarity as to the process when such a mechanism is in place.

11.2 Varying approaches can be used to the election and appointment. In many cases, the current year's Deputy Mayor automatically becomes the Mayor for the following year. This is sometimes regarded as an ideal way in which the incoming Deputy Mayor can gain experience of the office of Mayor prior to election.

11.3 Where the Deputy Mayor automatically becomes Mayor for the following year, the focus shifts to the way in which the proposed Deputy Mayor is selected.

11.4 Some local authorities have an informal approach to the selection of the proposed Deputy Mayor. Others have more formal mechanisms. See Appendix 1 for some examples of approaches used by North West authorities.

11.5 Appendix 2 contains a draft Mayoral Code of Practice which could be adopted by the Council. This document could be updated to reflect the Council's decision upon the election and appointments process. Members will see that a number of civic issues are referred to in the draft document.

12.0 Options for the Selection of the Proposed Deputy Mayor

12.1 The following are some options which may be considered for the selection of the proposed Deputy Mayor:

(A) A process based on political proportionality

Appointments to be made as closely as possible to political proportionality, on a rolling programme. As the Council is currently constituted therefore, over a rolling 7 year period, this would result in the Mayoralty being allocated to Members of the Council's political groups as follows:

- Conservatives-5 out of 7 years
- Liberal Democrats-1 out of 7 years
- Labour and others-1 out of 7 years

The Sub-Committee would need to make recommendations upon the identity of the political group that would nominate the Deputy Mayor each year over the 7 year rolling programme.

Variations in the political balance of the authority would be considered each year in deciding the identity of the political group that would nominate the Deputy Mayor in the next year to be added to the rolling programme.

(B) A process based on seniority alone

The position of Deputy Mayor could be allocated on the basis of length of service as a councillor.

If a member did not wish to take up the position they would retain their position on the seniority list, but the next most senior member would then be approached. The Sub-Committee would confirm the formal nomination.

In the event of there being more than one eligible senior member and both being willing to stand there would need to be a process for deciding between the two candidates. The decision would be for the Sub-Committee using additional criteria, such as suitability to represent the Council, personal character, experience as a chairman, broad base of support among Councillors, number and type of outside bodies served on etc. If the Sub-Committee could not distinguish between two candidates, the choice could be made by a simple drawing of lots. The member not nominated would then retain their position on the list for the following year.

(C) A process based on both seniority and political party membership

The process based on that set out above at (A) above could be used but selecting the most senior member from each political group in turn. There would be a minimum length of service required, for example 4 years by the time of the Annual Meeting at which they would be elected Deputy Mayor, with the member not being eligible for the position again before the expiry of a specified period, for example 10 years.

(D) A process based on the invitation of the Council's ruling political group

As can be seen from Appendix 1, some authorities adopt an approach based on the wishes of the ruling political group. If this approach were to be adopted, the ruling group would have freedom to decide whether to identify a proposed Deputy Mayor from within its own group, or whether to invite another group or groups to put forward a nomination. In doing this, the ruling group could have regard to political proportionality, but would not be obliged to do so.

13.0 Decisions to be made

13.1 The Sub-Committee is invited to give consideration to

13.1.1 Whether the Council should adopt an approach of appointing a Deputy Mayor who, in usual circumstances, would automatically become Mayor for the following Municipal Year.

13.1.2 The process which should be used in deciding upon who should become Deputy Mayor assuming that 13.1.1 is agreed.

13.1.3 The draft Mayoral Code of Practice.

14.0 Access to Information

The background papers relating to this report can be inspected by contacting the report writer:

Name: Brian Reed

Designation: Democratic Services Manager

Tel No: 01270 686670

Email: brian.reed@cheshireeast.gov.uk

Appendix 1

Authority	How the Mayor is Chosen
Blackburn with Darwen	Every five years the Council will resolve the rotation of the Mayor between political parties based on the proportionality of the Council at that time. Mayors are chosen on length of service. If a Mayor who is entitled to the position does not want to take it then it is passed to the next and the next etc. The Mayor elect must serve as the Deputy Mayor and must therefore have at least two years of the term of office to complete
Bolton	Mayors are chosen on length of service. If a Mayor who is entitled to the position does not want to take it then it is passed to the next and the next etc. Each group has to agree to the nomination.
Chorley	Mayor is chosen according to how long they have served as a Councillor.
Halton	Mayor is chosen on length of service. If the person with the most years doesn't want to be Mayor then it goes to the next one down and so on.
St Helens	<p>Selection of the Deputy Mayor</p> <ol style="list-style-type: none"> 1. The position of deputy mayor is offered to the Member with the most service on the Council (whether the continuous or not) who has not previously held the office of Mayor, in the largest Group or other Groups, as appropriate, provided that the Member has at least 5 years service by the time of the Annual Meeting of the Council at which they will be elected Deputy Mayor 2. At the Beginning of January each year the Assistant Chief Executive (Legal and Administrative Services) will write to the most Senior Member, as appropriate, requesting them to confirm in writing if they are willing to accept the office, within one month. 3. If, for any reason, they do not accept the office, they still retain their position on the Seniority List. 4. The next most senior Member of the Group(s) is then approached 5. In the event of there being more than one most Senior Member, all such Members will be written to, and in the event that more than one indicates a willingness to accept the office, then the Members concerned shall be invited into the Town Hall and the office will be decided by the cutting of cards. 6. In the event of the Deputy Mayor being defeated in an election prior to that Member becoming Mayor, then the next most Senior Member in the Groups(s) as appropriate shall be approached.

Salford	Mayor is chosen on seniority. In early December, secretary will start to contact the Councillors in order of their seniority to establish who would like to take up the Deputy Mayor position. Some have declined.
Tameside	Mayor is chosen by the controlling group.
Trafford	Mayor is chosen on seniority.
Wigan	Mayor is chosen by the controlling group.
West Lancs	Chairman is chosen on length of service, the Vice Chairman will be the Chairman the following year, depending on elections. There is a vote at the annual council meeting in May.

The former Cheshire authorities

The former Cheshire authorities adopted the following approaches:

- Congleton Borough Council had informal arrangements in which the groups reached agreement upon the proposed civic offices.
- Macclesfield Borough Council appointed a panel to make recommendations based upon nominations.
- Crewe and Nantwich Borough Council appointed the Mayor, based upon length of service.

THE MAYORALTY - CODE OF (MAYOR AND DEPUTY MAYOR) PRACTICE

1. General

The Mayoralty (or Chairmanship of the Council) is the most exalted position within the gift of the Council. Officers and staff must, at all times, respect the Mayor and show deference to his office. Throughout this Code of Practice the word 'his' is not gender specific. As Chairman of the Council his authority is derived from the Local Government Act of 1972, Section 3, and his construction or application of any of the Council's Constitution, or as to the proceedings of the Council, should not be challenged.

2. Policy Developments

The Mayor throughout his term of office should remain impartial in all matters of policy and should not be involved in the direction of affairs or get involved in any campaigns. But should matters be raised with him, he should take no action and instead raise the matter in the first instance with the Leader of the Council or the appropriate Cabinet Member or Department for action.

Where there are matters of Policy, all press enquiries should be made via the Council's Communications Team.

3. Controversial Activities

The Mayor should not become involved in Council Policy or activities of a controversial nature. Where the Mayor is confronted with a controversy or enquiries on matters of policy he should refer the matter to the appropriate Cabinet Member.

Where there are matters of a controversial nature, all press enquiries should be made via the Council's Communications Team.

4. Political Events

The Mayor should take no active involvement in political events, particularly formal meetings, and should not attend group meetings during his year of office.

It would be a matter for the Mayor's discretion as to whether he attended social functions arranged by political parties, but if so attending should not attend as Mayor of the Borough but as a private individual.

5. Relationship with Cabinet Members

The Mayor should not normally become involved in any matter, which is within the role of a Cabinet Member, but if an occasion arises, as indicated in (2) above, then the Mayor should receive the fullest support of the appropriate Cabinet Member, or the appropriate Director.

As the Chairman of the Council, the Mayor should be regularly briefed by officers, via regular diarised meetings, as to current policy.

6. Other Appointments

The Mayor should not be appointed as Chairman or Vice-Chairman of any Committee or Sub-Committee of the Council. He may accept ex officio positions with an outside organisation or body where his membership stems from his position as Mayor for the time being. He may attend the annual meeting or other special meetings of an outside organisation or body and may accept the position of patron or president, but should not become actively involved during his term of office.

7. Selection of Mayor

[Subject to confirmation]

Subject to confirmation by the full Council the Deputy Mayor will succeed to the Mayoralty in the following year.

[Add details of the selection criteria]

8. Civic Services

The venue for the Civic Service will be chosen by the Mayor. It is often the case that the Mayor will be invited to visit his own church during the term in office, however, this is not a Civic Service as such, it is a 'civic presence'.

9. Civic Duties

In his capacity as the Civic Head, or First Citizen, the Mayor represents the Sovereign in the Borough, ranking in precedence only after the Lord Lieutenant (if attending in his official capacity representing the Queen) and members of the Royal Family. He should, therefore, officiate at all formal civic events involving the Council, the public and press. In his absence the Deputy Mayor should officiate, or at the Mayor's discretion, the appropriate Portfolio Holder- but always subject to the Mayor's ruling.

10. Mayoral Regalia

The Mayor and Deputy Mayor should wear their robes, chains and badges of office on all formal occasions within the Borough. At meetings of the Council the Mayor and Deputy Mayor should be discreetly dressed and their robes,

chains and badges of office are to be worn at the commencement of the meeting and thereafter, at the discretion of the Mayor, the chain and badge only could be worn.

The Mayor and Deputy Mayor should wear their chains and badges of office when attending functions unless, at their discretion, the badges of office on a ribbon would be more appropriate.

11. Use of Mace

The mace should be used on all Borough Ceremonial occasions and will be carried before the Mayor.

12. Chief Executive

The wearing of regalia on royal occasions, at Council meetings, and on other special occasions will be at the discretion of the Chief Executive.

13. The Deputy Mayor

[Add details of selection criteria]

The role of the Deputy Mayor should be one of support to the Mayor in fulfilment of civic engagements and to take the Chair in the absence of the Mayor at Council Meetings.

14. Mayoress or Consort and Deputy Mayoress or Consort

There is no legal status for these offices, appointments being made on the invitation of the Mayor and Deputy Mayor respectively, subject, in the case of persons other than relatives being proposed, to appointments being at the discretion of the Sub-Committee.

15. Mayor's Chaplain

The Mayor's Chaplain is his spiritual adviser and is appointed by the Mayor.

16. Administrative/Secretarial Support

Administrative/secretarial, civic and administrative support is provided by staff of and under the control of the Democratic Services Manager.

The administrative/secretarial support will be responsible for making all arrangements for the attendance of the Mayor and Deputy Mayor at any event. (Note - The Communications Team will give such assistance as required to the Mayor and Deputy Mayor, see also paragraphs 2 and 3.)

17. Official Car

The following rules will apply for the use of the official car:

(a) The Mayor will have first claim on the car, subject to (b) and (c) below, and the car bookings will be the responsibility of the personal assistant allotted to the Mayor. He/she will draw up the weekly list of engagements for the Mayor.

(b) The Deputy Mayor will be entitled to use the car when performing a duty at the request of, or on behalf of, the Mayor, provided it is not required by the Mayor.

(c) The Mayoress/Consort and Deputy Mayoress/Consort will be entitled to use the car when performing a duty at the request of, or on behalf of the Mayor.

(d) The Deputy Mayor may drive himself to engagements, but where considered appropriate, the administrative/secretarial support will arrange suitable alternative transport.

(e) For the avoidance of doubt, the official car may only be used for journeys directly associated with the performance of duties on behalf of the Borough Council arising from the office held by the user and will not be used for attendance at private functions unless prior arrangements have been made to reimburse the costs of driver and vehicle. The Mayor and/or Deputy Mayor will use the official car to convey them to and from meetings of the Council but will not use it for meetings of a Committee, Sub-Committee, etc. or of an outside body, which they are attending as an ordinary member, unless they are subsequently attending a public engagement.

(f) Because of the need to give the chauffeur/civic attendant time off in lieu of hours worked or to arrange a substitute driver when he is not available, the maximum notice should be given of any engagements for the official car.

18. Accommodation

The Mayor has the use of Parlours at Macclesfield Town Hall, the Municipal Buildings, Crewe and the Members Room at Westfields. These premises will be used for civic and social occasions only.

19. Indisposition of the Mayor/Deputy Mayor

In the event that, due to the indisposition for whatever reason, the Mayor could not reasonably be asked to fulfil the normally accepted duties of his post, the Deputy Mayor will be requested, for that period of time, to assume the full duties of the post of Mayor, but will not take the title.

In the event that, due to indisposition for whatever reason, the Deputy Mayor could not reasonably be asked to fulfil the duties of his post, the Deputy Mayor

Elect or the Leader of Council, will, for that period of time, assume the civic and social duties of the post of Deputy Mayor, but will not take the title.

20. Financial

The allowances for the Mayor, Deputy Mayor and Civic Hospitality should be reviewed annually and increased by an appropriate amount to cover inflation.

When the Deputy Mayor is called upon to carry out the full duties of the Mayor for a period of two weeks or more, then an allowance of the difference between the Mayor's allowance and the Deputy Mayor's allowance will be paid for the period he so acts. Similar arrangements will apply in the case of the Deputy Mayor Elect.

The Civic Hospitality allowance is controlled by the Democratic Services Manager, and expenditure is subject to the approval of the Mayor and the Democratic Services Manager.

21. Civic Ceremonial and Procedure

[Subject to further consideration of cost etc]

The former Mayors will be presented with a medallion as a memento of their office which should be worn only:-

- (a) at Annual Meetings of the Council;
- (b) at meetings of the Council when the Mayor is robed;
- (c) at all ceremonies or processions when robes are worn;
- (d) at civic dinners or receptions or other social functions of a civic character within the Borough;
- (e) at other civic functions within the Borough at the request of the Mayor;
- (f) at civic functions in another Authority's area only at the express invitation of the Mayor or Chairman concerned.

Preferential arrangements should be made at the Annual Council Meeting and on Civic Sunday for former Mayors.

22. Civic Events

The list of invitations to the Civic Service will be examined and extended as necessary and invitations should be sent in the name of the Mayor.

23. Christmas Cards

The persons to whom the Mayor sends Christmas cards, of his own choice, is a matter for his discretion. Only the cost of official cards and postage is borne by the Council.

24. Civic Hospitality - Mayor's At Home

Light refreshments will be provided and arrangements will be reviewed regularly.

25. Acceptance of Invitations

It is the wish of the Council that the Mayor should accept as many invitations as possible to attend events and functions to which he has been invited and that the services of the Deputy Mayor should also be used in the event of competing invitations being received.

Normally the Mayor is expected to accept the first invitation received for a particular time and date.

26. Mayor's Charity

It should be borne in mind that any fundraising activities undertaken for the Mayor's Charity are the sole responsibility of the Mayor, the Mayoress and 'friends', because, unfortunately, there is no capacity within the support system/workload for any assistance to be given. Fund raising is discretionary and does not form part of the Mayor's duties.

Note: The following Code of Practice has been updated to take account of the views of the Civic Sub-Committee on 9th February 2010.

THE MAYORALTY - CODE OF (MAYOR AND DEPUTY MAYOR) PRACTICE

1. General

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2. Policy Developments

The Mayor throughout his term of office should remain impartial in all matters of policy and should not be involved in the direction of affairs or get involved in any campaigns. But should matters be raised with him, he should take no action and instead raise the matter in the first instance with the Leader of the Council or the appropriate Cabinet Member or Department for action. Where there are matters of Policy, all press enquiries should be made via the Council's Communications Team.

3. Controversial Activities

The Mayor should not become involved in Council Policy or activities of a controversial nature. Where the Mayor is confronted with a controversy or enquiries on matters of policy he should refer the matter to the appropriate Cabinet Member.

Where there are matters of a controversial nature, all press enquiries should be made via the Council's Communications Team.

4. Political Events

The Mayor should take no active involvement in political events, particularly formal meetings, and may therefore choose not attend group meetings during his year of office.

It would be a matter for the Mayor's discretion as to whether he attended social functions arranged by political parties, but if so attending should not attend as Mayor of the Borough but as a private individual.

5. Relationship with Cabinet Members

The Mayor should not normally become involved in any matter, which is within

the role of a Cabinet Member, but if an occasion arises, as indicated in (2) above, then the Mayor should receive the fullest support of the appropriate Cabinet Member, or the appropriate Director.

As the Chairman of the Council, the Mayor should be regularly briefed by officers, via regular diarised meetings, as to current policy.

6. Other Appointments

The Mayor should not be appointed as Chairman or Vice-Chairman of any Committee or Sub-Committee of the Council. He may accept ex officio positions with an outside organisation or body where his membership stems from his position as Mayor for the time being. He may attend the annual meeting or other special meetings of an outside organisation or body and may accept the position of patron or president, but should not become actively involved during his term of office.

7. Selection of Mayor

The Deputy Mayor will normally succeed to the Mayoralty in the following year. The selection process should normally ensure that, upon election to office, the Mayor will have served at least one term of office as a local authority Councillor.

8. Civic Services

The venue for the Civic Service will be chosen by the Mayor. It is often the case that the Mayor will be invited to visit his own church during the term in office, however, this is not a Civic Service as such, it is a 'civic presence'. The Mayor, at his own choice, may designate a Civic Church for his term of office.

9. Civic Duties

In his capacity as the Civic Head, or First Citizen, the Mayor represents the Sovereign in the Borough, ranking in precedence only after the Lord Lieutenant (if attending in his official capacity representing the Queen) and members of the Royal Family. He should, therefore, officiate at all formal civic events involving the Council, the public and press. In his absence the Deputy Mayor should officiate, or at the Mayor's discretion, the appropriate Portfolio Holder- but always subject to the Mayor's ruling.

10. Mayoral Regalia and dress code for Members at meetings

The Mayor and Deputy Mayor should wear their robes, chains and badges of office on all formal occasions within the Borough. At meetings of the Council the Mayor and Deputy Mayor should wear their robes, chains and badges of office provided that at the discretion of the Mayor, in the light of prevailing weather conditions, the wearing of robes may be dispensed with.

The Mayor and Deputy Mayor should wear their chains and badges of office

when attending functions unless, at their discretion, the badges of office or a ribbon would be more appropriate.

Members of the Council should also always be appropriately dressed at Council meetings as a mark of respect to the Mayor. At the discretion of and with the permission of the Mayor, jackets may be removed during hot weather.

Members should also stand, as a mark of respect for the Mayor, when he enters and leaves the Council chamber at Council meetings, and when he enters a room in which a meeting is taking place.

11. Use of Mace

The mace should be used on all Borough Ceremonial occasions and will be carried before the Mayor.

12. Chief Executive

The wearing of regalia by the chief Executive on royal occasions, at Council meetings, at Mayor Making, and on other special occasions will be at the discretion of the Chief Executive, provided that, in respect of royal occasions, the advice of the royal office or Lord Lieutenant will be sought.

13. The Deputy Mayor

Each year, the Deputy Mayor will be chosen for appointment by Council by the political group which has the majority of Council Members, provided that in making such choice, another political group or groups may be invited to put forward a nomination for consideration by the majority group.

The role of the Deputy Mayor should be one of support to the Mayor in fulfilment of civic engagements and to take the Chair in the absence of the Mayor at Council Meetings.

The Deputy Mayor, in consultation with the Chairman of the Governance and Constitution Committee, will decide how the Mayor Making ceremony will be organised, subject to advice from officers.

14. Mayoress or Consort and Deputy Mayoress or Consort

There is no legal status for these offices, appointments being made on the invitation of the Mayor and Deputy Mayor respectively, subject, in the case of persons other than relatives being proposed, to appointments being at the discretion of the Sub-Committee.

15. Mayor's Chaplain

The Mayor's Chaplain is his spiritual adviser and is appointed by the Mayor.

16. Administrative/Secretarial Support

Administrative/secretarial, civic and administrative support is provided by staff of and under the control of the Democratic Services Manager.

The administrative/secretarial support will be responsible for making all arrangements for the attendance of the Mayor and Deputy Mayor at any event. (Note - The Communications Team will give such assistance as required to the Mayor and Deputy Mayor, see also paragraphs 2 and 3.)

17. Civic Cars

The following rules will apply for the use of the official cars:

(a) The Mayor will have first claim on use of the civic cars, subject to (b) and (c) below, and the car bookings will be the responsibility of the personal assistant allotted to the Mayor. He/she will draw up the weekly list of engagements for the Mayor.

(b) The Deputy Mayor will be entitled to use a civic car when performing a duty at the request of, or on behalf of, the Mayor.

(c) The Mayoress/Consort and Deputy Mayoress/Consort will be entitled to use a civic car when performing a duty at the request of, or on behalf of the Mayor.

(d) On occasions (eg when no civic car is available due to maintenance etc), the Deputy Mayor may drive himself to engagements, but where considered appropriate, the administrative/secretarial support will arrange suitable alternative transport.

(e) For the avoidance of doubt, the civic cars may only be used for journeys directly associated with the performance of duties on behalf of the Borough Council arising from the office held by the user and will not be used for attendance at private functions unless prior arrangements have been made to reimburse the costs of driver and vehicle. The Mayor and/or Deputy Mayor will use the civic cars to convey them to and from meetings of the Council but will not use them for meetings of a Committee, Sub-Committee, etc. or of an outside body, which they are attending as an ordinary member, unless they are subsequently attending a public engagement.

(f) Because of the need to give the chauffeurs/civic attendants time off in lieu of hours worked or to arrange a substitute driver when they are not available, the maximum notice should be given of any engagements for the civic cars.

18. Accommodation

The Mayor has the use of Parlours at Macclesfield Town Hall, the Municipal Buildings, Crewe and, on occasions, the Members Room at Westfields. These premises will be used by the Mayor for civic and social occasions only. When

necessary, the Mayor shall seek the assistance of officers in identifying other accommodation which he may need, in order to perform his civic functions.

19. Indisposition of the Mayor/Deputy Mayor

In the event that, due to the indisposition for whatever reason, the Mayor could not reasonably be asked to fulfil the normally accepted duties of his post, the Deputy Mayor will be requested, for that period of time, to assume the full duties of the post of Mayor, but will not take the title.

In the event that, due to indisposition for whatever reason, the Deputy Mayor could not reasonably be asked to fulfil the duties of his post, the Deputy

Mayor Elect or the Leader of Council, will, for that period of time, assume the civic and social duties of the post of Deputy Mayor, but will not take the title.

20. Financial

The allowances for the Mayor, Deputy Mayor and Civic Hospitality should be reviewed annually and increased by an appropriate amount to cover inflation.

When the Deputy Mayor is called upon to carry out the full duties of the Mayor for a period of two weeks or more, then an allowance of the difference between the Mayor's allowance and the Deputy Mayor's allowance will be paid for the period he so acts. Similar arrangements will apply in the case of the Deputy Mayor Elect.

The Civic Hospitality allowance is controlled by the Democratic Services Manager, and expenditure is subject to the approval of the Mayor and the Democratic Services Manager.

21. Civic Ceremonial and Procedure

The former Mayors of the Council, and the last Mayors of the demised Cheshire East authorities will be presented with a medallion as a memento of their office which should be worn only at:-

- (a) Mayor-Making ceremonies;
- (b) Annual Meetings of the Council;
- (c) meetings of the Council when the Mayor is robed;
- (d) ceremonies or processions when robes are worn;
- (e) civic dinners, receptions or other social functions of a civic character within the Borough;
- (f) other civic functions within the Borough at the request of the Mayor;

(g) civic functions in another Authority's area only at the express invitation of the Mayor or Chairman concerned.

Preferential arrangements should be made at the Annual Council Meeting and on Civic Sunday for former Mayors.

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The list of invitations to the Civic Service will be examined and extended as necessary and invitations should be sent in the name of the Mayor.

23. Christmas Cards

The persons to whom the Mayor sends Christmas cards, of his own choice, is a matter for his discretion. Only the cost of official cards and postage is borne by the Council.

24. Civic Hospitality - Mayor's At Home

Light refreshments will be provided and arrangements will be reviewed regularly.

25. Acceptance of Invitations

It is the wish of the Council that the Mayor should accept as many invitations as possible to attend events and functions to which he has been invited and that the services of the Deputy Mayor should also be used in the event of competing invitations being received.

Normally the Mayor is expected to accept the first invitation received for a particular time and date.

26. Mayor's Charity

It should be borne in mind that any fundraising activities undertaken for the Mayor's Charity are the responsibility of the Mayor, the Mayoress and 'friends'. Fund raising is discretionary and does not form part of the Mayor's duties.

Officers will only provide support to the Mayor in respect of charitable activity at civic occasions, including the Mayoral Ball, including the selling of tickets and reservation of places. The Mayor may consider establishing a committee to assist in the planning and preparation for such activity.