

COUNCIL

Change to the Constitution: Role of an Assistant Deputy Mayor

24 July 2024

Report of the Monitoring Officer

PURPOSE OF REPORT

To ask Council to consider a change to the Constitution to create a new role of Assistant Deputy Mayor.

This report is public

RECOMMENDATIONS

- (1) That Council considers a change to the Constitution being proposed in this report, to create a role of Assistant Deputy Mayor.
- (2) That, if Council is minded to create the role above, it appoints Councillor Riches to the position for the remainder of 2024/5.

1.0 Background

1.1 The Constitution currently allows the Mayor to select a Deputy to be appointed at Council. This year the Mayor, Councillor Abi Mills, selected Councillor Hamish Mills.

1.2 As Council is aware, the Mayor is currently unwell and undergoing treatment which may last some time. In these circumstances, a request has been made for more support for the Deputy Mayor, who will be called upon to attend many more civic events that would normally be necessary during an average Mayoral year.

1.3 This report sets out how that support might be offered by a change to the Constitution.

2.0 Proposal

2.1 The proposal is to create a new role in the Constitution, without remuneration, named an Assistant Deputy Mayor. This is not a role which would need to be appointed to every year, just in instances such as this, where a Mayor is likely

to be unavailable for a substantial period during their Mayoral year. The reason for this is that, whilst a Deputy Mayor is able to perform some duties, depending on their personal circumstances, they may have to turn events down. This is likely to disappoint organisations who have asked for the Mayor or Deputy to be in attendance. An Assistant Deputy Mayor would be able to cover those events. That would be the extent of the role, to attend civic events.

- 2.2 The Deputy Mayor would select the Assistant Deputy, and they would then be appointed by full Council. **Appendix A**, with tracked changes, shows the amendments necessary to parts of the Constitution to effect the change.
- 2.3 It is not proposed that an Assistant Deputy will be required to Chair Council in the event that the Mayor and Deputy Mayor are absent. Rule 2 of the Council Procedure Rules will remain unchanged, Council will elect a person to Chair in that circumstance.
- 2.4 Councillor Hamish Mills has asked, if this request to change the Constitution is agreed, that Councillor Riches be appointed by Council to the role of Assistant Deputy Mayor.

3.0 Conclusion

- 3.1 Council is asked to consider this request to change the Constitution in the first instance. If Council does make the change, Members are asked to appoint the Councillor selected by the Deputy Mayor, Councillor Riches.

<p>CONCLUSION OF IMPACT ASSESSMENT (including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing) None directly arising from this report.</p>	
<p>LEGAL IMPLICATIONS None directly arising from this report.</p>	
<p>FINANCIAL IMPLICATIONS None identified. The new role, if created, will not attract any allowance.</p>	
<p>OTHER RESOURCE IMPLICATIONS Human Resources, Information Services, Property and Open Spaces: None</p>	
<p>SECTION 151 OFFICER'S COMMENTS The Section 151 Officer has been consulted and has no comments.</p>	
<p>MONITORING OFFICER'S COMMENTS The Monitoring Officer has helped draft this report.</p>	
<p>BACKGROUND PAPERS None</p>	<p>Contact Officer: Debbie Chambers Telephone: 01524 582057 E-mail: dchambers@lancaster.gov.uk</p>

Changes to the Constitution

Page 7, The Role of the Mayor

1.1 The Mayor is the first citizen of the City of Lancaster. The civic and ceremonial role of the Mayor is non-political. The Mayor serves for a one-year term of office. He/she has the following roles and functions (which in his/her absence shall be carried out by the Deputy Mayor, or in the case of (b) only, below, the Assistant Deputy Mayor). The Mayor will:

- (a) promote public involvement in the Council's activities;
- (b) promote the Council as a whole, acting as a focal point for the community, attending such civic and ceremonial functions and fulfilling such civic duties as the Council and he/she determine to be appropriate;
- (c) preside over meetings of the Council so that Council business can be carried out efficiently and with regard to the rights of Councillors and the interests of the community, including deciding the order of business;
- (d) ensure that the Council meeting is a forum for the debate of matters of concern to the local community and the place at which Councillors who are not on the Cabinet are able to hold the Cabinet and Committee Chairs to account;
- (e) keep order at Council meetings and ensure that Councillor behaviour is of the highest standard and does not bring the Council into disrepute;
- (f) exercise a second or casting vote in the event of a tie;
- (g) uphold and promote the purposes of the Constitution, and, subject to the advice and guidance of the Chief Finance Officer or Monitoring Officer during Council meetings, interpret the Constitution as and when necessary;
- (h) when in debate or question time read the sense of the meeting and when in the Mayor's belief debate or questions already put shall have represented the views of the Council, the Mayor shall intervene to move to the next business under the Procedure Rules in **Part 3**; and
- (i) produce a review of the year report usually submitted to Council towards the end of the municipal year (normally at the April Council which precedes the Annual Council in May).

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1.2 The Deputy Mayor is selected by the Mayor and appointed by Council.

- 1.3 The Assistant Deputy Mayor, if required, is selected by the Deputy Mayor and appointed by Council.

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1 Functions of Full Council

1.1 The following functions are the responsibilities of the Council and will be discharged by Full Council (all Councillors meeting together) unless delegated to a Committee, Sub-Committee or an Officer. Non-executive functions may still be exercised by the Council even where delegated to a Committee, Sub-Committee, body or Officer elsewhere in this Constitution, subject to specific exceptions (for example Licensing Sub-Committee).

1.2 The Full Council is the body responsible for:

- (a) Electing the Mayor and appointing the Deputy Mayor;
- (b) Appointing the Assistant Deputy Mayor if required
- (c) Electing every two years the Leader of the Council

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2 RULE 1 - ANNUAL MEETING OF THE COUNCIL

In a year when there is an ordinary election of Councillors, the Annual Meeting will take place within 21 days of the retirement of the outgoing Councillors. In any other year, the Annual Meeting will take place in May. The Annual Meeting will:

- (a) elect a person to preside if the Mayor and Deputy Mayor of the Council are not present;
- (b) elect the Mayor of the Council;
- (c) appoint the Deputy Mayor of the Council (and an Assistant Deputy Mayor should one be necessary)

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Part 6

Glossary of Terms

In this Constitution, unless the context otherwise demands, the following terms have the meaning assigned to them:

Assistant Deputy Mayor – appointed by Council, an Assistant Deputy Mayor may carry out civic duties if the Mayor and the Deputy Mayor are both unavailable.