

**Overview of how civic leadership is carried out in the 8 largest authorities in England**

**Northampton Borough Council**

<b>Population ONS (2017)</b>	225,700
<b>Rural Urban Classification (2011)</b>	0.5% rural
<b>Form of civic leadership</b>	Mayor
<b>Number of engagements per annum</b>	450
<b>Example budget</b>	<p>£99,832 (Civic budget), £23,359.92 (Mayor’s personal allowance)</p> <p>The budget covers: grounds maintenance, vehicle repair and maintenance, vehicle fuels, vehicle licences, vehicle allowances, motor insurances, furniture equipment and tools, equipment hire, clothing uniforms and laundry, stationery, printing, professional services, mobile phones, training courses, travel and subsistence, grants and guarantees, hospitality and miscellaneous costs.</p>
<b>Other Information</b>	<p>The Mayor’s personal allowance must be used to fund all tickets, events, charity donations, clothes and personal bills invoiced through the office.</p> <p>The functions of the mayor are separated under legal, ceremonial and social events. The Civic Officer uses a scoring system for prioritising events which will help to further the borough/town. For example, the promotion of council initiatives and business opportunities takes precedence over visiting other civic head’s events. Some of the functions include:</p> <ul style="list-style-type: none"> <li>• Chairing meetings</li> <li>• Hosting civic receptions for visiting VIPs</li> <li>• Giving support to local charities by accepting presidency or patronage and attending associated functions and events</li> <li>• Hosting civic events such as the Mayor’s Charity Gala Ball</li> <li>• Attending the Royal Garden Party</li> <li>• Attending events such as annual dinners and attending local, national or regional events or function.</li> </ul> <p>Upon election, the Mayor can choose to support a charity, promoted through the press, and at functions and events. The Mayor’s Charity is chosen and administrated by the Mayor and their team.</p>

## **Aylesbury Vale District Council**

<b>Population ONS (2017)</b>	196,000
<b>Rural Urban Classification (2011)</b>	57.1% rural
<b>Form of civic leadership</b>	Chairman
<b>Number of engagements per annum</b>	100
<b>Example budget</b>	£32,400.00 (Civic budget), £6,200 (Chairman's allowance)
<b>Other Information</b>	<p>The allowance includes £6,300 for chauffeur service, £1,000 for mileage and £3,000 for long service awards (£250 vouchers are given to staff who have worked for the Council for 25 years).</p> <p>The Chairman's role, as set out in the Chairman's Protocol, is to;</p> <ul style="list-style-type: none"> <li>• Be the First Citizen of the District</li> <li>• Chair meetings of the Council</li> <li>• Provide a ceremonial and ambassadorial focus for the District</li> <li>• Represent the Council at civic events (i.e. Royal visits, Civic Receptions)</li> </ul> <p>The Chairman is also responsible for chairing meetings of the Standards Committee.</p> <p>The Council has a Chairman and Vice Chairman both of whom do various events and functions throughout the year.</p> <p>The Chairman's Protocol includes a protocol for the Mayor of the Town Council.</p> <p>Some of the events they attend include ceremonial duties, such as Remembrance Day, Civic Service and Carol Service, as well as a range of community events and events that support new buildings/developments.</p> <p>The Chairman nominates a charity to support each year.</p> <p>There are constraints on the amount of office time which is allocated to event management (which is set at 13 hours a week).</p>

## **Colchester Borough Council**

<b>Population ONS (2017)</b>	190,100
<b>Rural Urban Classification (2011)</b>	29.6% rural
<b>Form of civic leadership</b>	Mayor
<b>Number of engagements per annum</b>	Attends 500 engagements per annum
<b>Example budget</b>	<p><b>Overall Civic Budget: £112,200</b></p> <ul style="list-style-type: none"> <li>- Mayor's allowance: £11,800</li> <li>- Deputy Mayor's allowance: £2,700.00</li> <li>- Staff costs of the civic office: £23,000 (1 full time dedicated Mayoral Officer who provides all support to the Mayor, Deputy Mayor and other civic functions (including diary management, event organisation and correspondence management))</li> <li>- Car costs: £6,500.00</li> </ul>
<b>Other Information</b>	<p>The role of the Mayor is to sit as non-political chairman of the Council. The Mayor's speech of acceptance usually indicates a theme for the year, reflected in the choice of charities they intend to support.</p> <p>This year's Mayor supports the following charities:</p> <ul style="list-style-type: none"> <li>• Action for Family Carers</li> <li>• ABF The Soldier's Charity</li> <li>• Cancer Centre Campaign</li> <li>• Colchester Emergency Night Shelter</li> <li>• Essex &amp; Herts Air Ambulance</li> <li>• Essex Wildlife Trust</li> </ul> <p>The Mayor is the chief citizen and represents the borough throughout their year of office. The Mayor has a mace bearer.</p> <p>A breakdown of the Mayor's budget is as follows:  Events - £35,100  Hospitality and Catering - £3,500  Salaries basic - £23,000  Salaries NI - £2,100  Salaries Superannuation - £3,200  Mayor's allowance - £11,900  Deputy Mayor's allowance - £2,700  Hire car - £6,500  Own car allowance - £700  Uniforms - £2,500</p> <p>The total event income is £21,000 and this includes £17,000 for Oyster Feast, £2,500 for the Opening of Fishery and £1,500 for Mayor Making.</p> <p>In addition to purely civic functions, the Mayor undertakes a large number of 'outside' engagements. This includes attending a vast range of events such as, opening of school fetes, care home tea parties, schools sessions, charity fundraisers, local Societies</p>

/Associations AGMS and assorted prize giving's. In addition there are formal civic ceremonies at district, county and international level.

The only events that the Mayor must attend are those that they are hosting. The Mayor chooses for themselves which external events they attend. If the Mayor is unavailable / wishes to decline, the invitation may be extended to the Deputy Mayor where appropriate

The Mayor is expected to attend most civic events, however there are three annual events that must be hosted: Mayor Making (formal lunch after ceremony only open to Councillors and Aldermen), the Opening of the Oyster Fishery (formal ceremony held on a boat - only open to Councillors, Aldermen and a few invited dignitaries) and the Oyster Feast (open to the Public)

The Mayor chooses whether to host Receptions for their particular causes.

The Council determined that the Mayor, Deputy Mayor and the Chief Executive would robe on the following occasions:-

- All meetings of the Council\*
- The Civic Service
- Opening of the Fisheries
- Oyster Feast
- Remembrance Sunday
- St George's Day
- The Justice Service
- Visits of Royalty (unless otherwise requested)
- Such other occasions as the Mayor may consider necessary

The Mayor also chooses a charity committee; their work and all associated events, with any associated income and expenditure, is separate and distinct from the mayoralty.

There is 1 full time dedicated Mayoral Officer who provides all support to the Mayor, Deputy Mayor and other civic functions, including diary management, event organisation and correspondence management.

## **Basildon Borough Council**

<b>Population ONS (2017)</b>	184,500
<b>Rural Urban Classification (2011)</b>	0.5% rural
<b>Form of civic leadership</b>	Mayor
<b>Number of engagements per annum</b>	Attends 200 engagements per annum.
<b>Example budget</b>	£10,000 (civic budget), £9,173.97 (Mayor's allowance) The civic budget covers venue hire, catering for events/functions, transport, items of regalia which need repair and upgrading etc.
<b>Other Information</b>	<p>The Mayor hosts the main civic events such as the Remembrance Service, Annual Civic Dinner and Annual Civic Service.</p> <p>The Council hold a Civic Protocol. This sets out the precedence of the Mayor at events, the forms of address, and when chains and badges should be worn.</p> <p>The Mayor is the First Citizen of the Borough. The role of the Mayor is to be clearly visible, being dressed in the chain of office.</p> <p>Each time they have a new Mayor, they feel they should be promoting civic pride in different ways, which can result in the purchase of items such as robes and accessories. They outline that the Mayor has a key role to fulfill in connecting the present day with past history and acting as a symbol of continuity. The role is predominantly a ceremonial one, supporting the community and promoting the interests of the Council and Borough.</p> <p>The Mayor presides over all full Council meetings.</p> <p>The Mayor selects local charities to benefit from fundraising events during his or her term of office and they will arrange a number of fundraising events.</p>

## **Charnwood Borough Council**

<b>Population ONS (2017)</b>	180,400
<b>Rural Urban Classification (2011)</b>	14.4% rural
<b>Form of civic leadership</b>	Mayor
<b>Number of engagements per annum</b>	Attends 450 engagements per annum
<b>Example budget</b>	£101,900 (Civic budget), includes staffing costs of approximately £60,000. The civic budget covers the costs of the Mayor's staff, office accommodation and equipment/consumables and transport. In addition, it covers the cost of the civic functions including hospitality.
<b>Other Information</b>	<p>The Mayor is an elected councillor who is chosen by fellow councillors to be the Chairman and First Citizen of the borough for one year. The Council have a protocol for the Mayor and apart from the traditional legal duties such as chairing the meetings of full Council, the majority of the Mayor's duties consist of representing the Borough, and in so doing meeting employers, voluntary organisations and other bodies. Some of the events the Mayor attends include:</p> <ul style="list-style-type: none"> <li>• Attending around 45 religious services of all different faiths;</li> <li>• Congratulating centenarians;</li> <li>• Opening and touring round a vast array of businesses and buildings;</li> <li>• Welcoming foreign visitors;</li> <li>• Declaring garden fetes and festivals open;</li> <li>• Escorting visiting members of the Royal family.</li> </ul> <p>The Mayor normally hosts a number of civic events, such as a Civic Service, Remembrance Services and a carol concert and the protocol also lists a number of events they are advised to attend, such as, a visit to the Royal Garden Party, local democracy week, Diwali lights and the Loughborough Street Fair.</p> <p>The Mayor can appoint a Chaplain for the civic year.</p> <p>The Mayor wears a robe and accessories at the following occasions:</p> <ul style="list-style-type: none"> <li>• Meetings of full Council</li> <li>• Charnwood Civic Service</li> <li>• Remembrance Day Parades</li> <li>• Degree Congregations</li> <li>• Opening of Loughborough Street Fair</li> <li>• Civic Presentations</li> </ul> <p>Charity fundraising is optional for the Mayor. Officers are not involved in the organisation of fundraising events. The Mayor can arrange events themselves or appoint an outside committee. The Mayor launches a charity appeal for the charity(s) of their choice.</p> <p>There are six members of staff who support the Mayor (1x Head of Strategic Support, 1 x Democratic Services Manager, 2 x Civic Officers, 1 x Relief Civic Officer and 1 x Democratic Services and Mayoralty Support Officer).</p>

## **New Forest District Council (Hampshire)**

<b>Population ONS (2017)</b>	179,600
<b>Rural Urban Classification (2011)</b>	45.3% rural
<b>Form of civic leadership</b>	Chairman
<b>Number of engagements per annum</b>	Attends between 120 and 140 per annum.
<b>Example budget</b>	Allowance - £9,200, Chauffeur transport - £4,700. Civic expenditure - £6,770. The civic expenditure includes costs associated with events such as wreaths and stationary and hospitality.
<b>Other Information</b>	<p>A handbook is provided to the Chairman setting out the various roles and responsibilities. The Chairman's role is distinct from the political leader of the Authority, but this separation may not always be obvious to the public.</p> <p>The Chairman's duties include:</p> <ul style="list-style-type: none"> <li>• Chairing meetings of the Council;</li> <li>• Presiding, as ceremonial head of the Council and its District, over civic functions and social occasions;</li> <li>• Promoting the Council and the District;</li> <li>• Speaking at functions (most speeches will be of thanks or welcome but if the Chairman is asked to make a speech on the work of the Council, it should be restricted to factual information);</li> <li>• Hosting events, receiving and welcoming members of the Royal Family, dignitaries and visitors;</li> <li>• Attending functions as a representative of the Council, many locally but some further afield, such as the Royal Garden Party;</li> <li>• Supporting any charities chosen by the Chairman (chosen charities to be announced at the annual meeting of the Council);</li> <li>• Taking the salute of any military or voluntary organisation who has the right to, or requests the right to, march within the District; and</li> <li>• Encouraging citizenship and participation in the life of the District</li> </ul> <p>The Chairman's Handbook states that it is usually the practice to support a charity/charities. The Chairman's chosen charities are displayed on the Council's website. This year's is Oakhaven in Totton; a charity that provides home hospice care.</p>

## **Huntingdonshire District Council**

<b>Population ONS (2017)</b>	177,000
<b>Rural Urban Classification (2011)</b>	80.8% rural
<b>Form of civic leadership</b>	Chairman
<b>Number of engagements per annum</b>	Attends between 150 and 200 events per annum.
<b>Example budget</b>	<p>£8,031 – Civic budget, which includes;</p> <ul style="list-style-type: none"> <li>• Chairman’s Allowance - £4,531</li> <li>• Events - £1,000</li> <li>• Events (catering) - £500</li> <li>• Donations to charities - £2,000</li> </ul>
<b>Other Information</b>	<p>The Chairman hosts several key events each year;</p> <ul style="list-style-type: none"> <li>• Holocaust Memorial Day</li> <li>• Commonwealth Day</li> <li>• Armed Forces Day</li> <li>• Remembrance Day</li> <li>• Christmas Carol Service</li> </ul> <p>The Council hold a Civic Protocol which sets out the Chairman’s role:  <i>"The role of chairman of the council is that of non-political civic head of the authority. The post is the equivalent of mayor. He or she presides at meetings of the full council and in his or her apolitical role ensures that all speakers have a fair hearing within the rules governing how council meetings are conducted, and that procedures are followed correctly."</i></p> <p>The Chairman also embraces the role of ‘ambassador’ for the Council i.e. its representative at functions hosted by other local authorities, local business or community organisations and leading any event which promotes the district in a non-political way. Normally they will wear the full chain of office at these functions. At events where the civic presence is ‘low key’, a badge or ribbon is worn. Any general invitation for the council to be represented at an event should be issued to the chairman through the Member Support Assistant.</p> <p>For simple in-house events, the chairman takes precedence over the portfolio holder. In complex situations, say a breakfast forum hosted by the district council for local business, the chairman acts as master of ceremonies, with the council’s leader, or the relevant portfolio holder being the principal speaker.</p> <p>The Chairman’s Protocol and the Council’s website makes no mention of supporting charities, however the town council’s Mayor supports four charities.</p>



## **Wycombe District Council**

<b>Population ONS (2017)</b>	174,800
<b>Rural Urban Classification (2011)</b>	29.2% rural
<b>Form of civic leadership</b>	Chairman
<b>Number of engagements per annum</b>	112
<b>Example budget</b>	<p>Chairman's annual allowance: £13,090  Vice-chairman's annual allowance: £4,908  Annual Chairman Reception budget: £4,500  Annual budget for the Chairman's Office - £3,000  this covers expenditure incurred by the office in supporting the Chairman throughout his/her year in office and covers such things as road closure orders for civic events, chairmen portraits costs, office stationary, maintenance of Chairman's Room etc.</p> <p>Expenses to be met from Chairman's allowance;</p> <ul style="list-style-type: none"> <li>• Clothing</li> <li>• Partner's clothing</li> <li>• Personal hospitality</li> <li>• Charitable donations</li> <li>• Collections at church services (or similar)</li> <li>• Purchases of tickets for charity dinners and raffle tickets etc.</li> <li>• Poppy wreaths</li> <li>• Flower bouquets as gifts</li> </ul> <p>Expenses to be met from the Chairman's office fund;</p> <ul style="list-style-type: none"> <li>• Corporate hospitality events</li> <li>• Office Stationery</li> <li>• Engraving of plaques</li> <li>• Corporate gifts, i.e. shields, paper weights etc.</li> <li>• Visitors' Books</li> <li>• Refreshments for meetings in the Chairman's Room</li> <li>• Framing of Chairman's annual portrait</li> <li>• Printing for Orders of Service</li> <li>• Christmas cards (split 3 ways with Leader and CEO at their agreement)</li> <li>• Items associated with the maintenance of the Chairman's Room</li> <li>• Costs associated with road closures for Civic events</li> </ul> <p>They state that for reasons of economy and, especially in view of the Council's current budget restraints, there is particular need for prudence in all areas of civic spending.</p>
<b>Other Information</b>	<p>The Chairman of the council is a civic and ceremonial role. The Chairman:</p> <ul style="list-style-type: none"> <li>• is the first citizen of the Wycombe district</li> </ul>

- Leads in major events and acts as host to visiting dignitaries;
- Represents the council locally, nationally and internationally; and
- Acts as an impartial chairman for full Council and other meetings.

The Handbook for the Chairman includes practical duties performed by the Chairman. Some of these include:

- Acting as host at functions organised by the Council.
- Attending important functions within the District as a representative of the District.
- Undertaking official openings and presentations at places throughout the District.
- Promoting, wherever possible, the diplomatic, business, commercial, industrial and educational life of the District.
- (Attending a variety of religious services, of all denominations, throughout the District).
- Taking the salute at parades and march pasts of both HM Services and other organisations e.g. Scouts, Guides, Boys' Brigade, etc.

Some events the Chairman attends include: fêtes, openings of community projects and exhibitions. The Chairman also leads Council ceremonial events which are of particular significance and are not specifically associated with a particular Committee.

The Chairman can choose whether support charities.