

ACTIONS ARISING FROM OVERVIEW AND SCRUTINY REPORTS

Date: 22 February 2010

Committee: Overview and Scrutiny Core Committee

Report Title: A Review of Support to the Mayoralty

Lead Overview and Scrutiny Member: Cllr S Anstee.

Executive Member Responsible:

Cllr A Williams

Ref	Recommendation	Agreed (Y/N)	Director's Response to Recommendations	Timescale for Completion	Planned Action in Response to Recommendations	Responsible Executive Member	Review Date
1	That officer support is further developed and there is a dedicated lead officer that possesses the essential criteria for the post as identified by Members.	Y	Do not disagree with the Committee's conclusions, excellent organisational and communication skills are key to the role and this is already captured in the job description and person specification. We will continue to make sure this is the case.	ongoing	Continue with current processes	Cllr A Williams	

2	<p>That the dedicated lead officer and any officers likely to be involved in support to the Mayoralty receive appropriate training on protocols and procedures associated with the Mayoralty.</p>	Y	<p>Director of Legal Democratic Services (DLDS) gives the Mayoral officers training and support, with the handbook used as a starting point. We have identified training for incoming Mayors that takes place annually in Preston. We will take advantage of this in future by sending both Mayor and support officer. Plus, on-the-job training which will reinforce and support the dignity of the office.</p>	Ongoing	<p>Take advantage of the annual training opportunity in Preston for the Mayoral Officer and Mayor</p>	<p>Cllr A Williams</p>	
3	<p>That the Mayoral Handbook be created in a wall chart format, as a quick guide for the Mayoral team to use where appropriate and is to feature the following areas:</p> <ul style="list-style-type: none"> • Mayoral protocol and procedure • The role of the Mayor and Deputy Mayor • Key telephone numbers 	Y	<p>Although the handbook does not lend itself to a wall-chart format, a ready-guide for officers answering phones etc would be helpful. This will address such things as how to arrange an engagement etc. We are currently mapping out what the most frequently asked questions are so we can have pre-prepared answers in the ready-guide.</p>	<p>End April 2010</p>	<p>Completion of ready-guide to assist the Officers in Leadership Support</p>	<p>Cllr A Williams</p>	

	<ul style="list-style-type: none"> • Speeches. 						
4	<p>That a formal meet and greet between the Mayor elect and Deputy Mayor elect, dedicated officer and other officers supporting the Mayoralty, the Director of Legal and Democratic Services and the Director of Finance is organised, before installation, to set out everyone's roles and responsibilities and to ensure that the expectations of both the Mayor and the officers are met. Further to this, a documented, formal debrief with all the parties mentioned in this recommendation is to be organised after Annual Council with the out-going Mayor.</p>	Y	<p>Already do a formal meet and greet with all people listed apart from Director of Finance (DF). DF is not the responsible officer for the Mayoral budget, it is the DLDS. The formal meeting at the start of the next Mayoral year will address all relevant issues, including finance. Would welcome the introduction of a formal 1:1 debrief at end of year followed by a de-brief with former Mayors group if required.</p>	<p>Formal Debrief annually from May 2010</p>	<p>Schedule formal 1:1 debrief followed by a debrief with the Mayoralty Working Group</p>	<p>Cllr A Williams</p>	
5	<p>That the Mayoralty Working Group be re-established</p>	Y, in part	<p>Would welcome the re-establishment of the working</p>		<p>Agree membership of</p>	<p>Cllr A Williams</p>	

	<p>with a terms of reference which gives the current Mayor and Deputy, previous Mayors and the specialist officer the following responsibilities: -</p> <ul style="list-style-type: none"> • To offer insight and assistance to the Mayor and Deputy Mayor; • That changes to the Mayoral Handbook are produced in consultation with the Mayoralty Working Group; • To monitor the occasions when Mayoral engagements were not accepted due to the lack of an attendant or transport; • That any issues arising from the Mayoral de-brief be reported back to the Group; 		<p>group to review the comments arising from the de-brief. Major or significant changes to handbook, car, etc would be referred to, and discussed with the working group.</p> <p>The Mayoralty Working Group will be convened after the formal 1:1 debrief if deemed necessary, and as and when required. As such, the requirement to meet at least twice per year is not agreed.</p>	<p>March 2010</p>	<p>the Mayoralty Working Group and ensure consultation takes place on significant changes as per the recommendation</p>		
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	<ul style="list-style-type: none"> That the number of meetings are to be agreed by the Mayorality Working Group but not less than two a year. 						
6	To avoid misunderstanding, the position of support staff in relation to the Mayor's charity is clarified and the Mayor's charity section within the Mayoral Handbook is revised to reflect this.	Y	Will seek to clarify this issue within the Handbook .	March 2010	Revisit the Mayoral Handbook	Cllr A Williams	
7	That an AGMA pool of trained attendants be explored to ensure that staff are always available to support the Mayor and/or Deputy Mayor carry out their duties with the highest level of support and dignity.	Y	Will explore this option.	Ongoing from now	Explore this option	Cllr A Williams	
8	That a member of the public with full experience of the Mayorality be called upon to assist the Mayor or	In principle, Y.	Could explore this option in relation to former/retired mayoral officers, perhaps AGMA-wide.	Ongoing from now	Explore this option	Cllr A Williams	

	Deputy Mayor carry out their duties in the absence of an attendant be explored.		A similar service operates in Registration Services with recently retired Registrars and could work well for the Mayoralty. This will be explored.				
9	That a record of the amount of invitations received, the amount of invitations declined and the reasons why they were declined is kept.	Y	<p>We can record how many invitations are received and how many were declined as a result of: -</p> <ul style="list-style-type: none"> • No transport • No mayoral officer • Cancellation due to illness • Double booked. 	March 2010	Ensure that a record is kept and discuss any relevant issues arising as part of the Mayoral debrief	Cllr A Williams	