

COUNCIL BUSINESS COMMITTEE

Officer Attendance at Civic Events 14 March 2013

Report of Chief Executive

PURPOSE OF REPORT

To seek the advice of Members as to which civic events require officer attendance

This report is public

RECOMMENDATIONS OF THE CHIEF EXECUTIVE

(1) That Members' views are sought.

1.0 Introduction

- 1.1 Over the years, it has been custom and practice for the Chief Executive to support the Mayorality at a number of events during the civic year.
- 1.2 In most cases, this falls to the Chief Executive, or a chief officer acting as a deputy, if the Chief Executive is unavailable.

2.0 Background

- 2.1 Set out below is a list of the events where the Chief Executive's attendance is currently expected. Strictly speaking, the events are not all 'civic' ones, but historically it has been expected that the Chief Executive, or a deputy, would attend:

January

Holocaust Memorial Day – not a civic event, however, the City Council provides a grant and the event takes place in the Memorial Gardens.

January/February

Chinese New Year – not a civic event (this can be as many as three different events – there are two separate Chinese community organisations in the District) and the City Council may also receive an invitation to the event organised by the Chinese Consulate in Manchester.

March

Holi – not a civic event, but the Mayor and Chief Executive are usually invited by the local Hindu Society.

May

Annual Council – the Chief Executive supports the Mayor.

Mayor's Sunday – the Chief Executive supports the Mayor.

May/June – High Sheriff's Shield Hanging – not a City Council organised event, however, the Mayor and the Chief Executive receive invitations and the City Council makes Lancaster Town Hall available as the usual location for lunch following the ceremony.

July

Court for the admission of Freeman and Women – the Chief Executive supports the Mayor and has a role to play in the proceedings.

September/October

Chinese Mid-Autumn Festival (Mooncake) – not a civic event, but the Mayor and Chief Executive are usually invited.

November

Remembrance Sunday – the Chief Executive supports the Mayor at the event held in the Memorial Gardens at Lancaster Town Hall. The service held in Morecambe is not a City Council event and is arranged by the Royal British Legion and the Deputy Mayor represents the City Council, previously with Corporate Director support. The event held in Carnforth is arranged by Carnforth Town Council and the City Council is represented by Ward Councillors. When we employed Corporate Directors, it was usual for a Director to attend both the Morecambe and Carnforth events. However, for the 2012 event, the Democratic Services Manager attended the Morecambe service purely to support elected members and Carnforth Ward Councillors requested that a chief officer be nominated to attend the Carnforth service.

Diwali – not a civic event, but Mayor and Chief Executive are usually invited by the local Hindu Society.

Other Events

From time to time, Royal visits and Freedom Marches occur which also require the presence of the Chief Executive or his deputy, to support the Mayoral party. Generally, we are only made aware of a royal visit with a few weeks notice from Lancashire Lieutenancy.

In 2012, the Communities Together Group (administered by the City Council), held a Diversity Festival, which it is anticipated will be an annual event. The Mayor would be invited.

University Graduation Events/occasional invites to Receptions/AGMs held by outside bodies – eg at the Chinese Consulate, Chamber Dinner, Golf Club Dinners

3.0 Options

- 3.1 The City Council's main representative at civic events, such as these and many more, is The Mayor or his/her Deputy. Given the reduction in the number of Chief Officers employed by the City Council, a range of

representative/deputising arrangements are being used to cover for the Chief Executive when required.

- 3.2 As the Chief Officer positions have reduced significantly over the years, the Committee is asked to consider which of the above events require Chief Executive/Chief Officer attendance, given that it is the Mayor/Deputy Mayor who are the actual representatives of the City Council.

CONCLUSION OF IMPACT ASSESSMENT

(including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

None arising directly as a result of this report.

LEGAL IMPLICATIONS

None arising directly as a result of this report.

FINANCIAL IMPLICATIONS

None arising directly as a result of this report.

OTHER RESOURCE IMPLICATIONS**Human Resources:**

Chief officers may be required to attend events outside of normal working hours.

Information Services:

None

Property:

None

Open Spaces:

None

SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer has been consulted and has no further comments.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no further comments.

BACKGROUND PAPERS

None

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Ref: CE/ES/Cttees/CBC/1