

CIVIC REVIEW IMPLEMENTATION PLAN

1.	That the Council adopt the Strategic Vision for the Mayoralty and Civic Events as set out in the report.	<p><i>Action:</i></p> <p>The Strategic Vision as outlined in the report be included as an introduction to the Civic Pages of the Council's website.</p>	<p><i>Progress to date:</i></p> <p>Added to website 26 February 2007.</p> <p>Complete.</p>
2.	Mayoralty - That it be included in the terms of grant funding from the authority that organisations who are grant funded should where appropriate issue an invitation to the Mayor to attend events.	<p><i>Action:</i></p> <p>That all Directors/Services Heads and Democratic Support staff be asked to include appropriate wording supplied by LJ in any correspondence advising organisations/individuals that they have been awarded funding by Lancaster City Council.</p>	<p><i>Progress to date:</i></p> <p>Proposed wording prepared for implementation when grants are awarded in 2007/08.</p> <p>Complete</p>
3.	Mayoralty - That where the Mayor is already committed to an event the Deputy Mayor and Deputy Mayoress be permitted to attend functions allowing greater access to the Civic elements of the Council.	<p><i>Action:</i></p> <p>Previously implemented.</p>	<p><i>Progress to date:</i></p> <p>Implemented and ongoing. Complete.</p>
4.	Visit by Civic Heads of Lancashire - 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><i>Action:</i></p> <p>That a letter be sent to the Mayor's Offices of all Lancashire Authorities outlining these proposals and seeking their views.</p>	<p><i>Progress to date:</i></p> <p>Letter sent to all Mayors' Offices in Lancashire. Responses received indicate that most feel it is an opportunity for the Mayor to promote their area and should be the decision of each Mayor within their own budgets.</p>
5.	Publicity - That the possibility of using the Citizen in addition to the Guardian or Visitor for publication of Mayoral events be investigated in light of its circulation.	<p><i>Action:</i></p> <p>Already implemented.</p>	<p><i>Progress to date:</i></p> <p>Implemented and ongoing.</p>

CIVIC REVIEW IMPLEMENTATION PLAN

6.	Publicity - That Officers be congratulated on the development of the civic and ceremonial pages of the website and that the future development of the site be welcomed, including clearer linking to the Council homepage.	<i>Action:</i> Letter of congratulation to Officer concerned.	<i>Progress to date:</i> Done.
7.	Publicity - That Mayoral engagements be advertised on the Town Hall notice boards and in Group Rooms as well as being sent to Group Administrators.	<i>Action:</i> Implemented.	<i>Progress to date:</i> Done
8.	Publicity - That the offer from "The Visitor" to include a monthly calendar of Civic Events be welcomed.	<i>Action:</i> A monthly calendar would not be effective as the Mayor's commitments can change from week to week. All press receive a copy of the Mayoral Engagement list weekly. Any major events can be advertised by press release.	<i>Progress to date:</i> Press releases issued for major events and engagements continue to be sent weekly to all press contacts. Complete
9.	Publicity - That each political party be encouraged to have a Civic Champion to encourage support for civic events.	<i>Action:</i> Group Administrators be asked to nominate a Civic Champion from within their Group.	<i>Progress to date:</i> Names of champions requested in February 2007. Councillors Burns, Smith, Rogerson and Kirkman nominated. Complete.
10.	That consideration be given to the use of local suppliers eg florists for Annual Council and local breweries where beer is served as opposed to internal provision or traditional procurement.	<i>Action:</i> Implemented.	<i>Progress to date:</i> Implemented and ongoing in order to achieve value for money. Complete

CIVIC REVIEW IMPLEMENTATION PLAN

11.	That the Mayor's Charity be linked in with and supported by the Council's charity programme.	<p><i>Action:</i></p> <p>Staff are to be encouraged to attend Mayoral Charity events, eg the Mayor's At Homes and daytime events, which can also be advertised and included in the programme of charity events being developed by the Charity Fundraising Committee.</p>	<p><i>Progress to date:</i></p> <p>A meeting of the Officer Charity Fundraising Committee established that staff feel there is no real link between the Mayor's Charity and staff events as they target two very different audiences. Staff charity fundraising still requires further development so this may change in time.</p>
12.	Twinning - That the Council encourage local organisations such as the Brownies, Scouts, sports groups etc to be in contact with their twinned counterpart.	<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><i>Proposed implementation:</i></p> <p>Pending</p>
13.	Twinning - That the Council strengthen links with all local ethnic minority communities.	<p><i>Action:</i></p> <p>Is a diversity issue, to be passed to appropriate officers within Human Resources.</p>	<p><i>Proposed implementation:</i></p> <p>Pending</p>
14.	Twinning - That a link be included on the Council's website to the websites of the district's twin towns.	<p><i>Action:</i></p> <p>Links to be added to the Twinning pages of the City Council website.</p>	<p><i>Progress to date:</i></p> <p>Links to all twin towns added to the City Council website March 2007.</p> <p>Complete</p>

CIVIC REVIEW IMPLEMENTATION PLAN

15.	<p>Mayorality -That in future a Councillor should not be offered a second term of office until all other Councillors had been offered an opportunity to be Mayor. After an all out election, a list in order of seniority should be calculated, with all those who have not previously been Mayor taking precedence.</p>	<p><i>Action:</i></p> <p>List to be prepared on current Council membership in preparation for the Elections in May 2007.</p>	<p><i>Progress to date:</i></p> <p>Constitution changed. List redrafted and effective from May 2007.</p> <p>Complete</p>
16.	<p>Charitable Funds</p> <ul style="list-style-type: none"> • 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. • That officers be authorised to begin discussions with the Charity Commission, board of governors and joint trustees. • That this work be included within the Democratic Services Business Plan for 2007/08. • 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><i>Action:</i></p> <p>Principal Democratic Support Officer to determine future action.</p>	<p><i>Progress to date:</i></p> <p>Included in the Service Business Plan for 2007/2008 for action.</p> <p>Training course identified to develop necessary expertise in dealing with Charitable funds.</p> <p>Complete from a civic viewpoint – further reports anticipate from Democratic Services to appropriate decision making body as required.</p>
17.	<p>Mayorality - That the Mayor produce a review of the year report to be submitted to Council at their last meeting of the municipal year.</p>	<p><i>Action:</i></p> <p>That the Mayor be asked to prepare a written report following a similar format to the end of year reports presented by the Executive members which will be included on the Agenda for Council in April and which will also be posted on the Civic Pages of the Council website.</p>	<p><i>Progress to date:</i></p> <p>Councillor Kirkman presented her report at Council in April 2007 and a copy has been posted on the Civic and Ceremonial pages of the City Council's website.</p> <p>Complete</p>

CIVIC REVIEW IMPLEMENTATION PLAN

18.	That the introduction of a handing over meeting between the outgoing Mayor and the new Mayor be supported.	<p><i>Action:</i></p> <p>To be implemented from April 2007.</p>	<p><i>Progress to date:</i></p> <p>An informal meeting took place in April 2007. Complete.</p>
19.	<p>Annual Council/Mayor Making - That Mayor Making become a weekend long, community orientated event, with Annual Council taking place on a Friday.</p>	<p><i>Action:</i></p> <p>It has been agreed by the Council Business Committee on 11.01.07 that Annual Council will be held on a Friday.</p> <p>The development of a community event needs to be tied in with the report being jointly developed with Cultural Services and Communications.</p>	<p><i>Progress to date:</i></p> <p>Annual Council was held on Friday 18 May 2007.</p> <p>Community event requires feasibility meeting to be set up with Cultural Services and Communications – not yet achieved.</p>
20.	<p>Annual Council/Mayor Making - That invitations for the gallery be issued to the Civic Society, Community Groups, organisations and different faith groups.</p>	<p><i>Action:</i></p> <p>Letters of information are sent to a variety of people informing them of the event and the opportunity to observe the event from the Gallery of the Ashton Hall. The list will be reconsidered for 2007 to see what improvements can be made.</p>	<p><i>Progress to date:</i></p> <p>The Gallery of the Ashton Hall was reasonably full this year but with more school children than organisations. To be further considered for 2008.</p>

CIVIC REVIEW IMPLEMENTATION PLAN

<p>21.</p>	<p>Annual Council/Mayor Making - That Schools be encouraged and invited to attend Annual Council and upon arrival be welcomed by a Council officer, informed about what 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>A room to be made available in which schools will be welcomed and an explanation given. Two officers to be trained with a prepared script. All to be asked to take part in the reception afterwards, and a room to be available within the Town Hall for packed lunches to be consumed. Include in letter a piece which encourages schools to contact the Mayor's Office to arrange visits/presentations by Council officers on subjects of interest to the Schools.</p>	<p><i>Progress to date:</i></p> <p>Because of the popularity of the event with local schools there is a potential difficulty with accommodation in the Town Hall in which to undertake the welcome and talk and for consumption of lunch. Further ideas will be investigated and some implementation expected for 2008.</p>
<p>22.</p>	<p>Annual Council/Mayor Making - That Annual Council include the presentation of badges/certificates of service to outgoing Councillors (after two full terms) who have stood down or not been re-elected.</p>	<p><i>Action:</i></p> <p>Admittance of Honorary Aldermen at a Special Meeting after each Annual Council following an all-out election or as the occasion arises, to include the presentation of certificates to Councillors who have served two or more terms. All costs can be met from within existing budgets.</p>	<p><i>Progress to date:</i></p> <p>Councillors who were entitled to receive certificates received these at a Special Council Meeting on 18 May 2007. Badges also now available for Honorary Aldermen to enhance their status and differentiate between them and those who have achieved 2 terms. These have been sent to all those new and existing Honorary Alderman who wished to have them. Complete.</p>

CIVIC REVIEW IMPLEMENTATION PLAN

23.	<p>Annual Council/Mayor Making - 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 whether to invite:</p> <p>Newly appointed Freemen Citizenship Award Winners Councillors who had stood down or not been re-elected in the past year Members of staff (in recognition of Service) The Public – a certain amount of tickets could be allocated to be won by local people via a competition run in the local press or ballot upon allocation. Other civic guests.</p>	<p><i>Action:</i></p> <p>Meal and format to be agreed with each Mayor, with guidance from Mayor's Office.</p> <p>Communications be asked to liaise with the press about how to involve a limited number of the public for the whole event and gain their ideas on how we can get local citizens to take part.</p>	<p><i>Progress to date:</i></p> <p>Meal for 2007 Annual Council chosen by the Mayor with a local feel to the dishes on offer and supporting local businesses.</p> <p>Not progressed for 2007 but it is hoped to progress this for 2008.</p> <p>Public were given tickets for the Freedom Ceremony in June 2007 to be chosen by ballot.</p>
24.	<p>Annual Council/Mayor Making - That Councillors should in future pay for their guests' ticket to the meal and Chief Officers should pay for their partner's ticket, unless they choose to bring a member of staff in recognition of service.</p>	<p><i>Action:</i></p> <p>Meal to be charged at cost price.</p>	<p><i>Progress to date:</i></p> <p>Implemented in 2007 and cost of meal deducted from Councillor Allowances payment for July.</p> <p>Complete.</p>
25.	<p>Annual Council/Mayor Making - 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><i>Action:</i></p> <p>Invites be extended to Lancashire Mayors for the 2007 event. No parade this year pending the outcome of the joint report with the Head of Cultural Services and communications.</p>	<p><i>Progress to date:</i></p> <p>A number of adverse comments were received on the discontinuation of the Sunday Parade. Lancashire Mayors were not invited to the event, as the investigations into reducing the number of Civic Tours was ongoing.</p>

CIVIC REVIEW IMPLEMENTATION PLAN

26.	<p>Annual Council/Mayor Making - 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><i>Action:</i></p> <p>Multi-faith ecumenical service for May 2007, organised by the Priory church.</p>	<p><i>Progress to date:</i></p> <p>The president of the Lancaster and Morecambe Hindu Society took part in the Service which this year included a section of multi-faith prayers. This can be further developed in the future with suggestions of song and verse from other cultures during the Service as an option.</p>
27.	<p>That the Ceremonial and Members Officer give a presentation as part of the Member induction process to remind Councillors of the history of civic events and the Mayoralty and its contribution towards the objectives of the Council in line with the agreed vision.</p>	<p><i>Action:</i></p> <p>Ceremonial and Members Officer will present a section of the induction on the work of Member Services, Beadle to do historical and factual information as part of the Town Hall Tour.</p>	<p><i>Progress to date:</i></p> <p>Three Town Hall tours have been arranged as part of the Induction Programme to which all Members of the Council which will address the historical aspect of the Council. Complete.</p>
28.	<p>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>Progress to date:</i></p> <p>Catalogue complete - July 2007</p> <p>Display and storage strategy to be developed - pending.</p>
29.	<p>Publicity - That posters be distributed to Parish Councils for display on Parish notice boards detailing information on Civic events,</p>	<p><i>Action:</i></p> <p>Already 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><i>Proposed implementation:</i></p> <p>September 2007</p>

CIVIC REVIEW IMPLEMENTATION PLAN

30.	<p>Visit by Civic Heads of Lancashire - That a display board be provided for the Mayor to display information obtained from visiting other Lancashire Councils.</p>	<p><i>Action:</i></p> <p>Contact be made with Tourism to ascertain how much information from Lancashire authorities is displayed in the TIC/VIC in the district. Approach Information and Customer Services to see whether any information could be displayed in the new Customer Contact Centres.</p>	<p><i>Proposed implementation:</i></p> <p>October 2007</p>
31.	<p>Students Reception –</p> <ul style="list-style-type: none"> • 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. • That sponsorship for the event be investigated. • 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><i>Action:</i></p> <p>Report to be submitted to the Lancaster University and St Martin's College Liaison Group outlining the proposals for changes to the former reception for Overseas Students.</p>	<p><i>Progress to date:</i></p> <p>Consideration of this matter was given by the Lancaster University and St Martins Liaison Group where it was agreed to establish a working group to look at a future Annual Students Reception.</p> <p>Further progress awaits the commencement of the new university term.</p>
32.	<p>Reception for Parish Councils - That the reception for Parish Councils be run in conjunction with the LAPTTC with information and representatives from all Council departments, County Councillors and MPs.</p>	<p><i>Action:</i></p> <p>The Head of Corporate Strategy be asked to advise the LAPTTC 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><i>Progress to date:</i></p> <p>Head of Democratic Services to attend the September meeting of LAPTTC to discuss increasing invitees to those suggested and proposed topic as Rural Neighbourhood Management.</p>

CIVIC REVIEW IMPLEMENTATION PLAN

33.	<p>Annual Council/Mayor Making - That alcohol continue to be served at Annual Council, but that the amount of alcohol be limited in quantity to a glass of wine per course (or equivalent), and in the case of the toast a small glass of port or brandy (or equivalent).</p>	<p><i>Action:</i></p> <p>The practice to be reviewed including the consideration of ways of restricting consumption of alcohol.</p>	<p><i>Progress to date:</i></p> <p>Availability of alcohol at the 2007 Annual Council limited in quantity to an average as suggested, but individuals left to take personal responsibility for the level of consumption. No adverse reports received, but the situation will be monitored in future years.</p> <p>Complete</p>
34.	<p>Annual Council/Mayor Making - That an additional Mayor's At Home be held in the Mayor's Ward.</p>	<p><i>Action:</i></p> <p>Consider for implementation for 2008 subject to a report on options and feasibility, which may also give consideration to a review of the current failing At Homes. Additional complication of the Elections in May 2007 prevents adequate planning time.</p>	<p><i>Progress to date:</i></p> <p>Initial discussions have taken place with Property Services. Further discussions will have to take place to investigate the feasibility of this as an option, looking at staffing, supplies, health and safety, etc.</p>
35.	<p>Mayor's Award - 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><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>Will have to be tied in with the creation of the Citizenship Panel.</p>	<p><i>Proposed implementation:</i></p> <p>Mayoralty 2008/2009</p>

CIVIC REVIEW IMPLEMENTATION PLAN

36.	<p>Mayor's Award - 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>Will have to be tied in with the creation of the Citizenship Panel.</p>	<p><i>Proposed implementation:</i></p> <p>Mayoralty 2008/2009</p>
37.	<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>
38.	<p>Annual Council/Mayor Making - 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><i>Action:</i></p> <p>Implications on City Organist which need further consideration. Relationship with schools can be addressed through the Citizenship Panel.</p>	<p><i>Proposed implementation:</i></p> <p>Pending.</p>
39.	<p>Annual Council/Mayor Making - 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>	<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>Initial approaches have been made to those who currently organise an annual community Festival in Williamsons Park to see if a civic presence at this Festival would be welcomed should Members consider this a viable alternative.</p>

CIVIC REVIEW IMPLEMENTATION PLAN

40.	<p>Freemen - 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><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. To be included in the Democratic Services Business Plan for 2007/2008.</p>	<p><i>Proposed implementation:</i></p> <p>Pending</p>
41.	<p>Freemen - That the Freeman's Oath be revised to include the 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. • Being considerate of the consequences of our behaviour to others. • Reporting unacceptable behaviour. 	<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. To be included in the Democratic Services Business Plan for 2007/2008.</p>	<p><i>Proposed implementation:</i></p> <p>Pending</p>
42.	<p>Visit by Civic Heads of Lancashire - 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><i>Action:</i></p> <p>Pending discussion with CE following determination of 4 above.</p>	<p><i>Proposed implementation:</i></p> <p>Pending.</p>
43.	<p>Publicity - The Officers consider using the Council owned lamppost posters to advertise civic events.</p>	<p><i>Action:</i></p> <p>Would be suitable for advertising subject to costs. To be considered as part of the joint report with the Head of Cultural Services and Communications.</p>	<p><i>Proposed implementation:</i></p> <p>Pending</p>

CIVIC REVIEW IMPLEMENTATION PLAN

44.	Publicity - That the Citizenship awards be run in conjunction with "The Visitor" newspaper.	<i>Action:</i> Needs to be dealt with in conjunction with the establishment of the Citizenship Panel and Mayor's Awards.	<i>Proposed implementation:</i> Pending
45.	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:- <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. 	<i>Action:</i> Report to Council Business Committee to determine the way forward. Establishment of Panel to be deferred until after May 2007.	<i>Proposed implementation:</i> Pending
46.	That the Mother/Father of the Council have the following duties: <ul style="list-style-type: none"> • To be present at civic and ceremonial occasions. • To move motions of a civic and ceremonial nature. • To provide evidence for the Council when historical information is required. • To contribute to debates when a historical perspective may be required. • To propose votes of thanks as appropriate. • To make the loyal toast and other toasts as appropriate. • To be a member of the Citizenship Panel. • To be present if the Council agrees to present a congratulatory address or receive a dignitary. • To attend Carnforth Remembrance Day service. 	<i>Action:</i> Requires a Constitutional change as it will be a Council appointment. Also need to design/cost a badge of office (which may be a growth item).	<i>Progress to date:</i> Constitutional amendments approved and implemented. Councillor Abbott Bryning has been appointed officially as Father of the Council at Annual Council on 18 May 2007. A badge of office has been specially designed and made, cost contained within existing budgets.

CIVIC REVIEW IMPLEMENTATION PLAN

47.	That the Council re-establish the office of Town Crier and recruit to this post through a public competition.	<i>Action:</i> Report to Council Business Committee on the feasibility and cost of the establishment of this post against the cost of a Freelance Town Crier employed as needed, together with an identification of the events at which such a post would be required.	<i>Proposed implementation:</i> Pending.
48.	Twinning - That further business links be encouraged with Lancaster's Twin Towns.	<i>Action:</i> To be considered as part of a report on the implications of a Cabinet report to develop twinning.	<i>Proposed implementation:</i> Pending