

Date: 19 September 2016

Title: Civic role of Town Mayor

Purpose of the Report: To consider minor amendments to the existing Mayoral Protocol and Twinning Visits policy.

Contact Officer: Sarah Sandiford, Corporate Governance Manager (interim)

Corporate Objective/s	LLTC Three Year Plan, objective 6: Review the procedures, protocols and expenses related to the civic position of Town Mayor.	
Implications:		
Financial	X	
Procedural/Legal	√	To consider minor amendments to existing policies.
Operational/service delivery	X	

1. RECOMMENDATION

Should members be minded, the proposals are:

- 1.1 To note the report.
- 1.2 To endorse the proposed amendments to the existing Protocol for the Town Mayor and Deputy Mayor (see Appendix A).
- 1.3 To consider whether any changes are required to the existing Twinning Visits policy (see Appendix B), and/or to consider setting a budget allocation for twinning visits (as outlined in point 3.2).

2. BACKGROUND

- 2.1 The Town Council's Three Year Plan for 2015-2018, endorsed by Council in early 2015, includes the following objective: to review the procedures, protocols and expenses related to the civic position of Town Mayor.
- 2.2 The purpose of this objective was to ensure that the protocols and procedures relating to the role of Town Mayor remained correct and fit for purpose.

2.3 The first part of the review was in respect of Mayoral expenses. Following advice from the auditor, liaison with other councils and consultation with the then current Mayor and former Mayors during 2015, a Mayoral Expenses Policy was created in the autumn of 2015. This was endorsed by Committee in January 2016.

3 UPDATE

3.1 A recent review of the Protocol for the Town Mayor and Deputy Mayor has highlighted a number of potential minor amendments (**see Appendix A**). The Committee is asked to consider endorsing the proposed changes.

3.2 A policy in respect of visits to twin towns abroad was endorsed in 2008 (see **Appendix B**). Currently, no specific budget allocation is in place for Mayoral visits to the twin towns. The Committee may wish to consider setting a budget allocation or considering whether any changes are required to the existing policy.

3.3 As part of the review process, a number of internal, operational procedures have been drawn up in respect of the organisation and management of Mayoral fundraising and civic events. This will help ensure continuity of support, should a situation occur in which the Town Mayor's Secretary was unavailable.

End.