

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

REPORT TO CABINET

Date 11th December 2013

REPORT TITLE **Appointment of Attendant to the Mayor of Newcastle under Lyme**

Submitted by: **Democratic Services Manager - Julia Cleary**

Portfolio: **Communications, Policy and Partnerships**

Ward(s) affected: **All**

Purpose of the Report

To seek approval that the Head of Business Improvements and Partnerships , in consultation with the appropriate Portfolio Holder, be given delegated authority to formalise the appointment of the Attendant to the Mayor of Newcastle under Lyme (on a voluntary basis).

Recommendations

Cabinet is requested to delegate authority to the Head of Business Improvements and Partnerships following consultation with the appropriate Portfolio Holder as outlined above.

Reason

The appointment is currently an executive function and at present can only be authorised by the Cabinet.

1. **Background**

In July 2012, applications were invited from persons interested in accompanying the Council's Mayor to civic occasions both inside and outside of the Borough as directed by the Mayor, Deputy Mayor, Council Leader or Mayor's Secretary.

The Mayor's attendant is required to attend and assist at small receptions hosted by the Mayor in the Parlour at the Civic Offices some of which would be held in the evening.

Other duties carried out by the attendant include attendance at meetings of the Full Council, a number of events at weekends including the annual Mayor's Civic Service, Mayor's Ball, the Remembrance Day Parade and Civic mass. The attendant is also expected to carry out general housekeeping duties associated with the Parlour and the civic regalia and silverware.

A decision was made in July 2012 to appoint an individual to the post of Attendant to the Mayor.

2. **Issues**

This report formalises the appointment of the Attendant to the Mayor via delegated powers given to the Head of Business Improvement & Partnerships from Cabinet. This will allow the Council to clarify the basis for the appointment of the current post holder.

It is considered that, as the civil engagements aspect of the post will be limited, the Borough Council's most suitable and flexible option is for the Mayor's Attendant to remain self-employed

and for the Council to enter into a contract for their services, including undertaking official functions as and when required, subject to approved expenses being reimbursed. This would leave the post-holder free to derive additional income from elsewhere (should they wish to do so).

3. **Outcomes Linked to Sustainable Community Strategy and Corporate Priorities**

One of the Council's corporate priorities is "Creating a Borough of Opportunity". One of the key outcomes under this priority is around accessing opportunities for personal development and growth. The appointment of the Attendant to the Mayor was one such opportunity.

4. **Legal and Statutory Implications**

Contained in the report – the contents of the report have been developed with the appropriate legal advice.

5. **Equality Impact Assessment**

No issues have been identified – an open recruitment and appointment process was undertaken in July 2012 and this report confirms that appointment.

6. **Financial and Resource Implications**

If the Mayor's Attendant is appointed as referred to and a contract for services entered into with them it would be reasonable to reimburse expenses. This is quite normal in such appointments.

7. **Major Risks**

None identified

8. **Key Decision Information**

This is not a key decision and was not included in the forward plan.