

For publication

Review of the Mayoral Protocol (GV110L)

Meeting:	Cabinet Member for Governance
Date:	23 February, 2021
Cabinet portfolio:	Governance
Directorate:	Corporate

1.0 Purpose of the report

- 1.1 To report on the findings of the two-yearly review of the Mayoral Protocol.
- 1.2 To ensure that the protocol is up to date with current best practice and guidance for the Mayoralty and Civic Office, and to provide guidance on matters that have arisen since the protocol was implemented in December 2018.

2.0 Recommendations

- 2.1 That the Mayoral Protocol be approved and implemented with immediate effect.
- 2.2 That the Mayoral Protocol be reviewed after a period of two years.

3.0 Reasons for recommendations

- 3.1 To ensure that the Mayoral Protocol is updated regularly to reflect current best practice and respond to changes and developments dynamically.

4.0 Report details

- 4.1 As first citizen of the borough, the Mayor of Chesterfield carries out important civic ceremonial duties as representative of the residents of

the borough. The Mayor also carries out statutory functions including chairing meetings of the Full Council.

- 4.2 Prior to 2018, the Mayor-Elect was provided with a Mayoral Training Manual which provided detailed guidance and information on all aspects of the Mayoralty. In order to provide the key information in a more concise format that was available to all elected members and officers, the Mayoral Protocol was developed and approved and implemented in December, 2018, following consultation with the political groups.
- 4.3 The protocol aims to ensure that the Mayoralty continues to contribute towards achieving the council plan, particularly in supporting and encouraging community engagement, raising awareness of voluntary sector organisations and contributing to the visitor economy.
- 4.4 It was agreed that the protocol should be reviewed every two years to allow for current best practice to be taken into account and to provide guidance on any matters which may have arisen since the protocol was implemented.

Summary of updates

- 4.5 The key updates to the protocol following the review are:
- 4.6 **Reasonable adjustments and risk assessments**
The protocol has been updated to advise on the support available to the Mayor to enable them to carry out their duties to the best of their ability. This could include reasonable adjustments, occupational health referrals or individual risk assessments.
- 4.7 **Emergency provisions**
Due to the Covid-19 pandemic, many of the civic events had to be postponed or cancelled. The revised protocol outlines the steps that will be taken to ensure that there is a coordinated approach should another emergency situation arise.
- 4.8 **Measuring success**
There has been an increased emphasis on demonstrating the value of the Mayoralty, a view supported by the National Association of Civic Officers. Currently, regular feedback is requested from groups who invite the Mayor to their events, and this is monitored to ensure that

the service provided by the Mayor's Office meets the needs of our customers and to identify areas for improvement.

4.9 Current best practice advises that we should be going further and seeking opportunities to utilise the unique role of the Mayor to support the council plan and focus on the needs of the residents of Chesterfield. In response, the protocol has been revised to include the setting of objectives for the Mayoral term and the introduction of a key performance indicator target of 95% of engagements being within the borough boundary.

4.10 **Mayoral allowance**

In 2019, there was an independent remuneration panel review of members allowances, the panel were also asked to make recommendations in relation to the Mayoral allowance. The revised protocol incorporates the recommendations, namely that the allowance be increased annually in line with the annual percentage pay increase as agreed each year by the National Joint Council for local government staff.

4.11 The review of the protocol included further equality analysis. This highlighted an opportunity to increase procedures regarding the distribution of the Mayoral allowance between the Mayor and their Mayoress/Consort. The revised protocol ringfences a portion of the Mayoral allowance which can be claimed by the Mayoress/Consort through the Civic Office. More information can be found in the equality impact assessment attached at appendix 2.

4.12 **Code of conduct**

The review identified a need for greater clarity on the members code of conduct expectations for the Mayor as well as the Mayoress/Consort; this has been addressed in the revised protocol.

5.0 **Alternative options**

5.1 The alternative option would be to continue with the existing protocol however this would respond to the equality and diversity issues considered during equality analysis and also leave areas open to interpretation that have not been defined in the current protocol such as risk assessing events and emergency procedures.

6.0 **Implications for consideration – Council Plan**

6.1 The revised protocol will have positive implications on the council plan by aligning the objectives of the Mayoral term with the priorities within the council plan.

7.0 Implications for consideration – Financial and value for money

7.1 The revised protocol will have a positive impact on value for money by carefully assessing engagements which are outside the borough boundary and prioritising events that add value to the residents of the borough.

8.0 Implications for consideration – Legal

8.1 See section 10 below on risk management.

9.0 Implications for consideration – Human resources

9.1 There are no human resources implications. The Mayor and Mayoress/Consort receive secretarial support from within the Democratic Services team.

10.0 Implications for consideration – Risk management

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
The new arrangements for the allowance distribution between the Mayoress/Consort could be challenged as the Mayoress/Consort role is not recognised in the Local Government Act 1972.	H	M	As part of the equality impact assessment, considerations emerged that have the potential to negatively impact the Mayoress/Consort if the ringfence on the allowance was not introduced. The political groups have been consulted on the proposals and their input has been fed into the protocol review.	M	L

Mayor not meeting the behaviour standards as set out in the Members Code of Conduct and implications for the Mayoress/Consort who may not be an elected member.	M	H	The revised protocol cross references with the Members' Code of Conduct, specifically in relation to conduct in the office of Mayor. Whilst the Members' Code of Conduct cannot apply to non-elected Members, the public should expect that the conduct of the Mayoress/Consort should match that expected of an elected member. The protocol outlines the steps that the Council is able to take in reducing the impact if the Mayoress/Consort acts in a way that is inconsistent with the Code of Conduct.	M	L
Lack of awareness for support available e.g. reasonable adjustments, occupational health, training etc.	H	M	A determining factor when considering the role of Mayor is the ability to carry out the demands of the role over a lengthy period. The revised protocol highlights what support is on offer and ensures that a conversation around reasonable adjustments and support forms part of the preparations for the Mayoral term.	L	L

11.0 Implications for consideration - community wellbeing

- 11.1 Through the increase in support for reasonable adjustments and risk assessments to ensure engagements are carried out safely, the Mayor will continue to support a wide range of events in the local community.

12.0 Implications for consideration - Economy and skills

- 12.1 The civic calendar includes key events that attract residents and visitors into the town centre such as the Civic Service and Parade and Remembrance events.

13.0 Implications for consideration – Climate Change

- 13.1 The revised protocol ensures that the majority of Mayoral activity takes place within the borough, reducing the need to travel long distances. In addition, the Mayoral car is a hybrid vehicle with low emissions.

14.0 Implications for consideration – Equality and diversity

- 14.1 The protocol is anticipated to have a positive impact on the characteristics of age and disability and long-term conditions by raising awareness of the support that is available for current and future Mayors and defining when there might be a need for risk assessments for activities to ensure the safety of the Mayor and Mayoress/Consort and others in attendance.
- 14.2 There will also be a positive impact on gender and gender reassignment due to the ringfencing of part of the Mayoral allowance and administration of this via the Civic Office rather than through the Mayor.
- 14.3 The equality impact assessment contains further details and is attached at appendix 2.

Decision information

Key decision number	N/A
Wards affected	All wards

Document information

Report author	
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Background documents	
These are unpublished works which have been relied on to a material extent when the report was prepared.	
<i>This must be made available to the public for up to 4 years.</i>	
Appendices to the report	
Appendix 1	Revised Mayoral Protocol
Appendix 2	Preliminary Equality Impact Assessment