

Bath & North East Somerset Council		
MEETING	Standards' Committee	
MEETING	8 <sup>th</sup> March 2018	EXECUTIVE FORWARD PLAN REFERENCE:
TITLE:	Chairman's Civic Handbook	
WARD:	All	
AN OPEN PUBLIC ITEM		
List of attachments to this report:		
Appendix 1 – Chairman's Civic Handbook		

## **1 THE ISSUE**

- 1.1 The Committee is asked to consider the Chairman's Civic Handbook (Appendix 1) and recommend it to Council.

## **2 RECOMMENDATION**

- 2.1 That the Committee recommends the Chairman's Handbook to Council.

## **3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)**

- 3.1 None.

## **4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL**

- 4.1 To provide the Standards Committee with the opportunity to comment on the proposed Civic Chairman's Handbook.

## **5 THE REPORT**

- 5.1 The Chairman's Civic Handbook for Bath & North East Somerset Council provides a comprehensive overview of the Chairman's role and demonstrates the huge importance that the Council places on the civic traditions of the Chairman. The Handbook covers the following key areas:

- **Roles and Responsibilities**
- **Precedence**
- **Engagements and Events**
- **Clothing and Civic Insignia**
- **Chairman's Parlour**
- **Executive Support Office**
- **Civic Car**
- **Speeches**
- **Charity Work**
- **Acceptance and Giving of Gifts**
- **Allowances and Budgets**
- **Complaints**

The Handbook does not cover the political / constitutional role of the Chairman with regard to chairing Council meetings, which is covered in separate briefings and documentation provided by Democratic Services.

## **6 RATIONALE**

- 6.1 To obtain the approval of the Standards' Committee on the new Chairman's Civic Handbook.

## **7 OTHER OPTIONS CONSIDERED**

- 7.1 None.

## **8 CONSULTATION**

- 8.1 Not applicable.

## **9 RISK MANAGEMENT**

A risk assessment is not required.

<b>Contact person</b>	<i>Maria Lucas, Head of Legal &amp; Democratic Services, Monitoring Officer &amp; Council Solicitor (01225) 395171</i>
<b>Background papers</b>	<i>None.</i>
<b>Please contact the report author if you need to access this report in an alternative format</b>	