

**To the Chair and Members of the
ELECTIONS AND DEMOCRATIC STRUCTURES COMMITTEE**

**REVIEW OF THE PROTOCOL ON THE DIFFERING FUNCTIONS OF THE
ELECTED MAYOR & CIVIC MAYOR AND CONSULTATIONS ON ACCEPTING
ENGAGEMENTS.**

EXECUTIVE SUMMARY

1. This report seeks the Committees consideration of a motion referred by the Council on the differing functions of the Elected Mayor and Civic Mayor.

RECOMMENDATIONS

2. The Committee is asked to consider the existing protocol set out at Appendix A and in light of the consultations further to this motion, with Mayor Winter, the Civic Mayor and recent Civic Mayors, determine its views and any specific recommendations it wishes to propose to the Council.

BACKGROUND

3. Members may recall the following motion (the minute extract is set out below) referred by the Council at its meeting on 1st December 2008 for this Committees consideration: -

“NOTICE OF MOTION (Minute extract from Council 1/12/08)

Prior to consideration of a Motion submitted by Councillor Edwin Simpson, the Chair advised Members that a Protocol had been in existence since 2002 which provided a mechanism for consultation between the Chair of Council and the Elected Mayor on who will perform the role as Borough representative in relation to any invitations received by the Civic Office to attend or host any particular Civic function or event. The Chair considered it would be better if he withdrew from the meeting during consideration of this item.

The Vice-Chair of Council, Councillor Barbara Hoyle took the Chair for this item of business.

In accordance with Council Procedure Rule 15.1, a Notice of Motion had been submitted by Councillor Edwin Simpson and Seconded by Councillor Garth Oxby as follows:-

“This Council, will continue to uphold the long traditions of the Civic Mayoral functions.

This Council, in order to support the above, calls for a protocol to be prepared by officers and agreed by the Elected Mayor and the Civic Mayor on their different functions.”

In accordance with Council Procedure Rule 17.8 (a), Councillor Edwin Simpson sought the consent of the Council to alter the Motion of which he had given notice. The revised Motion was as follows:-

“This Council, will continue to uphold the long traditions of the Civic Mayoral functions.

This Council, in order to support the above, calls for a protocol to be considered by the Elections and Democratic Structures Committee on the different functions of the Elected Mayor and Civic Mayor and that the views of recent Civic Mayor’s be sought”.

Members of the Council signified their consent to accept the revised Motion.

An amendment to the Motion in the following terms was MOVED by Councillor Patricia Schofield and SECONDED by Councillor Allan Jones:-

First paragraph to remain the same. Second paragraph amended to read, “This Council, in order to support the above, calls for a protocol to be amended by officers and Group Leaders and agreed to the satisfaction of all Members”.

A vote was taken on the amendment proposed by Councillor Schofield which was declared as follows:-

For	-	11
Against	-	40
Abstain	-	0

On being put to the meeting, the amendment proposed by Councillor Patricia Schofield was declared LOST by 11 votes to 40 (0 Abstentions).

In accordance with Council Procedure Rule 20.4, a recorded vote was taken on the substantive Motion which was declared as follows:-

For – 43

Vice-Chair, Councillor Barbara Hoyle, Councillors Kevin Abell, Joe Blackham, Susan Bolton, Tony Brown, Jackie Clark, Stephen Coddington, Peter Farrell, Bob Ford, Marilyn Green, Cliff Hampson, Karen Hampson, Stuart Hardy, Beryl Harrison, Sandra Holland, Moira Hood, David Hughes, J.P., Eva Hughes, Deborah Hutchinson, Mick Jameson, Barry Johnson, J.P., Glyn Jones, Allan Jones, Ros Jones, Ken Keegan, Ken Knight, Mick Maye, John McHale, Bill Mordue, Georgina Mullis, Ray Mullis, Susan Phillips, Pat Porritt, Beryl Roberts, Craig Sahman, Edwin Simpson, Tony Sockett, Eric Tatton-Kelly, Mark Thompson, Norah Troops, Richard Walker, Austen White and Yvonne Woodcock.

Against – 0

Abstain – 4

Councillors Patricia Bartlett, Cynthia Ransome, Patricia Schofield and Doreen Woodhouse.

On being put to the meeting, the Motion was declared CARRIED by 43 votes to 0 (4 Abstentions).

RESOLVED that this Council will continue to uphold the long traditions of the Civic Mayoral functions. This Council, in order to support the above, calls for a protocol to be considered by the Elections and Democratic Structures Committee on the different functions of the Elected Mayor and Civic Mayor and that the views of recent Civic Mayors be sought”.

4. Further to the Council meeting on 1st December, the views of Mayor Winter, the Civic Mayor/Chair of Council and recent Civic Mayor’s have been sought on the existing protocol which is enclosed for information at Appendix A, with particular reference to its effectiveness and any proposed areas for improvement.
5. The following views and proposed improvements were put forward by the Civic Mayor/Chair of Council and recent Civic Mayor’s at a meeting held on 5th January, 2009.
 - (i) A variety of engagements, functions and charitable events occur year on year which clearly are Civic related matters in which it ought to be recommended to Council that a list of these recurring events be put forward for endorsement en-bloc that these should be readily accepted as Civic Mayor/Chair of Council engagements to be attended by him/her on an ongoing basis without the necessity for consultation with the Elected Mayor’s office on whether and who should attend as Borough representative.

A proposed list of annually recurring engagements is set out at Appendix B, which has been prepared by officers following examination of the Civic diary of engagements undertaken during the last 4 years.

- (ii) ad hoc or non recurring invitations received by the Civic office should continue to be subject to consultation with the Elected Mayors office on whether to accept the engagement and who should attend as Borough representative. The Consultation mechanism between the Civic and Executive offices has recently been strengthened and attached at Appendix C for the Committees information is the form currently being used and is proving to be successful.
- (iii) that with regard to the proposed list of recurring engagements at Appendix B and following consultation with the Executive office for non-recurring engagements, where the Civic Mayor/Chair of Council’s attendance is agreed, the Civic Mayor should at his/her discretion decide whether or not to wear the chains of office in the circumstances dependent upon the nature and custom/practice of the individual engagement.

6. Mayor Winter has been consulted for his views on the existing protocol and areas for improvement and has made a number of observations which are set out below:-

“Firstly, I would suggest that the motion to Full Council on 1st December 2008 was incorrect, in that there is no such position as that of "Elected Mayor" or one of "Civic Mayor". Following the referendum in 2001, the title of Mayor transferred to that individual elected by the people of Doncaster therefrom; a position made explicit in the preamble to the existing, agreed protocol. Subsequently, there is one position of Mayor and one position of Chair of Council; and the Chair of Council position is afforded the privilege of being addressed as "Civic Mayor" only when undertaking ceremonial duties, which in the case of Doncaster is approximately on some three of four occasions per year.

It is my view that the motion should have made reference to the distinction between the two posts but then, perhaps, that was the exact purpose of the motion; to confuse this distinction.

Secondly, to suggest that other towns do not have these "difficulties" could be seen as fatuous; to my knowledge, more than 50% of the towns and cities with an (elected) Mayor have taken the opportunity to combine the two roles. This is a position I have never personally advocated.

However, in terms of respecting the history of the (traditional) "Mayor", whilst respecting the (modern) Mayor, I have always had the view that following the referendum in 2001, and until the people of Doncaster express a democratic view otherwise, the chains and robes should be placed in a ceremonial display cabinet either at the museum or, preferably, in the Mansion House itself. A new role should have been created; that of "Chair of Council & Civic Ambassador", with a new chain being minted, new (different coloured) robes tailored and much more flexible role and protocol established for the position and regularised use of said chains/robes. At the end of each year, the outgoing "Chair of Council & Civic Ambassador" would then retain their, less valuable, chain as commemoration and thanks for the role they undertook during their year of office for the Council.

Thirdly, with regard to the protocol document I regard this as acceptable and one which does not cause me any concern whatsoever, provided of course that it is adhered to correctly by all parties. Certainly, it would be a great shame if any individual undertaking either role were to be seen to abuse, or attempt to abuse, the protocol in any way.

Lastly, it is my understanding that Full Council does not have any powers regarding this protocol and that it is purely and simply a protocol that outlines the framework by which two individuals might conduct their relationship, to the best interests of the good people of Doncaster.”

OPTIONS CONSIDERED

7. The Committee should consider the existing protocol and in light of responses of the Civic Mayor/Chair of Council, former Civic Mayors and Mayor Winter determine if it wishes to propose recommendations to the Council to uphold the long traditions of the Civic Mayoral functions in accordance with the Council resolution 1st December, 2008. The alternative in not responding to the Council resolution is not considered to be a viable option.

CONSULTATION

8. As indicated within this report, Mayor Winter, the Civic Mayor/Chair of Council and recent Civic Mayors, (Councillors Jameson, Bolton, Troops and Sockett) have been consulted for their views on the existing protocol.

RISKS AND ASSUMPTIONS

9. There is no specific constitutional provision relating to circumstances where agreement cannot be reached following consultations on whether to accept an invitation or who will be the Borough representative at a particular engagement or event. Clearly, the risks associated with this are of a poor reputation for the Council locally, regionally and amongst other local authorities, external organisations and adverse public perceptions.

LEGAL IMPLICATIONS

10. There are no specific legal implications arising from the review of the existing protocol.

FINANCIAL IMPLICATIONS

11. There are no specific Financial Implications arising from the review of the existing protocol.

BACKGROUND PAPERS - None

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PAUL EVANS
INTERIM DIRECTOR OF RESOURCES

A PROTOCOL FOR THE USE OF THE TITLE “CIVIC MAYOR”

PURPOSE

In May 2002 on the election of the Borough’s first elected Mayor, there was a fundamental change in the role of “Mayor”, from a ceremonial to an executive leader. This change transferred entitlement of the title “Mayor” from being automatically applicable to the Chair of Council, to the Executive Mayor.

The Council have decided that a ceremonial title of “Civic Mayor” dating back over 800 years, should still be preserved, but would only be used on appropriate ceremonial occasions.

There is a need for clarity between the role of Executive Mayor and the Chair of Council and, in particular, a requirement to ensure that any confusion which may result for the public and organisations in the Borough in the use of the title of “Mayor” is minimised.

This paper sets out a protocol for the use of the title “Civic Mayor” and in addition addresses the titles applicable to the spouse/partner of the Chair of Council and Executive Mayor, together with the use of civic insignia such as robes and chains of office.

Constitutional Provisions

Article 5 of the Council's Constitution, "Chairing the Council" provides:-

The Chair of Council will:-

- Chair the full Council meeting
- Carry out a ceremonial role as first citizen of the Borough and on appropriate ceremonial occasions, bearer of the title "Civic Mayor"
- Attend and host such civic and ceremonial functions as the Council and the Chair of Council determines, in consultation with the Mayor
- The Chair of Council may bear the title of "Civic Mayor", reflecting ancient custom and practice and royal charter, when undertaking ceremonial duties. At all other times the title "Chair of Council" should be used.

The Chair of Council's "job profile" provides as follows:-

- The Chair of Council, in consultation with the Mayor, will attend and host such civic and ceremonial functions as the Council, the Mayor and the Chair of Council shall determine.

- The Chair of Council is, on appropriate ceremonial occasions, entitled to bear the title “Civic Mayor” and at other times will be known as the Chair of Council.

Ceremonial occasions are defined as “With or concerning ritual or ceremony” and ceremony as “a formal public occasion”.

Further to the above the following titles shall be used.

1. Executive Mayor

Title: Executive Mayor

Mode of Address: Mayor Winter

2. Chair of Council

The Title “Chair of Council” shall be used at all times, except on the formal and ceremonial public occasions described at paragraph 3 below.

3. “Civic Mayor”

On the ceremonial occasions listed below, the following titles will be used by the Chair of Council:-

Title: The Worshipful the Civic Mayor

Mode of Address: Mr. Civic Mayor.

- The annual Civic Service
- Remembrance Sunday and Battle of Britain Sunday
- Civic Funerals
- Royal Visits
- The giving of Freedom of the Borough

The title of “Civic Mayor” will not be used at special civic services and civic banquets and civic balls unless it is agreed as appropriate (due to the particular ceremonial character of the event) between the Chair of Council and the Executive Mayor.

Titles of The Chair of Council and the Executive Mayor’s Spouse/Partner

1. The Chair of Council – Chair of Council’s Consort
2. When the title “Civic Mayor” is used – Mayoress
3. Executive Mayor – Executive Mayor’s Consort

Civic Insignia

Occasion	Civic Mayor	Chair of Council
Ceremonial function listed above when title "Civic Mayor" is used	Robe, Chain and Badge	
Civic Dinner		Chain
Civic Reception		Chain
Charity Meeting, Fetes, Bazaars, etc. within the Borough		Chain
Non-civic function within the Borough at which Royalty is present		Chain
Any function outside the Borough	Robe, Chain and Badge or Badge as requested by the organisers and agreed by the Mayor of the Borough where the function is held.	Robe, Chain or Badge, as requested by the organisers and agreed by the Mayor of the Borough where the function is held.

Recurring Annual Engagements of the Chair of Council/Civic Mayor

May

- Chairs Inaugural Ball
- Visit to New Chair from Lord Lieutenant and his wife
- Attendance at Mayor Making Ceremony South Kirby
- Sheffield Civic Service and Parade
- Initiation of Charity Fundraising Year with representatives from chosen charity/charities.

June

- Lord Lieutenants Reception at Wentworth Castle
- Barnsley Civic Service and Parade
- St John's Annual Cadets Service and Parade
- Wakefield Civic Service and Parade
- BBC Springwatch Event
- Queen's Birthday Territorial Army Salute
- At Home Day for Local Schools
- Music in the Park Event with Doncaster Youth Jazz Association
- Rotherham Civic Service and Parade
- Womens Luncheon Club Annual Dinner
- Annual Festival Concert of the William Appleby Music Centre
- Doncaster Civic Service and Parade
- Barnsley Mayoress' At Home Day
- Launch of Cancer Research UK Race for Life
- NHS Trust Volunteers Luncheon
- Doncaster Minster Flower Festival Celebrations
- Presentation of Cheques to Previous Chair's Chosen Charity/Charities

July

- Graduation Ceremony of South Yorkshire Firefighters and Passing Out Parade
- High Sheriff's Reception at his Residence
- Selby Civic Service and Parade
- Doncaster Red Cross Annual Event
- Doncaster Cultural Festival
- Sheffield Diocese Mothers Union Service at Minster of St. George
- Hull University Graduation Ceremony
- Duke of Edinburgh Annual Awards Ceremony
- North East Lincolnshire Civic Service and Parade
- Celebration of Cooperative Womens Guild International Day
- Army Cadet Force Annual Camp Visit
- VE/ VJ Commemoration Celebrations
- Launch of Doncaster Annual Road Races- Family Fun Run, 5K Veterans Race, 5K Open Race
- At Home Day for Members of the Public – Doncaster Mansion House.
- Medieval Festival in the Minster of St. George
- Bentley Bonanza Annual Gala

August

- Children from Chernobyl Annual Visit to the Mansion House
- Lions International Fun and Sports Day for Disabled People
- Yorkshire Day (hosted by Borough Councils in turn)
- Auckley Village Show
- Cusworth Country Fair
- Blooming Bentley Flower Show
- Bullcroft Memorial Hall Annual Fun Day
- Parklands Dance Club Annual Cheque Presentation Ceremony and Dance Afternoon
- Doncaster Country Fair
- Goole VE/VJ Day Parade
- National Childrens Homes Annual Art Exhibition
- Doncaster Deaf Trust Classic Car and Motorcycle Show

September

- Circus at Sandall Park (Circus owners donate part of proceeds to charity)
- Doncaster Hackney Carriage Association Annual Dinner
- Bassetlaw Civic Service and Parade
- South Yorkshire Country Scout Council AGM
- Homestart AGM
- Minster of St. George Open Fayre
- Doncaster Choral Society Annual Reception and Performance
- Yorkshire in Bloom Ceremony
- Battle of Britain Service at Minster of St. George
- Wakefield Mayor's At Home Day
- NHS Trust AGM
- Lord Lieutenant's Cadet Presentation Ceremony
- Doncaster Market Traders Harvest Festival Service at Minster of St. George
- Macmillan Annual Coffee Morning
- Freemasons Service of Thanksgiving at Minster of St. George
- Luncheon for the High Sheriff at the Mansion House
- Kalaratri Dashain Party of British Gurkhas
- Installation Ceremony and Conference of Master Cutlers in Sheffield
- Friends of Doncaster Minster Annual Dinner
- Ladies Day at Doncaster Races
- East Riding Civic Service and Parade
- Autumn Fayre at Minster of St. George

October

- Sheffield Mayoress' Civic Reception
- Doncaster Childrens' Book Award Launch at Doncaster Civic Theatre
- Victim Support AGM
- DIAL Doncaster AGM
- Rotherham Mayor's At Home Day
- Royal British Legion Annual Dinner Dance
- Poppy Appeal Launch (Doncaster to Host 2009)
- Police Male Voice Choir Annual Concert at Minster of St. George
- Womens Federation Autumn Council Meeting
- North East Lincolnshire Charity Dinner
- Girlguiding UK AGM
- South Yorkshire and Humberside Trafalgar Day Parade

October (continued)

- Annual Presentation Dinner at Aargrah Restaurant (cheque presented for Chairs Charity Fund)

November

- Remembrance Sunday Observations at the Cenotaph, Parade to Minster of St. George, Salute and Service
- Two Minutes Silence Observance to commemorate Armistice Day
- NSPCC AGM
- South Yorkshire Archaeology Day
- Remembrance Service at Wakefield Cathedral
- Remembrance Concert at Scarborough Barrack with 219 Squadron
- South Yorkshire Community Foundation AGM
- South Yorkshire Police Visitors Day
- Invitations to switch on Christmas lights throughout the Borough
- Cancer Detection Trust AGM
- Adwick Amateur Swimming Club Annual Championship
- Islam Awareness Week Launch
- Doncaster Deaf Trust Prize Giving Ceremony
- Dearne Valley College Graduation Ceremony
- Annual NUM Memorial service at Arksey Cemetery
- Doncaster Cancer Detection Trust Memory Tree Visit
- Sheffield Lord Mayor's Dinner
- Doncaster Magistrates Court Annual Visit
- Graduation Ceremony at Doncaster College
- Licensed Victuallers Annual Banquet
- Bassetlaw Charity Fashion Show
- Aurora Fashion Show at The Dome

December

- Sleigh Ride with Santa and Thorne Rural Lions
- Royal Horse Artillery Reunion Dinner at Larkhill
- Christmas Joy Concert with Armthorpe Elmfield Band
- Winter Wonderland at Hesley Wood with South Yorkshire Scouting Federation
- South Yorkshire Fire and Rescue Carol Service
- Scouting Federation Carol Service at the Minster of St. George
- Hull University Carol Service
- Annual Christmas Message recording for the Talking Newspaper Service
- North East Lincolnshire Swing into Christmas Concert
- Annual Pantomime at Doncaster Civic Theatre
- Cooperative Charity Christmas Concert at the Minster of St. George
- Civic Carol Service at the Mansion House in partnership with the Salvation Army
- Christmas Visit to Doncaster Royal Infirmary
- Christmas Visit to Mexborough Montague Hospital
- Free Press Carol Service at Minster of St. George
- Carol Service at HMP and YOI Marshgate
- Various Nativity Plays at Local Primary Schools
- Barnsley Civic Carol Service
- Carol Service at Bentley Pentecostal Church
- Festival of Nine Lessons and Carols at Minster of St. George

December (continued)

- Big band Celebration at the Earl of Doncaster featuring the Doncaster Youth Jazz Association.
- Wheatsheaf Singers Prelude to Christmas
- Fellowship of the Service Dedication Service at Rosehill
- Beverley Civic Dinner
- Christmas Day Visit to Doncaster Royal Infirmary

January

- At Home Day for School Children
- Annual Visit to Clayton Pop In Club
- Annual Performance of the Rep Theatre Company
- Mayoress' Dinner hosted by Chair's Consort in the Mansion House
- Mayoress' Dinner at Rotherham
- Lord Mayors' Dinner at Sheffield

February

- Doncaster PCT Annual Awards Ceremony
- 57th Firefighters Graduation Ceremony
- Civic Heads Dinner hosted by Chair of Council in the Mansion House
- Road Traffic Collision Roadshow
- Doncaster Chinese School New Year Celebrations
- Dinner for the Master and Mistress Cutler of Sheffield hosted by Chair of Council
- North East Lincolnshire Valentines Spectacular
- Thorne Rural Lions Charter Night
- Annual Showmens' Guild Luncheon
- Avon Greyfriars Annual Performance
- Annual Charity Ball hosted by Chair of Council
- Duke of Edinburgh Awards Scheme Presentation Evening
- Civic Heads Dinner hosted by Mayor of Wakefield

March

- Doncaster College Annual Dinner (prepared by students)
- Doncaster Book Awards Winners Ceremony at the Civic Theatre
- South Yorkshire Legal Service, Church Service at Sheffield Cathedral
- Dinner hosted by Lord Mayor of Sheffield
- Selby Civic Dinner
- Doncaster Choral Society Annual Performance
- High Sheriff Award Presentation Evening
- Bassetlaw Charity Concert
- Barnsley Charity Concert
- International Women's Day
- Women's Day of Prayer

April

- Barnsley Mayoress' Dinner
- SSAFA AGM
- Police Personnel Memorial Service
- Bluebell Wood Supporters Awards Evening
- Sea Cadets Regatta
- Goole Civic Service and Parade

April (continued)

- Danum Scouts St. George's Day Parade and Service

- Danum Scouts AGM
- At Home Day of Mayor of Wakefield
- Bassetlaw Civic Service
- Good Friday Walk of Witness
- At Home Day of Mayor of South Kirkby

Chair of Council performs Citizenship Ceremonies three times per month.

In addition to the recurring annual invitations/engagements set out above, it is proposed that any ad hoc invitation from a charitable group or organisation should similarly be an approved Civic Mayor function to attend any such invitation i.e. blanket approval without the need to enter into consultation with the Elected Mayor's office.

The Chair of Council attends the engagements listed above in his/her capacity as 'Chair of the Council' and performs a ceremonial role as first citizen of the Borough in accordance with Article 5 of the constitution. The existing protocol also provides that the Chair will bear the title 'The Worshipful the Civic Mayor' on the following ceremonial occasions which are also set out in the list above: -

- The Annual Civic Service
- Remembrance Sunday and Battle of Britain Sunday
- Civic funerals
- Royal visits (4 per year on average)
- The giving of Freedom of the Borough

Submitted by Civic Office:

(Name) and

(Date)

Response of the Executive Office:

(Name) and

(Date)

CONSULTATION RECORD BETWEEN CIVIC OFFICE AND EXECUTIVE OFFICE REGARDING INVITATIONS RECEIVED BY CIVIC OFFICE FOR THE CHAIR OF COUNCIL TO ATTEND OR HOST A FUNCTION OR EVENT

Event Ref. No.	Date/Time of Event	Details of the Engagement / Venue/ Organisation	Civic Officer (Name) & commentary of the Chair's proposed attendance & regalia to be worn (if appropriate)	Executive Officer (Name) & commentary on the proposed attendance by the Chair + Reason for decision if declined.	Managing Director comments (if appropriate)