

Lord Mayor Selection and Advisory Committee

Thursday 5 December 2024

PRESENT:

Councillor Dann, in the Chair.

Councillors Aspinall, Mrs Beer, Lugger and Murphy.

Apologies for absence: Councillors Penberthy and Poyser.

Also in attendance: Hannah Chandler-Whiting (Democratic Advisor), Glenda Favor-Ankersen (Head of Electoral Services) and Maddie Halifax (CEX/Electoral Services Practice Manager).

The meeting started at 9.36 am and finished at 11.01 am.

Note: At a future meeting, the committee will consider the accuracy of these draft minutes, so they may be subject to change. Please check the minutes of that meeting to confirm whether these minutes have been amended.

5. **Declarations of Interest**

No declarations of interest were made.

6. **Minutes**

The Committee agreed the minutes of the meeting held on 27 September 2024 as an accurate record.

7. **Action Log**

The following was discussed during this agenda item:

- a) The possibility of the Astor Diamonds being displayed at The Box was still being explored;
- b) Insurance for the insignia needed clarity;
- c) On occasions where a macebearer could not return the chains to the Council House, Lord Mayor's and Deputy Lord Mayor's would be able to wear a collaret instead;
- d) A training programme for incoming Lord Mayor's and Deputy Lord Mayor's was being developed, and the induction for incoming Councillor's was being reviewed to include more information on the role and importance of the Lord Mayor and Deputy Lord Mayor.

8. **Draft Revised Civic Protocol**

Glenda Favor-Ankersen (Head of Electoral Services) and Maddie Halifax (CEX/Electoral Services Practice Manager) introduced the report and highlighted the following:

- a) The Civic Protocol was now clearer on the expectations in the role of Lord Mayor and Deputy Lord Mayor;
- b) It was clearer to read as the historical information had been moved to be included as an appendix, rather than at the beginning of the document;
- c) The protocol was an amalgamation of Plymouth's and best practice from across the country, and the team had strived to make it clear and simple.

Following discussion it was also reported:

- d) From 1 April 2025, Holocaust Memorial Day would be a responsibility of the Lord Mayor's office and therefore would be included in Appendix 8 in the future;
- e) A nomination for Lord Mayor could come from any political party;
- f) Councillors were impressed with the recent works undertaken on Elliot Terrace;
- g) Guidance on badge wearing was not strict;
- h) The fishing feast event had changed and the money for the event was now donated by South West Water to local schools and environmental projects;
- i) The Lord Mayor's office was to work with the Events team to ensure the attendance of the Lord Mayor at relevant events;
- j) Save the date calendar invites would be sent to all Councillors for relevant events.

Following a discussion the Committee asked for the following edits to the protocol to be made:

- k) 'Lord' be added before Mayor under the role of the Lord Mayor as Chair of City Council meetings;
- l) A phrase be included, referencing the Constitution of protocol when the Lord Mayor stands up, everyone must also stand and remain silent;
- m) Holocaust Memorial Day needed to be included in the Civic Role section;

- n) Abbreviations such as 'CEX' would be explained within the document when first used – e.g. Chief Executive Department (CEX);
- o) Details on whether Lord Mayors and Deputy Lord Mayors could drive the civic car would be investigated and included;
- p) In relation to catering, information on allergens would be included;
- q) With the Lord Mayor's permission, the Deputy Lord Mayor could wear their chains outside of usual protocol and this needed to be included;
- r) Gift declaration limit was to be confirmed;
- s) An appendix would be included relating to the Lord Mayor's cadet;
- t) The document needed to be in line with the upcoming Councillor Safety guidance;
- u) The protocol needed to be explicitly clear that Lord Mayors and Deputy Lord Mayors could not use photos of them in the robes in political literature, or mention they were a current Lord Mayor/Deputy Lord Mayor when politically campaigning;
- v) The role of the Deputy Lord Mayor at Council meetings needed to be clear and be reflective of what was in the Constitution;
- w) Remembrance Festival would be included on Page 24 of the protocol;
- x) Fishing Feast needed to be removed from Page 24 of the protocol;
- y) Page 26 needed to include the mobile numbers of the Macebearers;
- z) In relation to expenses, a definition of peninsula was to be added and the guidance needed to be more explicitly clear of the cost of travel expenses of the Lord Mayor/Deputy Lord Mayor within the city boundaries, and be reflective of what was in the Constitution;
- aa) Parking rules needed to be defined;
- bb) Page 5 needed to include the following bullet point: "Multicultural and multi-faith community events";
- cc) It needed to include a line that explained the appendices would be updated annually.

Following the changes above being made to the Civic Protocol, the Committee agreed to:

1. Recommend the Civic Protocol to the Audit and Governance Committee for review;
2. Recommend the Monitoring Officer use their delegation to amend the Constitution following the changes to the Civic Protocol.