

CIVIC REVIEW IMPLEMENTATION PLAN

	ORIGINAL COUNCIL DECISION	ACTION AND SUBSEQUENT COUNCIL BUSINESS COMMITTEE DECISION	CURRENT POSITION
1	<p>Visit by Civic Heads of Lancashire</p> <p>(a) That Lancaster City Council begin discussions with other Lancashire authorities aimed at reducing these events, so that visits to each authority take place every other year, reducing the number to 6 visits per year.</p> <p>(b) That a display board be provided for the Mayor to display information obtained from visiting other Lancashire Councils</p> <p>(c) That further work be undertaken to broaden out the scope of such visits through the Lancashire Chief Executives Meetings to enable a programme to be developed to disseminate best practice and innovation between authorities.</p>	<p>A letter was sent to the Mayor's Offices of all Lancashire Authorities outlining these proposals and seeking their views.</p> <p>In response many of the other Authorities disagreed with the proposal and felt that it was for individual Mayors to determine.</p> <p>Committee on 13th September 2007 noted these views and agreed that the inclusion of a Civic Tour should be reinstated in the annual Civic programme within available budgets. The intention to promote the tourism potential of the event for all participating districts in accordance was noted.</p>	<p><i>Progress to date:</i></p> <p>The 2008 Tour was a huge success. A tour for 2008/2009 has not yet been planned but it is expected that a tour will be arranged for early 2009.</p> <p>For the most part other Lancashire Authorities are continuing the tradition and it is accepted that it is for individual Mayors to determine the format of the occasion if required each year. Information on tourism opportunities in other Lancashire authorities is available via the Visitor and Tourist Information Centres.</p> <p>This item is complete.</p>
2	<p>Twinning</p> <p>(a) That the council encourage local organisations such as the Brownies, Scouts, sports groups etc to be in contact with their twinned counterpart.</p> <p>(b) That the Council strengthen links with all local ethnic minority communities.</p>	<p><i>Action:</i></p> <p>Liaise with the Lancaster International Twinning Society to ensure that this is done as part of the Service Level Agreement with the City Council.</p> <p>This is a diversity issue to be addressed as part of the Council's Community Cohesion Strategy.</p>	<p><i>Proposed implementation:</i></p> <p>Negotiations underway to include this in the SLA</p> <p>The City Council has initiated a liaison meeting with local community leaders drawn from a wide range of ethnic minority communities.</p>

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	(c) That further business links be encouraged with Lancaster's Twin Towns.	To be considered.	Work is being undertaken by Economic Development and Tourism Service to encourage an economic link with China and the Universities.
3	<p>Annual Council/Mayor Making</p> <p>(a) That Mayor Making become a weekend long, community orientated event, with annual council taking place on a Friday.</p> <p>(b) That invitations for the gallery be issued to the Civic Society, Community Groups, organisations and different faith groups.</p> <p>(c) That schools be encouraged and invited to attend Annual Council and upon arrival be welcomed by a Council officer, informed about they are going to see, the history of the Mayor, the local authority and how this fits with citizenship,</p>	<p><i>Action:</i></p> <p>Annual Council date has been moved to Friday on the meetings timetable.</p> <p>Council Business Committee on 13th September agreed:</p> <p>(i) Schoolchildren continue to be encouraged to attend the Mayor-making ceremony and in addition an information note about Annual Council and Mayor Making be prepared and sent with all school invitations to give an awareness of the event and its purpose, with additional information that the Mayor can visit schools at their invitation by prior arrangement with the Mayor's Office.</p> <p>(ii) Promotion of the event and invitation to attend be extended to further education establishments in the District.</p> <p>(iii) For 2008, 5 members of the public, each with the option of bringing a paying guest (i.e. total of a</p>	<p><i>Progress to date:</i></p> <p>It became apparent that implementation of (iii) regarding public invitations for 2008 had been left rather late and a 'first come, first served' approach was used. Whilst not ideal this did provide some valuable feedback on which to build the proposal for next year. One suggestion is that the 5 nominees should be put forward by voluntary groups as people who are deserving of a treat.</p> <p>Fully implemented with the exception of an improved process for involving the public in annual council and further consideration of the proposal to use other performers instead of or in addition to the city organist during the interval.</p>

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	<p>(d) That each year, the Mayor elect should decide on whether to hold a formal meal, informal buffet or other alternative on Annual Council Day and that they should consider the invitation list.</p> <p>(e) That a local school choir or orchestra, preferably from within the Mayor’s Ward, be invited to perform during the interlude when the Mayor is robes and that all those present be invited to join the Mayor for a reception, at the rear of the Ashton Hall.</p>	<p>maximum of 10), be invited to attend Annual Council and the celebration afterwards, chosen by ballot from those applying via the local press.</p> <p>Meal continues to be agreed with each incoming Mayor.</p> <p>Implications on City Organist needs further consideration. Relationship with schools can be addressed through the Citizenship Panel.</p>	
<p>4</p>	<p>Mayor’s Sunday</p> <p>(a) That on Mayor’s Sunday Members will meet at the Priory and lead the Mayor in to the church and the Mayor will lead them out, instead of the parade which will now take place on the Saturday, and that in addition other Lancashire Mayors be invited to attend.</p> <p>(b) That a multi-faith ecumenical service be introduced led by the Priory with support from representatives of other faiths in the district invited to take part and participate, with the traditional theme of asking for spiritual guidance for the Mayor and Council in the forthcoming year.</p>	<p>Council Business Committee on 13th September agreed:</p> <p>(a) the parade on Mayor’s Sunday be reinstated with effect from May 2008</p> <p>(b) the inclusion of multi-faith prayers at the Mayor’s Sunday Service be extended to include song and verse as appropriate and in consultation with each individual Mayor</p> <p>(c) That the date of Annual Council for 2008/09, be confirmed as previously suggested in the 2007/08 timetable as Friday 16th May, with Mayor’s Sunday on Sunday 18th May 2008, allowing promotion of the event to commence at an early stage</p> <p>(d) .no further action be taken with regard to inviting the Civic Heads of</p>	<p>Mayor’s Sunday procession was successfully re-instated for 2008. Comments made have been that more Councillors and Senior Officers should be supportive of the event. The Service continues to be agreed with the Priory Church and the incoming Mayor and can be developed further in future years.</p> <p>Multi-faith prayers continue to be included but there is scope for future development of the Service to include more multi-faith elements as the Council develops a community cohesion strategy.</p> <p>This item is complete</p>

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		Lancashire to attend Mayor's Sunday.	
5	Mayoral At Home That an additional Mayor's At Home be held in the Mayor's Ward.	<p>Council Business Committee on 13th September agreed:</p> <p>(a) no further action be taken with regard to the proposal to arrange an additional Mayoral At Home.</p> <p>(b) commencing in 2008/09, 2 Mayoral At Homes be held in the existing Council venues towards the end of the Mayoral Year, with one of the events being held on a Saturday on an experimental basis by agreement with the Mayor.</p>	<p>Dates for 2009 have been fixed and venues booked: Wednesday 25 March 2009 at The Platform Saturday 28 March 2009 at Lancaster Town Hall.</p> <p>Outcome will be reported back to Committee in due course.</p>
6	Community Festival - That consideration be given to holding a Mayor's Day Community Festival and Parade on the Saturday of Mayor Making replacing the Mayor's Sunday parade but maintaining the tradition with floats, local organisations e.g. Scouts, Brownies etc, bands – a similar to the carnival parades that used to take place in Morecambe and Lancaster.	<p>Council Business Committee on 13th September agreed:</p> <p>That the Head of Democratic Services be authorised to continue investigating the possibility of a civic presence at the Community Festival currently held in Williamsons Park and a similar event in Happy Mount Park with a view to developing this as an alternative to a Community Festival and Parade on the Saturday of Mayor-making.</p>	<p>Attended the Community Festival in 2008 – organised by Democratic Services using a theme of 'Promoting Democracy'. Other Services within the Council all organised separate attendance. The Mayor's presence was very well received and he visited all of the 55 stalls. Since attending he has attended functions for some of those organisations locally who would otherwise not have invited him, eg Traveller Education Service, YMCA.</p> <p>It is intended that attendance at the 2009 Festival will be extended to encompass all</p>

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			<p>those Services involved as part of one Council stall.</p> <p>The feasibility of taking part in a similar event in Morecambe also requires consideration</p>
7	<p>Civic Insignia - That all items of civic insignia be catalogued and further investigation take place of how these could be displayed and stored.</p>	<p><i>Action:</i></p> <p>Cataloguing done as part of the Civic Audit review. Photography completed by Beadle. Future strategy requires development.</p>	<p><i>Proposed implementation:</i></p> <p>Cataloguing done. Some work also undertaken by Property Services with regard to a strategy if, eg LTH was on fire. Back up copies of documentation required on system as well as in office.</p>
8	<p>Publicity</p> <p>(a) That posters be distributed to Parish Councils for display on Parish notice boards detailing information on Civic events.</p> <p>(b) The Officers consider using the Council owned lamppost posters to advertise civic events.</p> <p>(c) That the Citizenship awards be run in conjunction with "The Visitor" newspaper.</p>	<p><i>Action:</i></p> <p>Implemented, however further investigation can be done into the use of email to improve communication and further development can also be investigated into the provision of a link from the LCC website to the Parish sites.</p> <p>Potential for advertising the community events investigated.</p> <p>Needs to be dealt with in conjunction with the establishment of the Citizenship Panel and Mayor's Awards.</p>	<p><i>Proposed implementation:</i></p> <p>The Majority of Parish Councils have now supplied a contact email address to which information on civic events can be distributed. Further links to Parish sites from LCC website remains to be completed.</p> <p>Lamppost poster system responsibility of Lancashire County Council who intend to cease the scheme. No longer an option. Complete.</p> <p>Report being submitted to Council Business Committee September 2008 to determine the way forward with the</p>

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			<p>Citizenship Panel and Mayor's Awards.</p>
<p>9</p>	<p>Students Reception That the reception be extended to be an invite to all first year students, with a drink on arrival and the possibility of a bar to purchase further drinks.</p> <p>That sponsorship for the event be investigated.</p> <p>That the event include stalls and representatives from Council departments and the opportunity to sign up for a free Town Hall tour at a later date and the possibility of discounts from local attractions be explored.</p>	<p>Council Business Committee on 13th September agreed:</p> <p>That subject to any adverse comments from the Universities, the format of the former Overseas Students' Reception be amended for 2007/08 to include all first year students and that it be held on a date to be agreed in early December 2007, details to be considered in consultation with the University representatives.</p> <p>On 17th January 2008, it was then agreed:</p> <p>That the event be discontinued if attempts to communicate, publicise and</p>	<p><i>Progress to date:</i></p> <p>Report being submitted to Council Business Committee September 2008 to determine way forward.</p>

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		promote the event with Lancaster University Students Union are not successful.	
10	Reception for Parish Councils - That the reception for Parish Councils be run in conjunction with the LAPTC with information and representatives from all Council departments, County Councillors and MPs.	<p><i>Action:</i></p> <p>The Head of Corporate Strategy be asked to advise the LAPTC of the decision of Council and ask for their view on the format of the Annual Reception and how they feel it could be improved to their benefit.</p> <p>The Head of Democratic Services attended an LAPTC meeting to discuss the future of the event. It was clear that they wished the event to continue and some ideas for updating the format were put forward.</p>	<p><i>Progress to date:</i></p> <p>The Parish Council reception was well attended and feedback suggests that the format was preferred but that more Council based stalls and a better structure to the evening would benefit the event greatly. Work will be undertaken to further improve this for 2009.</p>

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11	<p>Mayor's Award</p> <p>(a) That an award scheme be set up consisting of:</p> <p>The Mayor's Award – for those individuals or groups who go out of their way to help others and their community;</p> <p>And</p> <p>The Mayor's Special Award – for those individuals who have made an outstanding contribution to help others and their community beyond that which is expected of citizens.</p> <p>(b) That nominations be made in conjunction with the local media, with the decision to award being made by the Mayor and Citizenship Panel, with certificates being presented at a special reception at the Town Hall.</p>	<p><i>Action:</i></p> <p>Communications to discuss the awards with local press and determine how they set the criteria for awards they run in conjunction with their readers, prior to further development.</p> <p>Proposal to tie in with the creation of the Citizenship Panel.</p>	<p><i>Proposed implementation:</i></p> <p>Report being submitted to Council Business Committee September 2008 to determine the way forward with the Citizenship Panel and Mayor's Awards.</p>
12	<p>Mayoralty - That the Festivals and Events and Civic Programmes be amalgamated into one programme.</p>	<p><i>Action:</i></p> <p>Report requires preparation jointly with the Head of Cultural Services and Communications to consider options and feasibility.</p>	<p><i>Proposed implementation:</i></p> <p>Pending</p>
13	<p>Freemen</p> <p>(a) That the criteria for Freemen be amended to include the admission of women as Freemen and the extension of the geographical boundary to include the whole area of the district.</p> <p>(b) that the Freeman's Oath be revised to include the</p>	<p><i>Action:</i></p> <p>Correspondence received from Department for Communities and Local Government. Consideration needs to be given to how the legislation can be changed which will impact on the implementation date. Included in the</p>	<p><i>Proposed implementation:</i></p> <p>Pending – efforts are still being made to secure a change to the Law to allow the criteria for admission to be changed.</p>

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	<p>following elements of the Respect agenda:</p> <ul style="list-style-type: none"> • Promoting respect, leading by example • Promoting respect in the community • Showing tolerance, acceptance and common decency to those around us – our family, friends and peers, people who are older or younger, people from different walks of life or who follow different cultures or religions. 	Democratic Services Business Plan	
14	<p>Citizenship Panel - That a Civic and Citizenship Panel made up of interested Councillors, Honorary Appointments, dignitaries and community representatives be established by the Council to support the Mayoralty to undertake the following:-</p> <ul style="list-style-type: none"> • Promote citizenship through organising visits to schools, clubs etc. • Assist with the organisation of local democracy week • Assist with the preparations for the centenary celebrations in 2009 • Run the citizenship awards • Promote the Mayor's Charity and assist the Mayor with fundraising events. • Assist in the organisation of Mayor Making and Civic events. • Assist with developing the civic role. 	<p>Action:</p> <p>Report to Council Business Committee to determine the way forward. Establishment of Panel to be deferred until after May 2007.</p> <p>(1) That the Council establish the Lancaster City Council Citizenship Panel which will comprise of the Mayor, the Father/Mother of the Council and 9 Members of the public over the age of 11, plus the Chairman of Council Business Committee who would be a non voting appointment.</p> <p>(2) That applications be invited for appointment to the Panel through the local press and that the Head of Democratic Services in consultation with the Chairman agree the press release.</p> <p>(3) That applicants provide details of themselves in less than 50 words.</p> <p>(4) That Council Business Committee</p>	<p>Proposed implementation:</p> <p>Report being submitted to Council Business Committee September 2008 to determine the way forward with the Citizenship Panel and Mayor's Awards.</p>

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		<p>agree the appointments to the Panel, based on creating a Panel that represents a broad cross section of the community.</p> <p>(5) That the members of the Panel be appointed for one year in the first instance with a review of membership after the first year.</p> <p>(6) That the Committee approve the nomination form with the addition of a 100 word maximum limit for each answer.</p>	
15	<p>Town Crier - That the Council re-establish the office of Town Crier and recruit to this post through a public competition.</p>	<p><i>Action:</i></p> <p>Report required on the feasibility and cost of the establishment of this post against the cost of a Freelance Town Crier employed as needed, together with identification of the events at which such a post would be required.</p>	<p><i>Proposed implementation:</i></p> <p>Pending.</p>
16	<p>Charitable Funds –</p> <p>(a) That the amendments, transfers, proposed objectives and consolidations of charitable funds as set out in the report be agreed, subject to the required approvals being obtained.</p> <p>(b) That officers be authorised to begin discussions with the Charity Commission, board of governors and joint trustees.</p>	<p><i>Action:</i></p> <p>Included in the Service Business Plan for 2007/2008 initially and an officer in Democratic Support identified to undertake investigations and attend training course to develop necessary expertise in dealing with Charitable funds.</p>	<p><i>Progress to date:</i></p> <p>Work is ongoing – remains as a task identified in the current Business Plan. Training course attended and investigation undertaken through the Charities Commission on the status and trustees of identified funds. Information also obtained on</p>

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	<p>(c) That this work be included within the Democratic Services Business Plan for 2007/08.</p> <p>(d) That the County Council be requested to consider the transfer of the Bertha Taylor and Agnes Holmes Charitable funds to the relevant board of Governors for use as prize money for the school.</p>		<p>potential for a Countywide Charitable Fund which may prove a viable alternative. Report to be submitted to the next meeting of the Council Business Committee</p>
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