

| Civic Review: Action Log | | | | | | | |
|--------------------------|---------------|---|-------------|--|-----------------|------------|-----------------|
| Date | No. of Action | Action | Responsible | Update | Progress | By when | Further Actions |
| 27.09.24 | 1 | Provide following documentation for next Task and Finish group meeting - Benchmarking, Budget, Civic Protocol, NACO guidance, Civic Calendar and relevant sections of the Constitution. | GFA/MH | Complete - Documents included with papers for meeting on 21 Oct | Complete | 18.10.24 | N/A |
| 27.09.24 | 2 | Two further Task and Finish Group meetings to be scheduled | HC | Complete - Meetings scheduled for 21 Oct and 29 Oct | Complete | 15.10.24 | N/A |
| 21.10.24 | 3 | Provide insurance in respect of the chains being taken home by the LM/DLM. | GFA | Update: Clarity of insurance cover for LM/DLM is being requested - to be discussed on 05/12 | In progress | | |
| 21.10.24 | 4 | Holocaust Memorial: Motions on Notice decision to move responsibility to the LM's Office and corresponding budget | GFA | Update: GFA sent queries to Caroline Marr/Kevin McKenzie on moving responsibility and Nathan Franklin for budget to be moved accordingly. Please see Item 2 of the Civic Review Progress Update. | Complete | | |
| 21.10.24 | 5 | Check NACO guidance - does the LM need to give permission for the DLM to wear chains when attending a separate Civic Event? | GFA | Update: Please see item 3 of the Civic Review Progress Update. | Complete | | |
| 21.10.24 | 6 | Location of Astor Diamonds to be reviewed, can they be displayed at The Box. | GFA | Update: The Box has been contacted for potential arrangements to be made. Awaiting response. The Box have been chased for a response. | In progress | | |
| 21.10.24 | 7 | Constitutional role of LM needs to be added to the Civic Protocol - section to be determined. | MH | Update: This has now been included within the new Civic Protocol | Complete | 29.11.2024 | |
| 21.10.24 | 8 | Provide more detailed budget, highlight areas where there is no budget but spend against budget line and provide details of what key decision around budget need to be made. | GFA | Update: Presented at Task and Finish Group meeting 29 October 2024 | Complete | 29.11.2024 | |
| 29.10.2024 | 9 | Contact Neil Minion to review against volunteering policy in respect of the Cadets | MH | Update: Awaiting response from Neil Minion | In Progress | | |
| 29.10.2024 | 10 | Where 'in house' catering is used, we need to be mindful of hygiene. Signage to be displayed in kitchen area and gloves to be purchased for staff use. | MH/EO | Update: Included within new Civic Protcol. Once Protocol has been signed off, the Civic Office will follow process | Complete | | |
| 29.10.2024 | 11 | Check NACO guidance to confirm whether the advice given in the current protocol is guidance or law in respect to the wearing of Commemorative Badges. | GFA | Update: There is no rigid guidance, best practice from other Local Authorities is that only one Commemorative Badge is worn at a time | Complete | | |
| 29.10.2024 | 12 | Civic Support team to ensure passwords for Social Media accounts and email signatures are updated annually. | MH/EO | Update: This will commence in May 2025 for New Lord Mayor and Deputy Lord Mayor. | Not Yet Started | | |
| 29.10.2024 | 13 | Training programme to be established for LM/DLM to support with speeches and Social Media. | GFA/RJ | Update: This has been discussed with Head of Governance. Revised training programme has been included within new Civic Protocol. Next steps to develop full training and induction programme | In Progress | | |

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| 29.10.2024 | 14 | LM and DLM require more guidance in respect of the Constitutional role including training for Full Council Meetings. | GFA/RJ | Update: This has been discussed with Head of Governance. Revised training programme has been included within new Civic Protocol. Next steps to develop full training and induction programme | In progress | | |
| 29.10.2024 | 15 | The guidance needs to be reviewed so that the protocol is clear for political neutrality for both LM and DLM. | GFA/MH | Update: This has been included within the new Civic Protocol | Complete | | |
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- In progress
- Started, on track
- Not yet started
- Complete