



Standards and Constitutional Oversight Committee

Date:	Tuesday, 4 October 2016
Time:	6.00 pm
Venue:	Committee Room 2 - Wallasey Town Hall

Contact Officer: Shirley Hudspeth
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AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **MEMBERS CODE OF CONDUCT**

Members are asked to consider whether they have any disclosable pecuniary interests and/or any other relevant interest in connection with any item(s) on this agenda and, if so, to declare them and state the nature of the interest.

3. **MINUTES (Pages 1 - 10)**

To confirm the Minutes of the following meetings of the Standards and Constitutional Oversight Committee as a correct record.

- 1) Standards and Constitutional Oversight Committee meeting as Trustees of the Callister Youth Club – 6 July, 2016.
- 2) Standards and Constitutional Oversight Committee – 6 July, 2016.

4. RECOMMENDATIONS OF THE STANDARDS AND CONSTITUTIONAL OVERSIGHT WORKING GROUP

(Pages 11 - 14)

Appendix 1 - Scheme of Delegation to Officers - non executive functions

(Pages 15 - 40)

Appendix 2 - Draft Civic Handbook

(Pages 41 - 92)

Appendix 3 - Draft Flag Flying Protocol

(Pages 93 - 97)

5. ANY OTHER URGENT BUSINESS APPROVED BY THE CHAIR (PART 1)

6. EXEMPT INFORMATION - EXCLUSION OF MEMBERS OF THE PUBLIC

The public may be excluded from the meeting during consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information.

RECOMMENDATION – That in accordance with section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following items of business, on the grounds that they involve the likely disclosure of exempt information as defined by the relevant paragraphs of Part 1 of Schedule 12A (as amended) to that Act. The public interest test has been applied and favours exclusion.

7. ANY OTHER URGENT BUSINESS APPROVED BY THE CHAIR (PART 2)

STANDARDS AND CONSTITUTIONAL OVERSIGHT COMMITTEE

MEETING AS TRUSTEES OF THE CALLISTER YOUTH CLUB

Wednesday, 6 July 2016

Present: Councillor D Roberts (Chair)

Councillors M McLaughlin G Ellis
P Stuart P Gilchrist
C Blakeley

Deputies: Councillors C Jones (in place of B Kenny
B Mooney (in place of RL Abbey)

In attendance: Prof RS Jones
Mr B Cummings

6 APOLOGIES FOR ABSENCE

Apologies for absence were received from Chris Jones and Councillors Ron Abbey and Brian Kenny.

7 MEMBERS' CODE OF CONDUCT

Members were asked to consider whether they had any disclosable pecuniary interests and/or any other relevant interest in connection with any item(s) on this agenda and, if so, to declare them and state the nature of the interest.

No such declarations were made.

8 CALLISTER YOUTH CLUB

A report of the Head of Legal and Member Services drew the Committee's attention to the history and current position of the Callister Youth Club of which the Council was a trustee.

The Callister Youth Club was a charity whose objects were the promotion of the welfare of girls and young women resident in the area of Birkenhead. The Council held 19 Argyle Street and land in Slatey Road, Birkenhead as trustee for the club (which no longer had any membership). The report gave details of recent correspondence with the Charity Commission on the options open to the Council in respect of updating the objects of the trust, the possible transfer of the trust to another trustee and the future use or disposal of the properties in Argyle Street and Slatey Road, Birkenhead.

The Committee was advised that any decision to be made by the Committee had to be governed solely by the interests of the beneficiaries of the trust and not those of the Council.

The Legal Adviser to the Committee informed the Committee that since the report was written the Charity Commission had advised that Council should pay the market rent for 19 Argyle Street and the Council should obtain independent valuations for Slatey Road.

Responding to Members' comments, the Legal Adviser to the Committee informed the meeting of the timescale in that once the Charity Commission received the resolution of the Committee the decision on changes to the objects of the Trust would take effect 60 days from the date on which it was received. The independent Chartered Surveyor fees for valuations of the properties would be paid for by the Trust.

No decision would be taken yet on the sale of the Slatey Road premises and the matter would be brought back before the Committee.

The Legal Adviser to the Committee circulated revised recommendations to the Committee and on a motion by the Chair, seconded by Councillor McLaughlin, it was –

Resolved –

- (1) That this Committee amends the objects of the Callister Youth Club trust under Section 275 of the Charities Act 2011 for the reasons mentioned in the report so that they be defined as “the promotion of the welfare of persons living within the boundaries of the Metropolitan Borough of Wirral who are in need because of their youth”.**
- (2) The Committee agrees that the Council continue to occupy 19 Argyle Street on terms that it is used exclusively for the purposes of the amended objects of the Callister Youth Club and that the Council pays to the Club a sum equivalent to the market rent for its use of the said premises.**
- (3) The Committee instructs David Armstrong, Assistant Chief Executive, to obtain independent valuations from qualified surveyors of:**
 - (a) The leasehold and freehold values of the property in Slatey Road, referred to in the report;**
 - (b) The rental value of 19 Argyle Street**

(4) Following the receipt of the valuations in paragraph (3), the Committee will consider, after receiving further advice from the Charity Commission:

- (a) The future use or disposal of Slatey Road;**
- (b) The appointment of new trustees of the Club; or**
- (c) The transfer of the properties referred to in paragraph (3) to another suitable charity subject to any necessary consents from the Charity Commission.**

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STANDARDS AND CONSTITUTIONAL OVERSIGHT COMMITTEE

Wednesday, 6 July 2016

Present: Councillor D Roberts (Chair)

Councillors M McLaughlin G Ellis
C Blakeley P Gilchrist
D Elderton P Stuart

Deputies: Councillors C Jones (In place of B Kenny)
B Mooney (In place of RL Abbey)

In attendance: Prof RS Jones
Mr B Cummings

9 APOLOGIES FOR ABSENCE

Apologies for absence were received from Chris Jones and Councillors Ron Abbey and Brian Kenny.

10 MEMBERS CODE OF CONDUCT

Members were asked to consider whether they had any disclosable pecuniary interests and/or any other relevant interest in connection with any item(s) on this agenda and, if so, to declare them and state the nature of the interest.

No such declarations were made.

11 MINUTES

Resolved - That the Minutes of the meeting of the Committee held on 2 June, 2016 be confirmed as a correct record.

12 APPOINTMENT OF INDEPENDENT MEMBERS

(Professor Jones and Brian Cummings vacated the room during consideration of this item).

The Committee was requested to review the appointment of Independent Members to the Committee. The current three Independent Members' period of office was due to expire on 16 July, 2016.

The Head of Legal and Member Services suggested that they be re-appointed for a further four year term and that this be a recommendation to Council. In response to a Member's question, he stated that there was a requirement to have at least one Independent Person under the Localism Act 2011 and that when considering a later agenda item, 'Establishment of a Standards and Constitutional Oversight Working Group', a recommendation would be put to the Committee regarding a recruitment exercise for additional Independent Persons.

Resolved – That Council be recommended to appoint:

- **Mr B Cummings**
- **Mr C Jones**
- **Professor RS Jones**

for a further four year term (until 15 July, 2020) as Independent Persons under section 28 Localism Act 2011.

13 **SUMMARY OF STANDARDS COMPLAINTS**

The Council was required to deal with complaints made against its Members under its approved Ethical Framework.

In order to assist with the effective administration of standards complaints, the Committee, as part of its monitoring role, was invited to consider the nature and handling of complaints received pursuant to the Members' Code of Conduct.

The report of the Head of Legal and Member Services and Monitoring Officer informed the Committee that the process for the administration of standards complaints was undertaken in accordance with the Protocol for Dealing with Member Complaints which had been approved by the Committee and the Council. An appendix was submitted with the report which summarised those standards complaints made under the Members' Code of Conduct between 1 April 2015 and 31 May 2016. The Committee noted that during this period 8 complaints had been made. It also noted the current status of each one and that all but 2 had now been resolved.

Responding to comments from Members the Head of Legal and Member Services outlined the process which was followed when allegations were first made and that under the new procedures some success had been achieved through local resolution without the need to take a complaint through a formal investigation process. If a matter was referred for investigation and the Investigating Officer agreed that a breach of the code had occurred then that was when a referral was made to the Standards Panel and was the point at which Members became involved.

The current process for dealing with complaints was one which was less bureaucratic than the previous process and was more flexible in line with Members' wishes and had been approved by the Committee at its meeting on 28 April, 2014 (minute 16 refers).

There had been a slight reduction in the number of complaints compared with previous years and he acknowledged that there were improvements which could still be made to make the complaints process as expeditious as possible. The Standards and Constitutional Oversight Working Group would continue to review the complaints protocol and he welcomed the further conversations to be had with Members on how best to manage the issues.

He also reassured the Committee regarding the involvement of Members, in that the relevant Political Group Leaders were notified and provided with a summary of a complaint received in respect of a Member of their political group.

A Member expressed the view that the report on summary of standards complaints should continue to be provided to the Committee.

Resolved – That the summary of standards complaints set out at Appendix 1 to the report, be noted.

14 **ESTABLISHMENT OF A STANDARDS AND CONSTITUTIONAL OVERSIGHT WORKING GROUP**

The Head of Legal and Member Services and Monitoring Officer presented a report to the Committee, which:

- (i) sought approval to establish the Standards and Constitutional Oversight Working Group for this municipal year;
- (ii) provided details of the work undertaken by the Working Group during the last municipal year; and
- (iii) subject to (i) proposed a work programme for the Working Group for the 2016/17 municipal year.

He suggested an additional recommendation, which was circulated to the Committee, for the Working Group to have delegated authority to agree and oversee the recruitment of additional independent persons.

The report also outlined the work undertaken by the Working Group over the last municipal year and outlined a suggested work programme for the current municipal year, including:

- Review of the Council's Constitution
- Review of the Members' Code of Conduct and Protocol
- Members' ICT Policy

- Civic Handbook and Flag Flying Protocol

The Terms of Reference for the Working Group were set out in an appendix to the report.

Responding to comments from Members, the Head of Legal and Member Services stated that the idea of a Protocol of Etiquette had come from Members and was primarily to do with conduct and behaviour at Council meetings. With regard to the recruitment of Independent Persons there was no reason why more than one additional person couldn't be appointed and it would be up to the Working Group to decide.

Resolved – That, this Committee,

- (1) agrees to establish a cross party Standards and Constitutional Oversight Working Group for the current Municipal Year;**
- (2) agrees the Terms of the Standards and Constitutional Oversight Working Group as set out at Appendix 1 to the report;**
- (3) appoints members to the Working Group or agrees that nominations be confirmed to the Monitoring Officer by all the party spokespersons.**
- (4) agrees to the work programme of the Working Group for the 2016/17 Municipal Year as set out in the report.**
- (5) agrees that the Standards and Constitutional Oversight Working Group:**
 - (i). have delegated authority to agree and oversee a new recruitment exercise for additional Independent Persons pursuant to section 28 of the Localism Act 2011;**
 - (ii). have delegated authority to agree such arrangements (including all requisite documentation, advertisement(s) and procedures) and take all requisite steps considered necessary to ensure an effective and timely recruitment exercise, including the establishing of an Interview Panel.**
 - (iii). determines the scope, remit and authority of any Interview Panel established under (ii) above and the Interview Panel will have authority to make a recommendation to the Standards and Constitutional Oversight Committee with regards to the suitability of candidate(s) for the role of Independent Person for consideration and onward recommendation to Council for approval.**

15 **DRAFT GUIDANCE TO MEMBERS: APPOINTMENTS TO OUTSIDE BODIES**

Further to Minute 34 (Standards and Constitutional Oversight Committee Working Group, 24 February, 2016), the Committee was requested to consider the revised draft Guidance to Members for Appointments to Outside Bodies.

The Head of Legal and Member Services stated that it was important for Members to be aware of some of the issues involved in taking up a role on an outside body. There was a need to always act in the best interests of the body to which a Member had been appointed.

In response to Members' comments he reported that if a body was to make any change to its membership they could choose to do so through a change in their Articles and the Council should be informed of such a change.

Resolved – That the Draft Guidance to Members for Appointments to Outside Bodies be agreed.

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WIRRAL COUNCIL

STANDARDS AND CONSTITUTIONAL OVERSIGHT COMMITTEE

4 OCTOBER 2016

REPORT TITLE:	<i>RECOMMENDATIONS OF THE STANDARDS AND CONSTITUTIONAL OVERSIGHT WORKING GROUP</i>
REPORT OF:	<i>HEAD OF LEGAL AND MEMBER SERVICES & MONITORING OFFICER</i>

REPORTSUMMARY

This report provides details of the recommendations of the Standards and Constitutional Oversight Working Group made at its meeting on 19 September 2016. The Working Group does not have decision making powers. The Committee is requested to consider the recommendations of the Working Group.

RECOMMENDATION/S

That the Committee agrees to the:

- (a) proposed changes to the Council's Scheme of Non-Executive Delegation of Functions to Officers (Part 3, Schedule 4A Part 1) and that the changes detailed in Appendix 1 to this report be recommended to Council for approval;
- (b) Civic Handbook set out Appendix 2; and
- (c) Flag Flying Protocol set out at Appendix 3 to be applied immediately (and for it to be included within the Civic Handbook).

SUPPORTING INFORMATION

2.0 REASON/S FOR RECOMMENDATION/S

- 2.1 The recommendations are necessary to update the Scheme of Delegation in line with the Council's new Operating Model approved by the Council's Employment and Appointments Committee in July 2016. The changes also provide greater clarity in respect of existing delegations.
- 2.2 The Council undertakes various civic functions but they have not been captured in on place. The Civic Handbook addresses this issue and provides a helpful reference for Members, dignitaries, the public, partners and officers alike in relation to civic events.
- 2.3 As with the civic functions, there are certain protocols that must be followed in respect of when and how flags are flown at both the Council's Town Halls. To ensure consistency and increase awareness, the flying flag protocol confirms which flag must be flown in respect of specific events thereby ensuring the Council discharges its obligations in this regard correctly.

3.0 OTHER OPTIONS CONSIDERED

- 3.1 The Working Group considered the proposals and amendments were made to the Scheme of Delegation, Civic Handbook and Flying Flag Protocol.
- 3.2 The Council is not obliged to have a Civic Handbook or Flying Flag Protocol but it is considered good practice to have them.

4.0 BACKGROUND INFORMATION

- 4.1 The Committee has for the last few years established a Working Group to assist it in its work.
- 4.2 The work of the Working Group for each municipal year is set by the Committee.
- 4.3 The Committee included the revision of the Council's Scheme of Non-Executive Delegation of Functions to Officers (which falls within the Constitution), Civic Handbook and Flying Flag Protocol in the work programme of the Working Group for this municipal year.
- 4.4 Appendix 1 sets out the revised Scheme of Non-Executive Delegation of Functions to Officers to principally address changes made by the new Operating Model which is to take effect from 1 November 2016.
- 4.5 The review of the Scheme of Delegation also includes a legislation update and clarification of existing delegations.
- 4.6 Members of the Working Group raised particular queries over paragraph 14 of the Scheme of Delegation which enables Members to scrutinise non-executive decisions taken by officers through the relevant Overview and Scrutiny Committee. Members are to examine this issue further at the next meeting of the Working Group. Any proposed amendment to this provision will be reported to this Committee for consideration.

4.7 With regards to the Civic Handbook and Flag Flying Protocol, it is considered best practice to have such reference material to ensure consistency, promote awareness and greater engagement.

5.0 FINANCIAL INFORMATION

5.1 There are no such implications arising.

6.0 LEGAL IMPLICATIONS

6.1 The Council must ensure it has an up to date Scheme of Delegation.

7.0 RESOURCE IMPLICATIONS: FINANCIAL; ICT; STAFFING; AND ASSETS

7.1 There are no such implications arising.

8.0 RELEVANT RISKS

8.1 The Council must ensure that the Constitution and other working arrangements/practices are effective and compliant with relevant legislation.

8.2 By undertaking a regular review of the Constitution and other key aspect of the Council's practices, the risks to the Council are mitigated.

9.0 ENGAGEMENT/CONSULTATION

9.1 The Standards Working Group has a consultative role by virtue of its cross-party membership. No formal consultation is necessary in respect of the matters falling within this report.

10.0 EQUALITIES IMPLICATIONS

10.1 Has the potential impact of your proposal(s) been reviewed with regard to equality?

(a) No EIA is required.

REPORT AUTHOR: **Surjit Tour**
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and Monitoring Officer
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APPENDICES

Appendix 1 - Proposed changes to the Scheme of Non-Executive Delegation of Functions to Officers.

Appendix 2 - Proposed Civic Handbook.

Appendix 3 - Proposed Flag Flying Protocol.

PART 3

SCHEDULE 4 A PART 1 (As agreed by Council)

SCHEME OF NON EXECUTIVE DELEGATION OF FUNCTIONS TO OFFICERS

1. This part of the scheme of delegation authorises the Head of Paid Service and Directors, Assistant Directors (and other duly authorised officers under this scheme) to exercise and discharge non-executive functions, powers and responsibilities of the Council as set out in this scheme.
2.
 - a. All delegations conferred under this scheme must be recorded in writing by the Directors (including for the avoidance of doubt any delegation under paragraph 5(e) below). Any decision taken under such authority shall remain their responsibility.
 - b. The Monitoring Officer will maintain a central record of all delegations under this scheme and make this available for public inspection. The Directors are responsible for recording all delegations under paragraph 8 below in such form as the Monitoring Officer may prescribe.
3. This scheme is without prejudice to the exercise of the Council's functions by Full Council, the Council's committees, sub-committees and panels.
4. The delegation of the Council's Executive functions to officers are set out in Part 3 Schedule 4 Part B and are determined by the Leader of the Council.
5. For the purposes of this scheme "Director" and "Directors" means the Council's Chief Executive, all Directors and Assistant Directors (or any equivalent post(s) within the Council's officer senior management structure).
6. For the purposes of this scheme "Chief Officers" are those Council officers employed on JNC Chief Officer terms and conditions.
7. For the purposes of this scheme "committee" and "committees" means all council committees, sub-committees and panels constituted under the Council's Constitution.

The Directors are empowered to make exercise and/or discharge all non-executive decisions, functions, powers and responsibilities within their areas of responsibility on behalf of the Council in accordance with the following general principles:

- a. If a function, power or responsibility has not been specifically reserved to the Full Council or Council committees the Director within whose remit the matter falls is authorised to act.
- b. Full Council or its committees will make decisions on matters of policy. The Directors have express authority to take all necessary actions to implement decisions council or committees that commit resources,

within agreed budgets in the case of financial resources, as necessary and appropriate.

- c. The Directors are empowered to take all strategic and operational decisions, within agreed policies, in relation to the services for which they are responsible.
 - d. The Directors are empowered to take all necessary decisions in cases of emergency.
 - e. In relation to all delegated authority conferred on the Directors by this scheme, the Head of Paid Service may allocate or re-allocate responsibility for exercising particular functions and powers to any officer of the Council in the interests of effective corporate management as he or she thinks fit. He will notify the Assistant Director: Law and Governance of any such change. The Assistant Director: Law and Governance will amend the Constitution as necessary.
 - f. Where a Director is absent from the workplace for a period of time that requires others to exercise delegated authority in that officer's absence, another officer should be nominated by the Head of Paid Service. This nomination should be formally recorded in writing.
 - g. Where there is doubt over the responsibility for the exercise of a delegated power, the Head of Paid Service or his/her nominee is authorised to act or to determine who is to act.
 - h. These delegations should be interpreted widely to aid the smooth running of the organisation, the effective deployment of resources, the efficient delivery of services, and the achievement of the Council's goals.
8. For the purposes of this scheme, emergency shall mean any situation in which the relevant officer believes that there is a risk of damage to property, a threat to the health or well being of an individual or that the interests of the Council may be compromised.
 9. In deciding whether or not to exercise such delegated powers, the Directors should consider whether to consult the appropriate committee Chairperson and have regard to their views. Officers shall always be entitled to refer matters for decision to the appropriate member body or Full Council where they consider it expedient to do so.
 10. The Directors may authorise officers in their service areas and/or management to exercise, on their behalf all functions, powers and responsibilities delegated to them under this scheme.
 11. In exercising these delegated powers the officers concerned shall have broad discretion, subject to complying with all relevant legislation, the Council's

constitution, including its Financial Regulations and Contract Procedure Rules, and overall Council policy, to use the most efficient and effective means available, including the deployment of staffing and other resources within their control and the procurement of other resources necessary, whether within or outside the Council.

12. Without prejudice to the generality of the foregoing the Directors shall have the power:
 - a. To take all lawful action consistent with overall Council policy to deliver agreed strategy plans and policy within their area of responsibility and within approved budgets. This shall include, but not exhaustively:
 - commissioning
 - undertake procurement exercises
 - invitation and acceptance of tenders
 - submission of bids for funding
 - write-off of irrecoverable debts
 - virement (within the budget framework)
 - disposal and acquisition of assets
 - service and placing of any necessary statutory or other notice (other than those expressly reserved to Full Council, committee or the Cabinet/Cabinet Member)
 - after consultation with the Assistant Director: Law and Governance to the Council, authorising the institution, defence or appearance in criminal or civil proceedings in relation to any legislation which they are responsible for monitoring, enforcing or otherwise implementing on behalf of the Council.
 - b. To put in place management arrangements, which define the area of responsibility of all officers under their area of responsibility.
 - c. In the case of any overspend to notify the Council's Chief Finance Officer in the role of Section 151 officer in accordance with the Financial Regulations and Contract Procedure Rules.
 - d. To determine staffing arrangements within approved budgets, subject to agreement on grading with the Head of Paid Service (or his/her nominee) and conformance with Council policies.
 - e. To take all action to recruit, appoint, develop, manage and reward employees within approved Council policies (including operation of

policies for discipline and dismissal, grievance, capability, attendance management, voluntary severance, early retirement, redundancy and redeployment) and relevant conditions of service.

- (f) To authorise following consultation with and the approval of the Assistant Director: Law and Governance suitably qualified and/or experienced Council officers within their relevant area of management to conduct, prosecute, defend and appear in legal proceedings on behalf of the Council before the Magistrates Court in accordance with Section 223 of the Local Government Act 1972 as amended.
13. In taking any decision, the officer concerned must be satisfied that the following issues have been properly considered and completed where appropriate. All of these issues should be considered at the earliest possible stage.
- a. A key decision should be taken in accordance with the relevant requirements;
 - b. the views of the relevant committee Chairperson, area board(s) following the application of the consultation criteria set out in paragraph (c) below;
 - c. consideration of the views of the Constituency Committees and the local councillors in decisions about local services;
 - d. the implication of any Council policy, initiative, strategy or procedure. Officers need to be aware of any potential impact of a delegated decision on other services. In such cases consultation with officers, relevant Cabinet Member(s) or committee Chairperson and local members, where the issue relates to a specific area, should take place;
 - e. consultation in accordance with the Council's consultation strategy and the views emanating from that process;
 - f. the range of available options;
 - g. the staffing, finance and legal implications;
 - h. the assessment of any associated risks in accordance with the Council's risk and management strategy;
 - i. the involvement of appropriate statutory officers and/or other Directors;
 - j. the Council's constitution, including the forward work plan, its contract and Financial Regulations and Contract Procedure Rules, all relevant guidance, legislation, codes of practice and protocols.
14. Any councillor may request that decisions taken by officers under delegated powers are scrutinised by the appropriate Overview and Scrutiny Committee.*

15. **Statutory Officers**

- 15a. The Council is required to appoint certain officers to undertake the “Statutory Officer” roles which require them to discharge specific legal duties to ensure that the Council acts within the law and uses its resources wisely. Those roles are the Head of Paid Service, the Chief Finance Officer (also known as the Section 151 Officer or S151 Officer), and the Monitoring Officer.
- 15b. The Council is responsible for ensuring that the Statutory Officers have the resources they require to discharge their roles effectively.

16. **The Head of Paid Service**

- 16a. The Chief Executive is the Council’s Head of Paid Service. The Head of Paid Service reports to Council on the manner in which the discharge of the Council’s functions is coordinated, the number and grade of officers required for the discharge of functions and the organisation of officers. For the purposes of the Council’s Schemes of Delegation to Officers, references to Chief Executive includes Head of Paid Service (and vice versa).

The Council’s Assistant Chief Executive is authorised to act on behalf of the Chief Executive in respect of all powers, duties and functions in his/her absence/unavailability unless otherwise determined by the Chief Executive.

Chief Finance (Section 151/S.151) Officer

- 16b. **The Assistant Director: Finance** is the Council’s Chief Finance Officer and S.151 Officer and is responsible for the proper administration of the financial affairs of the Council.
- 16c. The Chief Finance Officer will contribute to the corporate management of the Council by providing professional advice and assistance to officers and Members in respect of matters of financial propriety, compliance, and due process in the formation and implementation of the budget and policy framework.
- 16d. The Chief Finance Officer shall, where necessary, and in consultation with the Head of Paid Service and Monitoring Officer, report any compliance issues to the Council, the Leader of the Council, Cabinet or the external auditor.

The Council’s Deputy Section 151 Officer is authorised to act on behalf of the Chief Finance Officer in respect of all powers, duties and functions in his/her absence/unavailability unless otherwise determined by the Chief Executive.

Monitoring Officer

- 16e. The Assistant Director: Law and Governance is the Council’s Monitoring Officer and is responsible for ensuring lawfulness and fairness in decision making and matters relating to the conduct of elected Members.
- 16f. The Monitoring Officer will provide advice to ensure that decisions are taken on proper authority, by due process, and in accordance with the budget and policy framework.
- 16g. The Monitoring Officer shall, where necessary, and in consultation with the Head of Paid Service and the Chief Finance Officer, report any proposal, decision or omission considered to be unlawful or to amount to maladministration to the Council, Leader of the Council or the Cabinet. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.
- 16h. The Monitoring Officer will contribute to the promotion and maintenance of high standards of Member conduct and will discharge functions in respect of breaches of the Member Code of Conduct.
- 16i. The Monitoring Officer shall determine matters relating to the interpretation of the Constitution and will be responsible for ensuring that it is kept up to date.
- 16j. The Monitoring Officer is authorised to make minor and/or consequential amendments to the Constitution for the purpose of keeping it up to date, clarifying its content or interpretation, correcting any errors or omissions or otherwise giving effect to the intentions of the Council.

Proper Officers

- 17a. There are various laws which require certain functions to be undertaken by the “Proper Officer” of the Council. The Council’s designated proper officers are set out in the Proper Officer Schedule below (unless varied under paragraph 18 below). In the event that a proper officer is not listed then the proper officer shall be the Chief Officer with responsibility for the subject matter in question but in any event any Director.
- 17b. Proper Officer functions may be discharged by other officers duly authorised by Directors and/or Chief Officer(s) to act in the name of the Proper Officer concerned.
- 18. For the avoidance of doubt anything which is not covered by this scheme, including required changes to the designation of proper officers for the purpose of any statutory function for reasons of legality and/or business efficacy, will be determined by the Head of Paid Service in consultation with the Assistant Director: Law and Governance.

Proper Officer Schedule

Local Government Act 1972 Section	Subject Matter	Proper Officer
83(1)-(4)	Declaration of acceptance	Chief Executive or

	of office Civic Mayor, Deputy Civic Mayor or councillor	Assistant Director: Law and Governance
84	Receipt of notice of resignation of office by person elected or appointed.	Chief Executive/Returning Officer (or in his/her absence the Assistant Director: Law and Governance)
88(2)	Convening of meetings of Council to fill casual vacancy in office of Chair/Civic Mayor or Deputy Civic Mayor	Assistant Director: Law and Governance
89(1)(b)	Receipt of notice of casual vacancy in the office of councillor from two local government electors	Chief Executive/Returning Officer (or in his/her absence the Assistant Director: Law and Governance)
100B(7)(c)	Determination of documents to be supplied to the press	Head of Communications
100C(2)	Minutes of exempt information	All Directors
100D(1)(a) 100D(5)(a)	Compilation of background papers for inspection by members of the public Identification of background papers to be disclosed.	Director in whose name report is written
100F(2)	Exclusion of documents containing exempt information to Elected Members of the Council	Director in whose name the report is written
115(2)	Receipt of money due from Officers	Assistant Director: Finance
146(1)(a) and (b)	Declarations and certificates with regard to securities	Assistant Director: Finance
151	Arrangements for proper administration of Council's	Assistant Director: Finance

	financial affairs	
223(1)	Appearance of Council Officers in legal Proceedings [and to conduct proceedings]	All Directors with approval of the Assistant Director: Law and Governance
225(1)	Deposit of documents and receipt and retention of the same	Assistant Director: Law and Governance
228(3)	Accounts to be open to inspection of any Elected Member of the Council	Assistant Director: Finance
229(4)	Admissibility of photographic copies of documents in proceedings	Assistant Director: Law and Governance
229(5)	Certification of photographic copies of documents to be used in legal proceedings	
234(1) and (2)	To sign formal notices, orders or other documents which the Council is authorised or required to do by or under any enactment	All Directors
238	Certification of copies of byelaws made by the Council	Assistant Director: Law and Governance
248(2)	The keeping of Roll of Freemen post 1 st April 1974	Assistant Director: Law and Governance
Schedule 12 Part 1 para 4(2)(b)	Signature and service of summons to attend Council Meeting	Assistant Director: Law and Governance
Schedule 12 Part 1 para 4(3)	Receipt of notices regarding address to which summons to meeting is to be sent	Assistant Director: Law and Governance
Schedule 14 Part II para 25(7)	Certification of resolutions for use in legal proceedings	All Directors

Local Government (Miscellaneous Provisions) Act 1976 Section	Subject Matter	Proper Officer
41	Certifying copies of resolutions, order, report and minutes for use in legal proceedings	Assistant Director: Law and Governance

Representation of the People Act 1983 Section	Subject Matter	Proper Officer
8(1) and (2) (a)	Electoral Registration Officer	Chief Executive
35(1)	Returning Officer Elections and Referenda	Chief Executive

Building Act 1984 Section	Subject Matter	Proper Officer
78 (8)	Taking immediate action in relation to dangerous buildings. Taking immediate action in relation to dangerous structures.	Relevant Director and/or Chief Officer

Local Government Finance Act 1988 Section	Subject Matter	Proper Officer
114	Provision of financial reports to the Council.	Assistant Director: Finance

Local Government and Housing Act 1989 Section	Subject Matter	Proper Officer
2(4)	Deposit of list of politically restricted posts	Assistant Director: HR/OD
4	To be the Head of Paid	Chief Executive

	Service	
5	To be the Monitoring Officer	Assistant Director: Law and Governance
15-17	Receipt of various notices relating to political groups	Assistant Director: Law and Governance

Local Government (Committees and Political Groups) Regulations 1990 Section	Subject Matter	Proper Officer
8(1) and (5)	Officer to whom notice is delivered about the constitution of a political group, or the change of name of a political group	Assistant Director: Law and Governance
9 and 10	Officer to whom notice is delivered about a Councillor's membership of, or cessation of membership of, a political group	Assistant Director: Law and Governance
13	Officer to whom the wishes of a political group are expressed and receipt of those wishes	Assistant Director: Law and Governance
14	Officer responsible for notifying a political group about allocations and vacations of seats	Assistant Director: Law and Governance

The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012/2089 Section	Subject Matter	Proper Officer
7(2)	Exclusion of information in any report which relates only to matters during which, in the proper	All Directors

	officer's opinion, the meeting is likely to be a private meeting.	
7(7)(c)	Copy of any other document supplied to members of the executive in connection with the item considered at a meeting as the proper officer thinks fit.	All Directors
7(12)	To ensure that a written statement is produced for every executive decision as required .	Assistant Director: Law and Governance
20	Determining whether to disclose a document containing confidential, exempt information or advice provided by a political advisor or assistant.	All Directors

The Local Authorities (Standing Orders) (England) Regulations 2001 Sections	Subject Matter	Proper Officer
All	<p>Notice to Cabinet in respect of any proposed appointment or dismissal of the Chief Executive Officer (Head of Paid Service) or the Chief Officer.</p> <p>Notice in respect of dismissing the Monitoring Officer or Chief Finance</p>	Assistant Director: HR/OD and Assistant Director: Law and Governance

	Officer	
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SCHEDULE 4A PART 2

1. The Council's regulatory and enforcement functions in relation to planning, licensing and other regulatory and finance matters will be exercised in accordance with express delegations below.
2. Unless otherwise stated, the delegations below may be exercised by the relevant Chief Officer(s) reporting to the Directors listed below and any other suitably qualified and experienced Council officer duly authorised by:
 - Managing Director for Delivery
 - Director for Business Services (Assistant Chief Executive)
 - Director of Children's Services
 - Director for Health and Care
 - Chief Finance Officer and/or
 - Assistant Director: Law and Governance

or pursuant to Schedule 4A Part 1 above. .

- (1) Take any action under any relevant legislation (and related statutory instruments and case law) including, where relevant (but not limited to) the **issue and** service of notices **and orders**, the appointment of persons, the issue of licences and authorisations and the approval of registrations, prior consents and grants; acceptance of statutory notifications; to apply for warrants, to seize and detain goods and documents and carry out test purchases of goods and services **being the exercise of the powers and duties listed including those contained in the legislation amending or superseding the same.**

Relevant legislation under this paragraph shall include but is not limited to:

Accommodation Agencies Act 1953
Administration of Justice Act 1970
Agriculture Act 1970
Agriculture (Miscellaneous Provisions) Act 1968
Agriculture Produce (Grading and Marking) Act 1931
Animal Boarding Establishments Act 1963
Animal Health Act 1981
Animal Health Act 2002
Animal Health (Amendment) Act 1998
Animal Health and Welfare Act 1984
Animal Welfare Act 2006.
Animals Act 1971
Antisocial Behaviour Act 2003
Anti-Social Behaviour, Crime and Policing Act 2014
Breeding of Dogs Acts 1973 and 1991
Breeding and Sale of Dogs (Welfare) Act 1999
Building Act 1984

Business Protection from Misleading Marketing Regulations 2008
Care Act 2014
Care Standards Act 2000
Caravan Sites Act, 1968
Caravan Sites and Control of Development Act 1960
Charities Act 1992
Children and Families Act 2014
Children and Young Persons Act 1933
Children and Young Persons (Protection from Tobacco) Act 1991
Clean Air Act 1993
Clean Neighbourhoods and Environment Act 2005
Companies Act 2006
Company Directors Disqualification Act 1986
Competition Act 1980
Consumer Credit Act 1974 and 2006
Consumer Protection Act 1987
Consumer Protection from Unfair Trading Regulations 2008
Consumer Protection (distance selling) Regulations 2000
Consumer Rights Act 2015
Control of Horses Act 2015
Control of Pollution Act 1974
Control of Pollution (Amendment) Act 1989
Copyright Designs and Patents Act 1988
Copyright etc and Trade Marks Offences and Enforcement Act 2002
Council Tax Reduction Schemes (Detection of Fraud and Enforcement)(England) Regulations 2013
County of Merseyside Act 1980
Courts and Legal Services Act 1990
Criminal Attempts Act 1981
Criminal Damage Act 1971
Criminal Justice Act 1988
Criminal Justice & Public Order Act 1994
Criminal Justice and Police Act 2001
Criminal Law Act 1977
Dangerous Dogs Acts 1989 and 1991
Dangerous Wild Animals Act 1976
Defective Premises Act 1972
Deregulation Act 2015
Development of Tourism Act 1969
Dogs Act 1871 and 1906
Dogs (Protection of Livestock) Act 1953

Education Act 1996
Education and Inspections Act 2004
Education Reform Act 1988
Employment Agencies Act 1973
Energy Act 2013

Enterprise Act 2002
Environment Act 1995

Environmental Protection Act 1990
Estate Agents Act 1979
European Communities Act 1972
Explosives Act 1875
Factories Act 1961
Fair Trading Act 1973

Flood and Water Management Act 2010
Food Act 1984
Food and Environment Protection Act 1985
Food Safety Act 1990
Forgery and Counterfeiting Act 1981
Fraud Act 2006
Gambling Act 2005
Guard Dogs Act 1975
Hallmarking Act 1973
Health and Safety at Work etc. Act 1974
Health and Social Care Acts 2008 and 2012
Health Act 2006
Highways Act 1980
Home Energy Conservation Act 1995
Housing Acts 1980, 1985, 1988, 1996 and 2004
Housing and Building Control Act 1984
Housing Grants, Construction and Regeneration Act 1996
Housing and Planning Act 2016
Intellectual Property Act 2014

Land Compensation Act 1973
Land Drainage Act 1991
Landlord and Tenant Acts 1954, 1985, 1987 and 1988
Licensing Act 2003
Litter Act 1983
Local Government Act 1972
Local Government Act 1988
Local Government Finance Act 1992
Local Government and Housing Act 1989
Local Government (Miscellaneous Provisions) Acts 1976 and 1982
Local Land Charges Act 1975
Medicines Act 1968
Mental Health Acts 1983, 2007 and 2014
Merchant Shipping Acts 1979/1995
Mobile Homes Act, 2013

Motor Cycle Noise Act 1987
Motor Vehicles (Safety Equipment for Children) Act 1991
Noise and Statutory Nuisance Act 1993
Noise Act 1996

Offensive Weapons Act 1996
Offices, Shops and Railway Premises Act 1963

Olympic Symbol Act 1995
 Opticians Act 1989
 Performing Animals (Regulation) Act, 1925
 Pet Animals Act 1951
 Planning (Listed Buildings and Conservation Areas) Act 1990
 Planning and Compulsory Purchase Act 2004
 Poisons Act 1972
 Police and Criminal Evidence Act 1984
 Police Reform Act 2000
 Pollution Prevention and Control Act 1999
 Powers of Criminal Courts (Sentencing) Act 2000
 Prevention of Damage by Pests Act 1949
 Prices Acts 1974 and 1975
 Protection of Animals (Amendment) Acts 1988
 Protection from Eviction Act, 1977
 Protection of Birds Acts 1954 to 1976
 Psychoactive Substances Act 2016
 Public Health Acts 1875, 1936, 1961 and 1969

Radioactive Substances Act 1993
 Registered Designs and Patents Act 1949
 Regulation of Investigatory Powers Act, 2000
 Refuse Disposal (Amenity) Act 1978
 Rent Act, 1977
 Riding Establishments Acts 1964 and 1970
Road Traffic Acts 1988 and 1991
 Road Traffic (Consequential Provisions) Act 1988
 Road Traffic (Foreign Vehicles) Act 1972
 Road Traffic Offenders Act 1988
 Slaughter Houses Act 1974
 Slaughter of Poultry Act 1967
Scrap Metal Dealers Act 2013
 Solicitors Act 1974
 Sunbeds (Regulation) Act 2010
 Sunday Trading Act 1994
 Telecommunications Act 1984
 Theft Acts 1968 and 1978
 The Cancellation of Contracts made in a Consumer's Home or place of work etc, Regulations 2008

Town and Country Planning Act 1990
 Town Police Clauses Acts 1847 and 1889
 Trades Descriptions Act 1968
 Traffic Management Act 2004
 Trade Marks Act 1994
 Trading Representations (Disabled Persons) Act 1972

Transport Acts 1980-1985
 Unsolicited Goods and Services Acts 1971 and 1975
 Vehicles (Crime) Act 2001

Video Recordings Act 1984/1993
Water Act, 1989
Water Industry Act 1991
Weights and Measures Acts 1976 and 1985
Zoo Licensing Act 1981

and any legislation amending or replacing the above (including Statutory Instruments)

- (2) Institute legal action and or proceedings in respect of the enforcement of any relevant legislation..
- (3) Authorise individual Council officers falling within their area of management and/or control to take particular actions in their own names and to charge people at police stations.
- (4) With regards to Trading Standards, the Managing Director for Delivery and Assistant Director (Environment Services) shall be authorised to-
 - (a) Personally or, where legislation requires it, through the Senior Manager Trading Standards or Trading Standards Operations Manager (or equivalent post holders) authorise suitably qualified members of staff in the Trading Standards Division to carry out enforcement functions as authorised officers under trading standards, consumer and related legislation;
 - (b) personally or through the Senior Manager Trading Standards or Trading Standards Operations Manager (or equivalent post holders) authorise the commencement of legal proceedings on behalf of the Council under trading standards, consumer and related legislation;
 - (c) authorise the post-holders listed below in the first instance, in the Trading Standards Division, after consultation with the Head of Law, to present cases and appear in legal proceedings on behalf of the Council:

Senior Manager (Trading Standards) and Trading Standards Operation Manager and authorise other officers as considered necessary to present and appear in legal proceedings on behalf of the Council.
 - (d) authorise the Trading Standards Operational Manager (or equivalent post holder) to charge alleged offenders in police stations.
- (5) Authorise directed surveillance and covert human intelligence sources in accordance with the requirements of the Regulation of Investigatory Powers Act 2000, and designate officers to carry out that function.

- (6) Issue fixed penalty notices for leaving litter or for breaching any notice or order.
- (7) Take action under the Licensing Act 2003 relating to the sale of intoxicating liquor to, or for consumption by, persons under 18.
- (8) Enforce the Customs & Excise Management Act 1979 and the Tobacco Products Act 1979 relating to fiscal marking of tobacco products.
- (9) Operate Agency Services under the terms of Sections 135 and 169 of the Local Government and Housing Act 1989 and to charge fees accordingly.
- (10)
 - (a) Approve increases in charges not fixed by statute.
 - (b) Waive charges for the provision of information under the Environmental Information Regulations in appropriate circumstances
- (11) Vary levels of charges in respect of depot sales of surplus materials and miscellaneous charges, such revisions having regard to the retail price index and prevailing market conditions.
- (12) Nominate an officer to deal with representations made to the Council by persons in receipt of a Notice.
- (13) Authority to implement the Food Safety Act 1999, as amended, the Food Hygiene (England) Regulations 2005 and 2006, the Official Feed and Food Controls (England) Regulations 2005 and 2006, and for any subsequent amendments, modifications or re-enactments to the parent legislation or any regulations or orders made thereunder.
- (14) To exercise the powers and duties available under the Business Protection from Misleading Marketing Regulations 2008 and the Consumer Protection from Unfair Trading Regulations 2008.
- (15) Authorise relevant officers throughout the Council to issue Community Protection Notices for leaving litter and other related matters affecting the quality of life of persons in Wirral.

In respect of licensing and registration functions:

- (16) Determine and otherwise deal with the following matters, provided that controversial matters must be submitted to the Licensing, Health and Safety and General Purposes Committee or Licensing Panel or Licensing Act 2003 Committee:
 - (i) Premises Licenses;
 - (ii) Scrap Metal Dealers Registration;
 - (iii) Street Collection Licences and House to House collection permits;

- (iv) Club Premises Certificates;
- (v) Temporary Event Notices;
- (vi) License premises for gambling activities;
- (vii) Notices given for temporary use of premises for gambling;
- (viii) Grant permits for gaming and gaming machines in clubs and miner's welfare institutions;
- (ix) Regulate gaming and gaming machines in alcohol licensed premises;
- (x) Grant permits to family entertainment centres;
- (xi) Grant permits for prize gaming;
- (xii) Consider occasional use notices for betting at tracks;
- (xiii) Register small societies' lotteries;
- (xiv) The enforcement of the provisions of the Gambling Act 2005;
- (xv) Personal Licenses;
- (xvi) Registration of second-hand dealers;
- (xvii) Certificates of Consent for all public exhibitions, demonstrations or performances of hypnotism;
- (xviii) Licences to hold civil marriage ceremonies on approved premises;
- (xix) Application for new (and renewal applications) for hackney carriage and private hire driver's licences, vehicle licences and operator's licences in accordance with guidelines, approved by the Licensing, Health and Safety and General Purposes Committee;
- (xx) The enforcement of conditions relating to the licensing of hackney carriage and private hire drivers licences, vehicle licences and operator's licences, as allowed in the Local Government (Miscellaneous Provisions) Act, 1976, including the suspension or revocation of driving licences, vehicle licences and operator's licences. (Any actions to be reported to the next meeting of the Licensing, Health and Safety and General Purposes Committee);
- (xxi) The enforcement of the provisions of the Licensing Act 2003;
- (xxii) The enforcement of all Hackney Carriage and Private Hire matters under the Local Government (Miscellaneous Provisions) Act 1976 and the Town Police Clauses Act 1847;
- (xxiii) Authorise members of staff in the Licensing Division to carry out

enforcement functions as authorised officers under licensing legislation;

(xxiv) Personally, or through the Assistant Director: Law and Governance , commence legal proceedings on behalf of the Council under licensing legislation;

(xxv) Authorise relevant officers throughout the Council to issue and enforce Community Protection Notices and to enforce Public Spaces Protection Orders.

(17) In consultation with the Managing Director for Delivery and/or Assistant Director (Environment Services) and the three party spokespersons, to consider and determine applications for street trading consents or renewals thereof (including the imposition of such conditions as is considered reasonably necessary)

In respect of Planning and related matters:

(18) *The Director for Delivery and Assistant Director (Environment Services) has authority:*

(i) to determine all planning and related applications other than those listed under below;

(ii) to take appropriate enforcement action on **all** matters relating to the issue and service of Enforcement Notices, Breach of Condition Notices and Discontinuance Orders, including the following:

- To take initial action to deal with breaches of planning control including the serving of Planning Contravention Notices to obtain relevant information in order to assess whether or not a breach of planning control has occurred.
- To serve Breach of Condition Notices where planning conditions have not been complied with and to specify the steps which the Council consider ought to be taken or the activities which ought to cease.
- To serve Enforcement Notices or to withdraw, modify and reissue any Enforcement Notice following a decision by the Planning Committee to grant permission for development or not to proceed with enforcement action.
- In cases of urgency, in consultation with the Chair, Vice-Chair and Party Spokespersons of the Planning Committee, to issue and serve Stop Notices unless the serving of such a notice would result in the significant loss of jobs or the potential for substantial costs against the Council.

- In consultation with the Chair, Vice-Chair and Party Spokespersons of the Planning Committee to serve Temporary Stop Notices.

(For the avoidance of doubt) where it is proposed **not** to take appropriate enforcement action relating to **Priorities 1, 2 and 3** of the adopted Planning Enforcement Policy on the grounds of non-expediency, the Authority of Members of the Planning Committee **must** be sought.

- (iii) to refuse applications in relation to telecommunications development.
 - (iv) where it is proposed to recommend approval of telecommunication development and other proposals requiring prior notification approval, after consultation with the Chair of the Planning Committee and the appropriate ward councillors, to determine applications in relation to telecommunications development which, following the receipt of a petition or referral by an elected member, cannot be dealt with by the Planning Committee within the statutory 56-day period, subject to his reporting the use of such delegated authority to the next available meeting of that Committee, for information.
 - (v) to determine all planning and related applications where decisions would require a Section 106 obligation or action under other powers (with the exception of applications where an applicant is required to provide the Council with a sum of £200,000 or more).
- (19) The Managing Director for Delivery and Assistant Director (Environment Services), assisted by the Development Management Manager to determine on behalf of the Council all minor and other applications, including those submitted by the authority, excluding those applications listed under (A) below;
- (A) Applications to be determined by Committee:
- (i) Any major applications as set out below (unless recommended for refusal and has not been supported on planning grounds by a Member as set out in (vi) below);
 - (a) residential development of 50 or more dwellings;
 - (b) other forms of development or change of use of 5,000 square metres floorspace or more;
 - (c) applications or development or change of use of 2 hectares or more of land;
 - (d) Proposals requiring Environmental Impact Assessment; and
 - (e) Minerals and waste applications (other than minor amendments to existing permissions, and ancillary or small scale works).

- (ii) Applications where it is proposed to make a decision that is contrary to the development plan with the exception of domestic extensions.
 - (iii) Decisions that would need to be referred to the Secretary of State with the exception of applications for Planning Permission and/or Listed Building Consent to Grade I listed buildings, where there are no objections on conservation grounds.
 - (iv) Applications which any Member has asked to be referred to the Planning Committee. When a Member has requested an application be referred to the Planning Committee the Member **must**, however, state the reason(s) on planning grounds for that request ***in writing and all requests must be made prior to the last date for comment as published on an application;***
 - (v) Applications that attract one or more petitions of objection, within the specified consultation period, which contains 25 or more signatories from individual households or 15 individual objections in writing, **unless** the application is being recommended for refusal, in which case, the application shall remain under delegated powers, (unless a Member registers support in writing for an application on planning grounds). The lead petitioner will be informed of the recommendation to refuse under delegated powers.
 - (vi) Any application recommended for refusal where a Member has registered support in writing for an application on planning grounds and has requested the application is determined by Planning Committee.
 - (vii) Any personal/private application made by any Member of the Council, or any member of staff employed in the Council's planning services section .
 - (viii) Any application where an Elected Member is involved in any capacity as an agent or consultant where at least one objection has been received (where no objections have been received, the Head of Regeneration & Planning, assisted by the Development Management Manager, may determine such applications following consultation with and the agreement of the Chair of Planning Committee, and the other party Spokesperson)
 - (ix) Decisions where a claim for compensation from the Council may arise or which otherwise may involve a financial payment.
- (B) The Managing Director for Delivery and Assistant Director (Environment Services)is are authorised to undertake the following functions and powers. **Being the exercise of the powers and duties listed below including those contained in the legislation amending or superseding the same:**

- (i) To exercise all the powers and duties of the Council in respect of the Planning and Compulsory Purchase Act 2004 and the Town and Country Planning Act 1990 as follows:-
 - (a) To take appropriate action to advertise planning applications and display site notices.
 - (b) Reject an outline application because of insufficient details.
 - (c) Require owners to carry out proper maintenance of land where its condition detracts from the amenity of the immediate surrounding area, including the service of appropriate statutory notices under Section 215 of the Act.
 - (d) Serve planning control contravention notices and to hold discussions as a result of the “time and place” procedure under Section 171(C) of the Act.
 - (e) Make and confirm emergency Tree Preservation Orders except where objections/representations have been received and confirm unopposed Tree Preservation Orders under Section 201 of the Act and vary and revoke such orders.
 - (f) Determine applications for the lopping, felling or topping of trees covered by Tree Preservation Orders and require such replanting as is considered necessary.
 - (g) Issue screening opinions (Regulations 5, 7 and 25) and scoping opinions (Regulation 10) under the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 and 2011.
 - (h) Authorise entry on to land under Sections 196 and 324 of the Act and under Section 88 of the Planning (Listed Buildings and Conservation Areas) Act 1990 and 1997.

- (ii) To exercise all the powers and duties of the Council arising under the provisions of the Building Act 1984 as follows:-
 - (a) Part I – Building Regulations.
 - (b) Part III – Drainage, provision of sanitary conveniences, buildings, defective premises and demolition.
 - (c) Part IV – Powers of entry, execution of works and enforcement.

- (iii) Safety at Sports Ground(s) - responsibility transferred to Head of Corporate & Community Safety

- (iv) To exercise all the powers and duties of the Council arising under the provisions of the Building (Approved Inspectors) Regulations 1985.

Note: This power may also be exercised by the Building Control Manager and the Fire/Safety at Sports Grounds Officer.

- (v) To exercise all the powers and duties of the Council arising under the provisions of the Public Health Act 1936 in relation to sanitary conveniences for buildings and culverts, ditches and watercourses.
- (vi) To exercise all the powers and duties of the Council arising under the provisions of the Planning (Listed Buildings and Conservation Areas) Act 1990 relating to listed buildings and conservation areas.
- (vii) To exercise all the powers and duties of the Council arising under the provisions of the Planning (Hazardous Substances) Act 1990.
- (viii) To exercise all the powers and duties of the Council arising under the Town and Country Planning (Control of Advertisements) Regulations 1992 or any amendments to those regulations.
- (ix) To exercise all the powers and duties of the Council arising under the provisions of the Hedgerows Regulations 1997.
- (x) To respond to consultations from neighbouring local planning authorities on planning applications.
- (xi) To exercise all the powers and duties of the Council under the provisions of the Local Land Charges Act 1975.
- (xii) After consulting the Assistant Director: Finance, to vary the standard scale of charges of the Local Government Association model structure by plus or minus 10%.
- (xiii) To take action to prosecute offences under the Town and Country Planning Act 1990, the Planning (Listed Buildings and Conservation Areas) Act 1990, the Planning (Hazardous Substances) Act 1990, the Public Health Act 1936 and the Safety at Sports Grounds Act 1975.
- (xiv) To exercise all the powers and duties under Part 8 of the Anti-Social Behaviour Act 2003 to consider and determine complaints about high hedges.
- (xv) To authorise directed surveillance, for investigatory purposes, in accordance with the Regulation of Investigatory Powers Act 2000 and to designate officers to carry out that function.
- (xvi) To exercise all the powers and duties under Parts 1-6 of the Anti-Social Behaviour, Crime and Policing Act 2014 including the issue or extension of a Closure Notice to 48 hours.

COMMENTARY ON PROPOSED CHANGES

Sch 4A Part 1 Relevant Section(s)	Nature of/reason for change
1 - 11	<p>Post titles updated pursuant to New Operating Model.</p> <p>Inclusion of or amendments to definitions</p> <p>Clarification of existing delegations.</p>
7b.	Deleted word 'significant' as irrelevant as all amendments to Council side policies require Council approval (unless delegated to a Committee).
12a	<p>Post titles updated pursuant to New Operating Model.</p> <p>Additional activity included for completeness/clarity (but change is still within existing delegations as the original list is not exhaustive).</p>
12b-f	<p>Post titles updated pursuant to New Operating Model.</p> <p>Clarification of existing delegations.</p>
13a-j	Clarification of existing delegations.
14	*The Standards and Constitutional Oversight Working Group will consider at its next meeting(s) which and how decisions taken by officers under this provision are reported so as to enable Members to decide which decision (if any) requires scrutiny through the relevant Overview and Scrutiny Committee.
15-16	Intended as an aide memoir with regards to the scope and remit of the roles of Head of Paid Service, Chief Finance/S.151 Officer and Monitoring Officer.
17-18	<p>Clarification of existing delegations with regards to proper officers.</p> <p>Post titles updated pursuant to New Operating Model.</p>

<p style="text-align: center;">Sch 4A Part 2</p> <p style="text-align: center;">Relevant Section(s)</p>	<p style="text-align: center;">Nature of/reason for change</p>
<p>1-2</p>	<p>Clarification of existing delegations.</p> <p>Post titles updated pursuant to New Operating Model.</p>
<p>2(1)</p>	<p>Clarification of existing delegations.</p> <p>Post titles updated pursuant to New Operating Model.</p> <p>Legislation update.</p>
<p>2(2)-(19)</p>	<p>Clarification of existing delegations.</p> <p>Post titles updated pursuant to New Operating Model.</p>

WIRRAL CIVIC HANDBOOK



Wirral Mayor's Office
Wallasey Town Hall
Brighton Street, Wallasey
Wirral CH44 8ED

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1. INTRODUCTION

1.1 The Mayor

The Mayor of the Council of the Borough of Wirral is our community's First Citizen. These protocols have been produced to provide information and guidance during the Mayor's term of office.

At the heart of the "new arrangements" (... LG Act 2000) is the belief that local government must capture and retain the interest of local communities. This is vital to:

- Allow them to articulate their aspirations, needs and priorities;
- Assist in co-ordinating a Council's work with organisations which operate locally;
- Focus and shape the future work of such organisations;
- Contribute to the achievement of sustainable development in the area; and
- To act as a representative of the Community at joyous and tragic occasions.

The Mayor is a major influence in promoting the image and importance of Wirral in a regional and national context and can also help in the promotion of the Council's objectives in the local community. In turn, the people of the Borough of Wirral continue to have the highest regard for their Mayor.

Being a Mayor is very different to being a Councillor. For those chosen it becomes clear that the rules of office for the Mayor are unlike those of Councillor.

There are different 'rules', different working hours, different restraints and being Mayor can often be physically and mentally tiring. It is also, if entered into with the right spirit, a hugely enjoyable and rewarding job.

These protocols are intended to be a working document which will be revised and updated – when there is additional information which could usefully be included.

We want each Mayor's year of office to be enjoyable and will do everything possible to support his/her role as one of the Borough's high profile ambassadors.

The words 'Mayor' and 'Major' derive from the same Latin word 'Magnus', meaning great. The office of Mayor, together with the Domesday Book and the feudal system, was brought to this country by the Normans.

1.2 Wirral, the Mayor and the Town Halls

The Borough was formed on 1 April 1974, under the Local Government Act 1972, as a merger of the county Boroughs of Birkenhead and Wallasey, along with the Municipal Borough of Bebington and the Urban Districts of Hoylake and Wirral. Many of the old Town Halls or Civic buildings survive, either being used by individual service teams, partner organisations or for the administrative business of Wirral Council (note: additional information about the Borough crest may be found at **appendix 3** to this handbook).

Wirral or the Wirral /wɪrəl/ is a peninsula in the North West of England. It is bounded to the west by the River Dee, forming a boundary with Wales, to the east by the River Mersey and to the north by the Irish Sea. Both terms "Wirral" and "the Wirral" are used locally (and interchangeably), although the merits of each form are debated.

The roughly rectangular peninsula is about 15 miles (24 km) long and 7 miles (11 km) wide. Under the Local Government Act 1972 the northern part is the Metropolitan Borough of Wirral in Merseyside. The southern part is now administered by Cheshire West and Chester Borough Council. Historically part of Cheshire, Wirral's boundary with the rest of Cheshire was officially "Two arrow falls from Chester City Walls", according to the Domesday Book. Under that definition, places such as Ledsham, Puddington and Saughall would be part of Wirral. The peninsula has also been "a hundred".

The Hundred of Wirral is the ancient administrative area for the Wirral Peninsula. Its name is believed to have originated from the Hundred of Wilaveston, the historic name for Willaston, which was an important assembly point in the Wirral Hundred during the Middle Ages. The ton suffix in a place name normally indicates a previous use as a meeting location for officials. During its existence, the hundred was one of the Hundreds of Cheshire

The name of Wallasey originates from the Germanic word Walha, meaning stranger or foreigner, which is also the origin of the name Wales. The suffix "-ey" denotes an island or area of dry land. Originally the higher ground now occupied by Wallasey was separated from the rest of Wirral by the creek known as Wallasey Pool (which later became the docks), the marshy areas of Bidston Moss and Leasowe, and sand dunes along the coast.

Wallasey Town Hall is the civic centre but is nowhere near the centre. There had been a proposal to build the Town Hall in Liscard on Rake Lane. There had also been a proposal to build it on the promenade at New Brighton. The Battle of the Sites went on for months, and it was finally decided to build the Town Hall in Seacombe. One vote won the day. The Brighton Street building cost £155,000. A century ago it was regarded as a big white showpiece.

The foundation stone was laid by King George V on 25 March 1914. He was accompanied on this visit by Queen Mary.

The building was not opened for municipal purposes until 3 November 1920. From 1916 until 1919 it was used as a military hospital. Over 300 beds were placed in its rooms and corridors. Over 3,500 wounded men passed through the makeshift wards.

Built by Messrs. Moss & Sons Ltd., from the design of Messrs. Briggs, Wolstenholme & Thornley, in the Renaissance style, it was faced with Derbyshire stone from the famous quarries at Darley Dale.

The main entrance led on through a fine corridor to a central hall and a grand staircase – executed in white marble, with a bronze handrail supported on wrought-iron balusters.

The large Council Chamber, 50 feet long by 34 feet wide, was panelled in dark oak. Over-looking it, a public gallery with seating for one hundred people.

Around the foyer and at the top of the staircase in Wallasey Town Hall are all of the names of past Wirral Mayors dating back to 1974, and Wallasey Mayors dating back to 1910.

Birkenhead Town Hall. When Hamilton Square was designed in the early 19th century, a plot of land was made available for the siting of a town hall between Hamilton Street and Chester Street. However, it wasn't until 1887 that the current building was completed. Designed by local architect Charles Ellison in 1882, the building was constructed using Scottish granite and sandstone from the now filled in local quarry at Storeton.

The building consisted of a council chamber, offices, with a concert hall and function rooms known as the Assembly Rooms. Birkenhead's magistrates' court chambers are located in a separate building of the same design to the rear. The clock tower is 200 feet in height and consists of four faces. After a fire in 1901, the upper part of the clock tower was rebuilt to a design by Henry Hartley. The rebuilding included a stained glass window by Gilbert P. Gamon representing Edward I's visit to Birkenhead Priory in 1277.

Despite the abolition of the County Borough of Birkenhead on 1 April 1974, the building continued to be used as council offices until the early 1990s, when work was undertaken to restore the external stonework and many interior decorations and features, including the former Council Chamber.

The Wirral Archives Service was based in the building until 2008, when it transferred to the council's Cheshire Lines Building nearby. The service collects and stores all types of historical documents relating to the Wirral area, its people, businesses and institutions. Amongst the records in the collection are documents and photographs from Birkenhead's Cammell Laird shipyard, when the original company closed in 1993.

Between 2001 and 2010, the Wirral Museum occupied a significant portion of the building. It featured both themed and permanent exhibits such as the history and development of Wirral, the Cammell Laird collection, the Wirral Silver and Mayoral collections, Della Robbia Pottery and a detailed scale model of the historic Woodside area in 1934.

Birkenhead Town Hall still retains some civic service, such as the municipal registration centre for births, marriages and deaths and as a venue for local and national elections. It is also utilised for the celebration of notable occasions and as the town's focal point for annual Remembrance Sunday ceremonies.

The Assembly Rooms have been made available for functions, events and as a venue for the arts, including concerts, theatrical performances and cinema presentations.

2. ROLES & RESPONSIBILITIES

2.1 Apolitical

First and foremost it is important to remember that the position of Mayor is apolitical. Being apolitical means taking an unbiased position in regard to political matters; being politically neutral; without political attitudes, content, or bias. Mayors therefore needed to be careful about attending events which may be construed as having a political bias.

The convention has been that during the Mayoral Year, the Mayor reduces his or her political profile. Mayors generally go to great lengths to display their even-handedness in political matters during the year. It would be inappropriate for an individual to be associated with a contentious issue or election process, which confuses roles. The Mayor should also maintain this a-political role when chairing Council meetings.

The year in office may lead the Mayor to consider how ward business can be kept up to date during the year. The Mayor is advised to discuss this with his/her Group Leader and fellow Ward Councillors.

2.2 Function

The Mayor, and in his/her absence, the Deputy Mayor, will have the following roles and functions:-

- Ceremonial Role
- Chairing the Council Meetings

2.3 Responsibilities

The Mayor (and Deputy Mayor) will be elected annually and will have the following responsibilities:-

- To uphold and promote the purposes of the Constitution, and to interpret the Constitution, when necessary;
- To preside over meetings of the Council so that its business can be carried out efficiently, paying due legal regard to the rights of Councillors and the interest of the Community;
- To ensure that the Council meeting is a Forum for the debate of matters of concern to the local community and the place at which Members who are not on the Cabinet or hold Committee Chairs are able to hold the Cabinet and Committee Chairs to account;
- To promote public involvement in the Council's activities;
- To be the conscience of the Council (moral sense of right and wrong); and

- To attend such civic and ceremonial functions as the Council and he/she determines are appropriate.

2.4 Ceremonial Responsibilities

- To represent the whole Borough during his/her term of office;
- To promote public involvement in the Council's activities;
- As the first citizen of the Borough of Wirral, to perform an ambassadorial role both inside and outside the Borough;
- To promote the Borough of Wirral in a positive manner; and
- To act as a link between the Council and various groups and organisations.

2.5 Mayoress and Consort

These roles are not recognised by law. The role of Mayoress was originally bestowed on the Mayor's wife. If the Mayor chooses to appoint a consort, the role may be undertaken by a spouse, partner, friend or relative of either sex and is accorded precedence alongside the Mayor. It is generally understood that he/she will provide assistance as follows: -

- Personal Support for the Mayor
- Accompany the Mayor on engagements
- Observance of civic protocol
- Support with the Mayor's charities

In carrying out their roles, the Mayor, Deputy Mayor, Mayoress, consort, or escorts, should consider the public nature of their office. Behaviour and manner will need to be appropriate at all times so as not to bring the Council into disrepute. He/she should follow the advice and guidance issued by the Civic Office and should not:

- Attend any function or otherwise give support to any organisation or person whose objectives are contrary to law and/or Council policy; or
- Solicit engagements or visits or otherwise procure favours by virtue of office.

On rare occasions when the Mayoress/Consort is unable to escort the Mayor to an appointment, the Mayor can choose to either attend alone or take another person to escort them. Should the Mayor wish to take another escort it is important that this person does not wear the chain and that the Civic Officer is given advanced notification of the person attending so he/she can contact the person/organisation which had invited the Mayor.

It should be noted that the Mayoress/Consort or Deputy Mayoress cannot attend functions in their own right. Exceptions to this are when the individual attends as an

'Honorary President' of an Association e.g. when attending specific Golf Club(s) or Inner Wheel events.

2.6 Deputy Mayor

Purpose of the Post

To assist the Mayor of the Borough of Wirral, this includes a supporting role at Council meetings.

Duties

Deputise for the Mayor, when the Mayor is unable to fulfil the duties of the post, at the request of the Mayor.

Support the Mayor at annual civic events and other events hosted by the Council, at his/her request.

Carry out the duties of the post fairly and without discrimination, and in accordance with the aims and objectives of the Council.

2.7 Mayor's Parlour

The Mayor's Parlour is the Mayor's room and it is the Mayor's prerogative to have the room as he/she pleases. In recent years Mayors have chosen pictures from the civic collection held at the Williamson Art Gallery to display in the Parlour.

The Parlour is there for the Mayor to meet with guests and to have meetings when required. There are facilities for the Mayor to have refreshments and there is a locked drinks cabinet.

Nobody should use the Parlour without the Mayor's permission.

Guests the Mayor may welcome to the Parlour during the year include:

- Members of the Royal Family
- Senior Military
- Captains of Naval Ships that visit the Mersey
- Lord Lieutenant of Merseyside
- Children or Groups who come for a tour of the Town Hall.

3. PRECEDENCE

3.1 The 'Chain Gang'

The locality districts Mayors are commonly known as the "Chain Gang". They are:

Lord Mayor of Liverpool

Lord Mayor of Chester

Mayor of the Borough of Wirral

Mayor of St Helens

Mayor of Knowsley

Mayor of Sefton

When any of the Mayors from outside the Borough visit Wirral it is the Mayor's responsibility to be present to welcome them.

The Mayor will not be able to attend every function he/she is invited to and there may be some functions that overlap. The Mayor has the right to offer a function that he/she cannot attend to the Deputy Mayor. The Deputy Mayor will then attend on the Mayor's behalf.

Permission to wear the chain of office outside the Borough must be obtained from the host authority.

3.2 Other Boroughs and Parishes

Inevitably, the Mayor will find himself / herself involved in civic, social, and ceremonial events and clear agreed rules of protocol will do much to minimise unnecessary misunderstanding which may arise from time to time. Always seek advice from the Civic Office staff prior to any engagement or event. 'Local custom' may dictate that things are not always handled 'by the book'.

So far as civic protocol is concerned, the Local Government Act 1972 provides at Section 3(4) that the Mayor of a Borough Council shall have precedence after the Sovereign over all others within his/her Borough, but not so as prejudicially to affect the Royal prerogative.

3.3 Other Events

If the Mayor is present in an official capacity at functions not organised or hosted by Wirral Borough Council, then provided that no member of the Royal Family is present, the Mayor is entitled to be afforded precedence over all other persons present.

Mayor Making: This is Part One of the Annual Meeting of the Borough Council of Wirral and as such the Mayor shall take precedence.

3.4 Church Services and Processions

On Remembrance Sunday, civic dignitaries and principal guests will progress from Birkenhead Town Hall to the War Memorial in the following order (in pairs):

- The Mayor, Lord Lieutenant
- Wirral Borough Council's Chief Executive
- The Leader of the Council, the Mayoress or Consort
- The Deputy Mayor, the Deputy Mayoress or Consort (tend to go to local services in own Ward)
- Local Member(s) of Parliament
- Visiting Mayors and Mayoresses
- Borough Councillors
- Other guests i.e Honorary Aldermen, Freemen, past Mayors, etc

In respect of processions on entering a Church e.g. on Civic Sunday the above order of precedence will be recognised with the first in precedence entering the Church last, i.e. the Mayor will be the last person to enter the Church. On leaving the Church the Mayor will lead the procession, other dignitaries following in the order narrated above.

Again, in all things, 'local custom' may prevail, be prepared to seek advice from the Civic Office ahead of the event, or Chauffeur / Mayoral Attendant on the day. Additional guidance / protocols regarding specific events may be found in **Appendix 4** to this handbook.

3.5 Recognition of the Mayor

If not presiding at an event, the place to be reserved for the Mayor's use should be on the immediate right of the person presiding.

3.6 Line-ups

Orders for Royal line-ups will be determined by the Lord Lieutenant's office.

4. ENGAGEMENTS

4.1 Invitations

It cannot be stressed too strongly how essential it is that all who seek the Mayor's presence at their events must be referred to the Civic Office. All invitations (including those that arise internally – from Officers or Councillors) must be sent to the Civic Office. The staff will then discuss them with the Mayor.

It is essential that every appointment is routed through the Civic Office. Often the Mayor will be approached in person, by letter, over the phone, by representatives of the Charity, or an organisation asking him/her to attend a function. When this happens it is wise to refer the person to the Civic Office, where advice will be given on the availability of the Mayor and on proper procedures. A form will be sent out to be completed and returned. This prevents the possibility of a clash of functions and assists greatly in the planning of the Civic Year.

The Mayor should not accept any invitations verbally. For his/her own safety and for the security of the chain it is essential that the Civic Office has details of the function attended. Business cards are provided with the Civic Services Officer's details and these are to be handed out if the Mayor is approached with an invitation.

The weekly engagement list is issued on Thursday / Friday for the following week commencing on a Monday. It gives details of the venue, dress code, whether a speech is required and whether the Mayor should wear the chain of office (see section 9 of this handbook for guidance on speeches).

The booking form is sent out in response to all invitations, which includes guidance notes for those persons booking the Mayor (**see Appendix 1**). This helps the Mayor to plan a speech and lets him/her know exactly what is expected when he/she

reaches the venue. A summary of the charities supported by the Mayor during 2015/16 (see **Appendix 2**), is also sent to the organisers of events.

An engagement, once accepted, should not be cancelled except for most important reasons. Under no circumstances should an engagement be swapped for a later invitation that is more appealing. The organiser of each event sees their event as being the most important and this must be remembered.

The Mayor should attend **punctually** (but not too early), and be ready to take his/her place at the appointed time, complete with chains and robes if necessary. Failure to do so will mean everybody at the function is affected.

The Mayor should not attend commercial functions where his/her name might be used for advertising purposes, except in cases where it is clearly for the benefit of the Borough.

At dances or other functions that cover a lengthy period, it is not necessary to stay to the end (unless of course, the Mayor is hosting the event...).

Once an invitation has been properly accepted, it should not be cancelled unless there is an extreme emergency. The Mayor (or his Deputy if acting as substitute) must attend punctually wearing the Mayoral chain as appropriate. The timing of the event will have been taken into consideration when drawing up diary worksheets – please endeavour to arrive on time at the agreed place.

Training in chairing skills and a short induction in the civic role programme can be provided upon request.

The Mayor should be in a position to accept 95% of all engagements and the Deputy Mayor should only be expected to be involved in the event of a double booking or during the Mayor's annual holiday, unforeseen illness etc".

4.2 Quality Engagements

The Mayor and Deputy Mayor are asked to look closely at any invitation to attend events outside the Borough and are asked to reduce or eliminate attendance at civic functions of other councils outside Wirral / Merseyside. Local invitations generally take precedence over invitations to visit other councils to attend social/charity events organised by other civic heads.

Invitations to events outside the Borough are often declined when judged by the Mayor that their attendance would be of little or no value to the citizens of Wirral. (Mostly charity events hosted by other civic heads)

5. CHAINS, BADGES & ROBES

5.1 General Principles

The general rules for the wearing of the Robes, Chain of Office (which includes badge), are set out below.

The Mayor should not wear the Chain of Office outside the Borough boundary without the express permission of the Council being visited. The Civic Office will offer advice when appropriate.

In attending events, ceremonies and services, the civic 'team' should take into consideration diversity, and the customs, traditions and religious representation of others.

The Mayor wears the Chain of Office:

- At all meetings of Wirral Borough Council;
- At other meetings over which he may be asked to preside as the Chairman of Wirral Borough Council;
- When hosting social occasions within the Borough;
- When attending formal civic functions within the Borough;
- When representing the Council at any formal occasion within the Borough;
- At any other occasions when it is appropriate that he/she should do so in the interests of the status and dignity of the office of Mayor of the Borough of Wirral.

The Badge of Office is normally worn when attending social occasions within the Borough, or when invited as a guest of other civic leaders outside the Borough, unless otherwise requested.

The Deputy Mayor will, when deputising for the Mayor, wear the Deputy Mayor's Badge of Office and for the purpose of civic protocol will generally be accorded the same status as the Mayor.

The rules governing the wearing of the Mayoral insignia varies from council to council. Wirral Borough Council adopts the advice contained in Shaw's publication "Civic Ceremonial" and the following guidelines are in place:

5.2 Functions where robe and chain appropriate

Functions when the robes and chain are appropriate include:

- Public functions within Borough of Wirral attended by a member of the Royal Family (subject to arrangement with the organisers);
- Ceremonial Council Meeting - held in May;
- Civic Church Services;
- Civic wreath laying ceremonies;
- Greeting High Court Judges;
- Mayor's official reception;

- Festivals of Remembrance.

5.3 Functions where chain is appropriate

Functions when just the chain is appropriate include:

- Meetings of the Council;
- Functions outside the Borough of Wirral attended by a member of the Royal Family (providing the permission of the relevant Mayor is obtained);
- Civic receptions;
- Receiving or entertaining parties of visitors to either of the two Town Halls;
- Civic receptions in other towns (by agreement);
- Complimentary Dinner in honour of the Outgoing Mayor;
- Meetings where the Mayor presides or officiates;
- Opening conferences of organisations of a public character;
- Opening exhibitions arranged by organisations of a public character;
- Official University/College functions and ceremonies including Degree ceremonies;
- Speech days and school prize-giving's and open days;
- School sports days;
- School carol services;
- Memorial services;
- Hospital visits;
- Military services;
- Inspections of units and depots of the armed forces;
- Bazaars, carnivals, etc.

5.4 Chain (and Badge) – Safe Custody Guidelines

The Council has agreed the following guidelines for the safekeeping of the Civic Regalia. The Mayor and Deputy Mayor must read these carefully and adhere to them. If there are any doubts, please contact one of the Civic Offices.

Responsibilities

The Council will:

- Maintain insurance cover for all civic regalia under the Corporate 'All Risks' Insurance Policy;
- Be responsible for the maintenance of the regalia including any damage or wear and tear, etc.

The Mayor will:

- Ensure the specific conditions of the Council Insurance are followed as outlined in the guidance below; and
- As far as is practical follow the other guidelines as to the safe custody of the regalia.

Specific Conditions of the Insurance:

- The regalia must not be left in an unattended vehicle unless all the doors, windows and other means of access have been secured and locked and all keys to the vehicle removed to a place of safety and the regalia is placed in the boot of the vehicle or is otherwise out of sight.

Other practical measures:

- The regalia, unless being worn, will be retained by the Civic Office, and will be kept under lock and key in the safe provided by the Council for that purpose;
- The Mayor should normally only wear the regalia on arrival at a function. In any event the regalia should be kept covered in public areas. The Mayor should seek advice from the Civic Office if this arrangement is not convenient;
- The regalia should not be left unattended;
- The regalia should not be cleaned with anything other than a soft cloth. Any damage or wear and tear should be reported to the Civic Office as soon as possible;
- Regalia should not be loaned or placed in the custody of any other person other than the Civic Office;
- The Mayor and Deputy Mayor should inform the Civic Office immediately if their Chains of Office are lost, mislaid, stolen or otherwise missing in order that the Council's insurers can be informed.

The Council has agreed a set of guidelines for the custody and safekeeping of the Civic Regalia. In essence the regalia should at all times be treated with care, not only when being worn but giving thought to where it's worn.

The Mayor and Civic Office should ensure that additional appropriate insurance is obtained when the chain is to be transported overseas.

5.5 The Wirral Mace

The Wirral ceremonial mace is a highly ornamented staff of gold on silver, carried before the Mayor in civic ceremonies by a Mayoral Attendant, intended to represent the official's authority. The mace, as used today, derives from the original mace used as a weapon. The Wirral ceremonial mace tends only to be used at key occasions such as Council meetings, Civic Sunday, Remembrance Sunday or other Military events where the Mayor will be taking the salute, or leading a procession. Additional guidance as to whether the mace is required may be found in the information / protocols relating to specific events listed in **Appendix 4** to this handbook.

6. CLOTHING

6.1 General Principles

The Civic Office will offer advice for each civic engagement if it is not clear from the invitation however; the following is suggested as a guide.

6.2 Gentlemen

For Gentlemen it is useful to have at least three lounge suits and one dinner suit with, perhaps, a light suit for summer as when wearing the Mayoral robes it can get very hot. To enable the chain of office to sit correctly on the shoulders it is advantageous for two loops to be sewn into the seam of the shoulders of the jackets and then the chain can be tied in place using a thin piece of ribbon. Advice is included on the weekly engagement sheet of the dress code for each engagement.

Tradition favours a lounge suit, usually black, dark grey or navy.

Dinner jackets are usually worn for important dinners.

A good quality dark overcoat and/or raincoat for inclement weather are advisable.

The Mayor is recommended to invest in the following items:

- 3 lounge suits
[Light weight suit for summer wear]
- 1 dinner jacket and trousers
- An appropriate tie to go with the lounge suits
- Bow tie to go with the dinner jacket
- 6 white shirts
- 1 evening shirt

6.3 Ladies

Hats should not be worn to functions after 6pm unless the function is a church service.

The general advice is to dress “up” rather than “down” i.e. wear a suit, skirt or trousers rather than casual dress. Civic occasions should be regarded similar to a wedding with a dressy suit or jacket and dress, sari or other traditional outfit.

For evening wear a cocktail dress is advisable, this can be knee length however long dresses are occasionally worn.

It is traditional for ladies to wear a hat for church services however it is entirely at the discretion of the Mayoress.

The Mayoress should always wear her chain.

6.4 Chains

The Chains of Office are heavy and have “claws” to correctly position into any jackets worn on a regular basis to avoid damage to clothing.

When wearing official Robes and Hats, the Mayor should remove his/her hat when:-

- Acknowledging Salutes;
- During the playing of the National Anthem;
- In the presence of a member of the Royal Family;

- During March Past, the Mayor should remove and replace his/her hat;
- From 'eyes right/left' to 'eyes front' command.

It is not appropriate to wear any floral decorations, other than a poppy, whilst wearing the Chains of Office. The Mayor on occasion may be offered a buttonhole, lapel badge or ribbon whilst attending a function. It may be acceptable to wear it until the end of that engagement and remove it before attending the next one.

7. CIVIC OFFICE / SUPPORT STAFF

7.1 What We Do

It should be stressed that the Mayoral Staff are employees of the Council and for all disciplinary and grievance matters, responsible to the Committee and Civic Services Manager. The Mayor has no disciplinary responsibilities, powers or functions in relation to these employees, and should make any report or complaint about their behaviour in the first instance to the Committee and Civic Services Manager who is their responsible line manager.

Through past experience, the Civic Team respects the fact that all Mayors are different, in terms of their personalities and requirements. It is their job to establish a Mayor's requirements and change their working practices to meet those requirements.

In order to meet these requirements, communication will be essential; the Civic Team value feedback. They aim constantly to improve by listening to their customers.

Obviously, the "civic door" will always be open to enable issues to be discussed, but it is useful to remember that it is more practical to discuss matters at arranged meetings rather than constantly "popping in".

It is important to ensure there is regular liaison with the Committee and Civic Services Manager to ensure the Mayor is aware of matters pertaining to the Council which may impact on the way that his/her duties are carried out. (At the commencement of the Mayoral Year, a meeting will be arranged for the Mayor (and Deputy Mayor) to meet the Civic Office team).

Operational support on a day-to-day basis is provided by the Civic Office. When necessary, for example with larger events, project teams are established to assist the Mayor.

7.2 Support Details

Details of the specific support provided by the Civic office are:-

- Provide a copy of the Handbook;
- Provide day to day secretarial and administrative support
[While messages for the Mayor can be taken by the Civic Office, the Office cannot undertake constituency work on behalf of the Mayor];

- Deal with correspondence and draft letters for the Mayor's signature
- Manage the Mayor's civic diary;
- Receive and follow up invitations,
- Provide thank you cards for the Mayor to complete when appropriate;
- Provide appropriate stationery;
- Provide advice to the Mayor's charity appeal (if required);
- Advise on civic dress and protocols;
- Assist with speeches by liaising with others to obtain information;
- Advise on acceptance of engagements;
- Arrange briefings;
- Provide and receive background information on events;
- Update the website in respect of Mayoral matters, including the Mayor's diary;
- Take into account the Mayor's well-being, safety and security;
- Maintain, insure and purchase civic regalia;
- Arrange appropriate training for the civic 'team';
- Organise civic functions i.e. those hosted by the Wirral Mayor:
 - Issue invitations
 - Arrange accommodation
 - Arrange menus, catering, seating, sound, floral displays, press, photographs, car parking, processions
 - Preparing order of service
 - Arranging civic awards and gifts
- Arrange occasional events;
- Provide the Mayor's Chaplain with guidance in relation the duties of the Chaplain;
- Provide such other support that is necessary and appropriate;
- Mayor's Christmas cards – it is usual that the Mayor decides on arrangements for his Christmas message. Cards / e-Cards / charity donations – staff involvement is minimal.
- Ensure there is regular liaison with the Head of Legal and Member Services, the Cabinet Member responsible for Civic Affairs and the Committee and Civic Services Manager to ensure the Mayor is aware of matters pertaining to the Council which may impact on the way the Mayor's duties are carried out. (At the commencement of the Mayoral Year, a meeting will be arranged for the Mayor and Deputy Mayor).

Note: All liaisons with local press are undertaken via the Council's Press Office.

Briefings will also be arranged with other officers on matters of interest or on issues that arise relevant to the Mayoral duties.

7.3 Photograph

At the time of appointment, a photograph of the Mayor will be arranged (wearing Robes and Civic Chains) for display outside the Mayor's Parlour at Wallasey Town Hall. All costs relating to the photograph and framing will be paid from the Civic Budget.

7.4 Useful Contact Information

Name	email	Phone
Committee and Civic Services Manager		
Shirley Hudspeth	shirleyhudspeth@wirral.gov.uk	0151 691 8559
Mayor's Office		
Sue Carroll	suecarroll@wirral.gov.uk	0151 691 8527
Sonia Norman	sonianorman@wirral.gov.uk	0151 691 8525
Attendant		
Nick Greenlees	nickgreenlees@wirral.gov.uk	x8527 or 07776 497119
Casual Attendants		
Tony Hope	anthonyhope@wirral.gov.uk	x8255 or 07414 107407
Patrick Sebastian	patricksebastian@wirral.gov.uk	x8424
Paul Stead	paulstead@wirral.gov.uk	x5478 or 07730 008292

7.5 Familiarity

Due to the nature of the engagements and the time that the Civic staff spends in the company of employees, it can be difficult in avoiding familiarity. On all occasions staff will refer to the Civics and their partner/consort by their titles.

It is essential that any discussion about managerial issues are not entered into with the Civic staff themselves, as these are the responsibility of the Chief Executive and the Committee and Civic Services Manager.

On Civic occasions the Mayor will always be addressed as "Your Worship" or as "Mr. Mayor/Madam Mayor" and the Mayoress as "Mayoress".

Familiarity will be at the discretion of the Mayor.

8. MAYORAL TRANSPORT

8.1 When the car can be used

The Mayor's transport can only be used by the civics when undertaking official duties.

"An official engagement is one for which an official invitation and Information has been received by the Civic Office".

If a chauffeur is asked by a Mayor to take him/her to a destination that is **NOT** shown on the Mayor's Engagement sheets, and the chauffeur has not received notification

of this further engagement from the Civic Office, then the chauffeur must inform the Mayor that neither he/she or the car will be covered by insurance if he/she takes the Mayor where he/she have asked, the chauffeur must then contact the Civic Office to gain approval.

The Mayor's transport is not available for private use (i.e. shopping or visits to relatives) or for activities associated with being an elected Councillor. Should the role of Mayor and Councillor occur on the same day; every effort will be made to reduce any inconvenience if possible. It is essential, if the non-political role of the Mayor is to be preserved and public cynicism to be abated, that there is a rigid and understood rule between a Member's role as a Councillor and that as a Mayor.

The Mayor's transport is for use by the Mayor and his/her Lady/Consort – the Insurance Section advise that there can only be a maximum of five persons, including chauffeur in a car. The insurance will be invalid if this is exceeded.

For insurance reasons it is not possible to offer lifts in the car.

The Mayor's transport must be used for official functions only, other passengers being limited to official guests. The post-holder will be expected to make other arrangements for attending non-official functions.

When using the Mayor's transport, seat belts must be worn at all times and smoking is not allowed.

Occasionally where there may be a conflict of the Mayor's and Deputy Mayor's calendars, or two concurrent events, or high profile event requiring civic representation, the current practice is to hire a rental vehicle. There is a limited budget for this and this must be carefully managed.

The Mayor / Deputy Mayor, guided by the Civic Services Officer agree in advance on those events that require the use of a car. The Mayor should be aware that the budget provision should not be exceeded without prior discussion with the Civic Services Officer. The means of transport should reflect the degree of formality/informality of the event.

8.2 Using Own Car

There will be times when the Mayor or Deputy Mayor may use his/her own car, a mileage claim can be submitted.

9. SPEECHES

9.1 General Principles

The Civic Office will not write the Mayor's speeches.

There are no requirements for the job, other than to have the confidence of the Council, but speech making is an integral part of the duties. The Civic Office will

assist, if requested, to draw up a standard or specific speech, or to arrange typing support for any speeches drafted by the Mayor.

Speeches will come across much better if:-

- they are written in the Mayor's own words (adapted from the Civic Office notes); and
- if the speaker has read the speech through, ideally, practised it aloud and generally familiarised himself/herself with it. This also helps put the speaker at ease which will lead to better clarity and delivery.

The Mayor is a high profile ambassador for the Council and so it is important that he/she makes the best impression possible at all public engagements. If lacking in background information for a particular engagement he/she can ask the Civic Office to provide more research. Similarly if help is required to improve public speaking skills this can easily be sourced, something which is strongly recommended for all.

9.2 Being prepared to Speak

Please read all the information provided prior to attending an appointment and make sure you are fully prepared.

It is inevitable that the Mayor will be asked to speak on occasions without notice. To handle situations like these, please remain calm and follow the pointers below.

9.3 Making a Speech

Overcome any fears by taking deep breaths in through the nose and out through the mouth, do not worry about the fear as it needs to be there, always be prepared, try to forget the audience and be in charge when speaking.

Helpful hints to ensure that the Mayor is always prepared to speak with little notice, prepare a standard short speech that can be used at any function i.e.

- I thank you for this kind invitation;
- There has always been a high rapport between your organisation and the Council and long may it continue; and...
- Thank you...

9.4 When Speaking

Look pleased about having to speak, and remember the points made earlier about representing the Borough.

- Do not partake in a large quantity of alcohol (keep a clear head);
- Speak clearly and slowly;
- Smile when you speak;
- Be enthusiastic;
- Look at your audience, eye contact is very important.

10. CHARITY

10.1 Civic Office Support

It is the Mayor's responsibility to lead in any fund raising initiative on behalf of various charities. Bear in mind that staff resources are limited, and also restricted (for certain tasks) by audit rules and regulations.

All administrative functions related to the Mayor's charities must be undertaken by the appropriate officers of the charity in question and not by the Mayor or the Civic Office.

It is expected that the charities will undertake all fund raising and its administration, as the Council does not have the staffing resources to support this type of activity. However, staff in the Civic Office is happy to advise the charity as to the suitability of events, appropriate procedures and matters of protocol if required.

It is not possible for the Civic Office to undertake this role (fundraising), although Civic staff will undertake to be the custodian of any funds raised. The secretarial roles involving the organisation of any specific Mayor's Charity event is undertaken by the Charity Committee.

Unfortunately the Civic Office does not have the staff resources to act as fundraisers, but assistance can be given in other ways:

- By adding the details of the charity or charities on Civic Engagement Forms;
- By asking for a donation to the Mayor's charity or charities when he/she is asked to open or attend commercial premises.

On advice from audit officers, official officer support must be kept to a minimal level.

The Civic Office will not act as Charity Committee Secretary and cannot act as lead organiser, as their focus is upon the Council's civic programme and Mayoral support rather than upon the Mayor's charities. Exceptions to this ruling, forming a regular part of the Civic Calendar may include:

- Golf Event
- Charity Ball
- Spotlight on Youth
- School Quiz
- Tea Dance

10.2 Mayor's Charity - Cautionary Note

A note of caution, the primary role of the Civic Office is to ensure the smooth running of the Civic Events and Office of the Mayor and not charity events. Staff will attempt to support the Mayor but in looking at charity events, thought must be given to how the Mayor can organise these without always assuming that the office will be able to staff and organise them.

The Civic Office may be a Trustee of the Mayor's charity and may act as the Treasurer for the committee.

10.3 Choosing a charity

The Mayor may wish to adopt a Charity (or several charities) for the Mayoral Year and it has usually been the practice to do so. It must be stressed that such an undertaking is secondary to the function of the Mayor (as detailed above) and therefore the setting of fundraising targets is to be avoided. This is because the use of monetary target can lead to the 'Mayor's Charities' becoming almost an overriding preoccupation of the Mayoral Year, which can detract from the role as well as requiring significant administrative support. This is not intended in any way to denigrate the remarkable fund raising achievement of some previous Mayors but in the light of experience it is suggested that the Mayor adopts existing Charities rather than creates a specific Charity.

10.4 First actions for a new Mayor

Choose a charity or charities to be supported during the year. Make sure the charities have enough volunteers to run the Charity Committee for the year and help arrange/support fundraising events.

Set up the Charity Committee for the year, including nominating the chairman and secretary.

It is the Mayor's responsibility to convene his or her Charity Committee at the start the Mayoral Year – preferably, the committee members will have been identified earlier, once the Mayor-Elect is identified.

It is normal practice that the Mayor names their chosen charities at the beginning of the Mayoral Year. Additional charities may be added during the year at the Mayor's discretion.

Throughout the year money is received for these charities, and each contribution is recognised by an official receipt and letter from the Mayor to the donor via the Civic Office, who also monitors the charity account".

The Mayor is the only Civic to select a charity or charities to support during his/her Year in Office.

At the end of the Year in Office cheques will be drawn for the charity or charities supported and presentations by the Mayor will be arranged. (Owing to financial

practice it is not usually possible to declare the definitive final fund totals raised at the time of the outgoing Mayor's retiring speeches).

10.5 Guidelines for Mayor's Charity Committee

The Civic Services Officer will meet with the Mayor-Elect as soon as possible to discuss the selection of a charity.

When choosing a charity, the incoming Mayor should bear in mind that practical help is needed for running events of any description as well as promoting and selling tickets. The number of representatives who attend the committee meetings should be kept to a minimum and other help called upon when needed. Charities based locally often prove to have more volunteers willing to help. At least one member of the committee should have some experience in fund raising and it is advisable to find someone willing and able to take on the role of secretary.

Having chosen a charity, the Mayor will then call the inaugural meeting. A representative from the Civic Office who acts as Treasurer will bank any funds received, pay bills as required and report financial statements to the Committee. The Treasurer and the Committee and Civic Services Manager are able to sign cheques on the Mayor's Charity Fund Account which has been set up by the Borough Council and which is balanced off at the end of each Mayoral Year.

The committee will discuss ideas for a completely new programme of events for the forthcoming year. Once an outline programme of planned events is agreed the Secretary of the Committee should check the availability of the Mayor and, where necessary, through the Civic Office book the rooms needed for each proposed event.

If a major event is planned such as, for example, a Mayor's Ball, this should be referred to the Civic Office who have expertise at planning large scale events and a member of staff will be designated to be part of the working party set up to run this event.

All printing of tickets, posters, menus etc. should be shown to the Civic Office for approval.

The Charity Committee must be responsible for ensuring that sufficient people are available to run any event including buying the provisions required and probably making the coffee on the day or running stalls. They will also need to find sufficient tombola/raffle prizes for events and actively help to sell tickets and promote every charity event.

It is normal for the Mayor to report to Council at the Annual Meeting the results of the charity appeal during the year (recorded in the minutes) and make a presentation to the charity just prior to the end of the term of office.

11. GIFTS

11.1 Receiving

The Mayor should treat with extreme caution any offer of gift, favour or hospitality that is made. The person or organisation making the offer may be doing, or seeking to do, business with the Council or may be applying to the Council for planning permission or some other kind of decision.

An individual is personally responsible for all decisions connected with the acceptance or offer of gifts or hospitality and for avoiding the risk of damage to public confidence in local government.

Generally minor tokens of goodwill or flowers can be accepted as personal gifts. The Members' Code of Conduct also states:

“A member must within 28 days of receiving any gift or hospitality over the value of £25, provide written notification to the Authority's Monitoring Officer of the existence and nature of that gift or hospitality.”

(Council Constitution - Member's Code of Conduct, para. 15.1)

Advice on gifts and hospitality can be obtained from the Committee and Civic Services Manager.

Arrange for letters of thanks to be issued. Gifts may not be retained by the Mayor either during their Mayoral Year or after and shall be passed to the Civic Office who shall manage such gifts on behalf of the Council.

11.2 Giving

The Civic Services Officer obtains civic gifts, as required. These are used upon the following types of occasion:-

Gift purpose	Typical example of a gift which may be given (this list is for guidance only)
To recognise the contribution of retired and non-elected councillors who have served for a considerable length of time or have served as Mayor	Possibly a glass paperweight, crystal glasses, china plate or a crystal bowl bearing an inscription such as “For services to Wirral Borough Council”. The type of gift will reflect the length of service. For a particularly long-serving councillor, a specific gift with a personal engraving might be appropriate. The Mayor will be consulted about the gift to be offered.
Ambassadors and other visiting dignitaries representing a city elsewhere	Possibly a wooden shield or paperweight

Gifts taken to the Council's twinned and friendship cities during official visits	Possibly a clock or other suitable item, engraved with the crest.
Presentations upon an occasion such as the wedding of an important local dignitary	Possibly a glass paperweight, crystal glasses, china plate or a crystal bowl bearing an inscription.
Small gifts for visitors such as volunteer organisations, youth organisations, etc	Badges, pens, pennant, literature, etc

12. BUDGETS

12.1 Mayor's Hospitality Budget

The Mayor's hospitality budget is very limited and the Mayor should be wary of promising hospitality to any group or organisation (including other Council Departments) without first discussing the possibility with the Civic Office.

Alcoholic drinks are only provided in the Mayor's Parlour and civic rooms for distinguished guests or VIPs at Civic Receptions. Drinks will not be provided for the Mayor's personal guests – any such drinks must be procured / paid for by the Mayor from the Mayor's personal allowance.

13. CHAIRING COUNCIL

13.1 The Mayor (or in his absence, the Deputy Mayor) shall undertake the following duties:

- to determine that meetings of the Council are properly constituted and that a quorum of members is present;
- to be informed as to the business and objects of meetings;
- to preserve order in the conduct of those present;
- to confine discussion within the limits required by the business to be determined and within a reasonable period of time;
- to rule on the admissibility of motions and amendments put in debate by the Members of the Council (following advice from the Head of Legal and Member Services);
- to formulate summaries of those issues arising in debate for the consideration of the meeting;
- to adjudicate on points of order and personal explanation raised at meetings and other incidental issues (following advice from the Head of Legal and Member Services);
- to determine the proper and most appropriate method of voting on any question before the Council;

- to put relevant questions to the meeting, secure orderly votes thereon and declare the result;
- to inform the Council whether he or she will vote on any matter to be determined;
- to give if appropriate, a second vote or a casting vote in order to deal with an equality of votes in the circumstances set out in this protocol;
- to adjourn any meeting of the Council should the circumstances justify or require it, having first of all taken such steps to establish that Members of the Council support such an action;
- to read out any motion to exclude the press and public from meetings and to seek the consent of the Council; and
- to sign the minutes.

13.2 Use of casting vote

The Mayor (acting as Chairman of the Council) shall, at all times, have due regard to the requirements of the Council's Standing Orders and statute law concerning the use of a "second" or "casting" vote. The Mayor shall:

- Give a "second" vote (after voting previously on the issue) or a "casting" vote (having not voted previously) on any issue on which there is equality of voting;
- Shall issue a "second" or "casting" vote in favour of the status quo unless there is a legal requirement to vote otherwise than for the status quo;
- May decline to give a second or casting vote if an affirmative vote is not required on grounds of urgency or otherwise and an opportunity will arise to consider the matter again, within a reasonable period;
- Shall, in the circumstances outlined above, explain such a decision to the Council.

The Mayor has a casting vote in addition to his/her own vote and it is essential that this is exercised in the event of a tie at a Council meeting. There is no convention that the Mayor should seek to vote to protect the status quo. The law requires that the Mayor has complete freedom of conscience in exercising his or her casting vote and it is important that discretion is not seen to be fettered”.

13.3 Council Meetings

The Mayor should ensure that he/she is available for all Council meeting dates.

The rules governing meetings of the Council are contained within the Constitution (Rules of Procedure) but are complex. The Mayor should familiarise himself/herself with these (again) before meetings”.

The Mayor’s Personal Views and Representational Role – It should not normally be part of the Mayor’s role to comment on matters before the Council in a way which supports or opposes the issue before the Council. On limited occasions this may be necessary either because of the Mayor’s duty to represent his or her constituents or where personal views are strongly felt.

14. CIVIC CALENDAR

Date	Function	Details
May	Mayor Making	Incoming reception following Part 1 of the Annual Council Meeting - this has a separate budget line. The Civic Office will arrange invitations, food, flowers, engraving, Deputy Mayor's badge and guard of honour.
Monthly	Citizenship Ceremonies	Mayoral attendance at citizenship ceremonies provides added significance to attaining citizenship - attended by the individual, their family and close friends. The Mayor welcomes individuals, delivers a speech and distributes certificates and citizen packs.
June	Armed Forces Day	Flag Raising Ceremony on the Monday before. Mayor takes salute of march past parade on the day (normally a Saturday in late June). Taking place at the flagpole at the front of Wallasey Town Hall - alternatively the Cenotaph in Hamilton Square.
Date may vary – to be agreed with Mayor and Civic Office	Civic Sunday	Guests are invited including all chain gang and HM Lord Lieutenant, all members should attend (with a civic procession often including a band). The service is organised by the Vicar and Mayor's Chaplain. Refreshments are served following the Civic Service.
Usually during the summer months	Mayor's 'At Home'	The Mayor invites Civic Heads of Neighbouring Authorities to visit Wirral. A vintage bus is hired and a tour of Wirral is arranged followed by lunch, usually in the Floral Pavilion.
October	Youth Parliament	The annual Youth Voice Conference and Youth Parliament are held each during Local Democracy Week in October. The Youth Voice Conference involves a series of workshops and hotseating sessions.

November	Remembrance Sunday	11 November or Sunday nearest to - Guests from the Armed Services locally are invited to attend along with Magistrates and Clergy of the Borough. The Borough organises this event on behalf of the RBL. The Civic Office prepares the service. Band (TBC) provide the music and a reception is held in Birkenhead Town Hall following a march past in Hamilton Square. A pre meeting for this is held in August/early September. There is a separate budget code for this event. Approx. 1000 people attend this event.
Usually February/March	Civic Heads Dinner (Wirral Authorities)	Black tie dinner for Civic Heads of neighbouring authorities – held at Wirral Met College.
Usually February/March	Former Civic Heads Dinner	Dinner for former Mayors of the Metropolitan Borough of Wirral - held at Wirral Met College.
Usually February/March	Wirral Awards Dinner	The Wirral Award is intended to confer civic recognition upon individuals or organisations resident or located in Wirral for outstanding achievement within the previous 12 months, or for distinguished service to the Borough over a 20 year period - there is a short presentation followed by a dinner in the Round Room
April	Zeebrugge Raid Remembrance Ceremony	Royal Marines Remembrance of the Raid on Zeebrugge, St Georges Day 23 rd April 1918. Commemorating the action at Zeebrugge 1918 and in memory of fallen comrades – utilising 2 Liverpool Ferry Boats.
April	Annual Tourism Awards Dinner	Lunch and Awards Ceremony in the Floral Pavilion, New Brighton.
Usually April	Civic Ball	Main Civic Event of the year and biggest fund raiser for the Mayor's Charity.

15. OCCASIONAL CIVIC FUNCTIONS

Date	Function	Commentary
n/a	Royal Visits	Royal Visits - in conjunction with the Lord Lieutenant's Office. More work is required from Civic Team and the Borough Council in general.
n/a	Ex Member Presentations	Presentations made to retiring members or members who lose seats following the elections.
n/a	Honorary Aldermen and Freemen	Presentations made to members, ex-members, and the public who attain these positions.
n/a	Staff	Long Service Presentations.
n/a	Royal Garden Party	There is a rota for this – Local authorities are generally offered between 6 to 8 places – shared amongst each political party with the Mayor taking precedence as long as they have not been before.
n/a	Medal Parades, Freedom Parades and Freedom of the Borough Ceremonies	As and when - need to be planned well in advance.
Feb / Mar	Mayor's Cadet	Interviews for the Cadet take place February half term / March. Ensure opportunity is taken to thank Organisations & Cadets for their civic involvement, providing guard of honours and bands at our events. The Mayor's cadet needs to be notified to which events they should be attending.
n/a	National Anniversaries	2014 will be 100 years since the start of the First World War. Events will run until 2019 to commemorate various Centenary Anniversaries of WW1.

16. OTHER CIVIC DUTIES

- Regalia upkeep and insurances - ensuring that if the Mayor is travelling we are covered with the right insurance.

- Mayor's Charity Accounts and Banking - produce annual accounts.
- Town Hall Tours - as and when - these are booked in and usually the Mayor attends. We provide refreshments at the end of the tour.
- Mayor's Robes/Uniforms - maintenance and cleaning.
- Mayor's Christmas Cards.
- Ad Hoc Mayor's receptions - involves presentations and tours of the Town Hall and Borough.
- Artwork in the Town Hall - general up keep and making sure the right paperwork is provided if any are loaned or sent back to the Williamson Art Gallery, Wirral / Merseyside Museums, etc.
- Civic Gifts - purchase and record of stock held.

17. TWINNING

The Metropolitan Borough of Wirral is twinned, or has sister city relationships, with:

- Nowy Sacz, Poland
- Lorient, France
- Gennevilliers, France
- Midland, Texas, USA
- Latina, Italy
- Zeebrugge, Belgium (proposed)

18. FLAG FLYING

18.1 General Principles

The flying of flags may be governed by local custom but guidelines are adhered to for the following:-

The Department for Culture, Media and Sport issue instructions for the hoisting of the Union and other Flags on certain stipulated days such as Royal Birthdays and Saint's Days.

18.2 Occasions on which flags are to be flown at half-mast

From the announcement of the death until after the funeral of the Sovereign, except on Proclamation Day when they are hoisted right up.

The funerals of members of the Royal Family, subject to special commands from Her Majesty in each case.

The funerals of Prime Ministers and Ex-Prime Ministers of Great Britain; and

on the death of:

- An Honorary Alderman
- A Councillor or an ex Councillor
- An Ex-Mayor or Mayoress – from announcement of the death until midday on the day of the funeral
- A Freeman
- A Chief Official

or other occasions by special command of Her Majesty.

NOTES: The **flag of the Borough Council** will be flown at half-mast from the day of notification to the Authority of the death of a serving Mayor or past Mayor of the Council until sunset of the day of the funeral.

In respect of the death of a current or former elected member of Wirral Borough Council, **the flag of the Borough Council** will be flown at half-mast at the Town Hall on the day of the funeral.

It should be further noted that on Remembrance Sunday the Union Flag is flown right up and NOT at half-mast”.

[ADDITIONAL INFORMATION WILL BE ADDED HERE - TO INCLUDE REFERENCE TO A DETAILED PROTOCOL – TO BE CONSIDERED BY STANDARDS AND CONSTITUTIONAL OVERSIGHT COMMITTEE – 4 OCTOBER 2016]

19. ELECTION PURDAH

Special conditions apply to the issue of publicity in the period leading up to elections.

During the period of six weeks or so leading up to an election, the Council must take special care not to issue any publicity that might conceivably be perceived as having the potential to influence the outcome of the poll. Details can be found in the Representation of the People Act 1983, the Local Government Act 1986 and the Local Authority Publicity Code of Recommended Practice published in 2001.

To ensure compliance with the various Acts and Publicity Code, the Council, therefore, enters a period of Purdah in the six weeks leading up to an election where it will avoid issuing any publicity in the name of or associated directly with any Councillor.

The Mayor is strongly advised to ensure the dates of major Civic events such as the Annual Civic Awards are arranged to ensure there is no conflict with the Purdah period.

20. MOBILE PHONES

20.1 General Principles

The Mayoral Attendant has been issued with a mobile phone that is always with him when he is on duty. This means that the Civic Office staff can contact him. In accordance with internal audit rules, the phone is for strictly business purposes only. Other drivers/attendants are expected to carry their own personal mobile phone.

21. FREEDOM of the BOROUGH

Freedom of the Borough will be considered for individuals/groups who have given outstanding eminent service to the Borough over a significant period of years.

22. HONORARY ALDERMAN

Members are invited to consider conferring the title of Honorary Aldermen on former Councillors in recognition of their eminent services in the Borough i.e. in excess of 25 years.

22.1 Background

The Council may by a resolution passed at an Extra-Ordinary meeting of Council confer the title of Honorary Aldermen on persons who have in the opinion of the Council rendered eminent services to the Council as past Members of the Council but who are not then Members of the Council.

22.2 Process

It requires a Council decision to approve this proposal.

In the event that Council gives its approval, an engrossed document together with an aldermanic badge will be presented to the Honorary Aldermen at a Council meeting to be followed by a reception hosted by the Mayor.

22.3 Financial Implications

The cost of purchasing the Honorary Aldermen badges and engrossments, and costs of any receptions, will be minimal and can be met from within existing budgets.

22.4 Statutory Considerations

The process complies with the provisions contained within the Local Government Act 1972.

METROPOLITAN BOROUGH OF WIRRAL

The following information is given for the assistance of organisers of functions attended by the Mayor:-

- (a) **ARRIVAL**
THE MAYOR AND MAYORESS SHOULD BE MET ON ARRIVAL BY SOME RESPONSIBLE PERSON AND ESCORTED TO THEIR PROPER POSITIONS. The Mayor should be addressed as "Mr Mayor". The Mayoress should be addressed as "Mayoress".

If the Deputy Mayor is attending, he should be addressed as "Deputy Mayor". The Deputy Mayoress should be addressed as "Deputy Mayoress".

- (b) **PRECEDENCE**
The Mayor takes precedence over ALL PERSONS in his/her own Borough, including civic heads from other authorities. EXCEPT in the presence of Her Majesty The Queen or Members of the Royal Family and the Lord Lieutenant of the County.

- (c) **SEATING ARRANGEMENTS**
The place reserved for the Mayor should be on the immediate right of the person presiding at the function. This relates only to functions held in Wirral. In other cases, the Mayor should be given seating appropriate to his/her office.

- (d) **SPEECHES**
Please give careful consideration particularly to indicating length of speech by the Mayor.

- (e) **PRESS COVERAGE**
The local press are informed weekly of the Mayor's diary of engagements but it is advised that any organisations wishing for press coverage of their event should make direct contact with the local newspapers.

- (f) **PHOTOGRAPHY**
During the visit we may wish to take photos on behalf of the Mayor. Photographs taken will be stored within Wirral Council's photo library for 5 years. Images may be used in connection with a variety of Council marketing/information literature, on the Council's websites and social networking pages and may also be supplied to the media.

If you are happy to be included within the photo shoot you are not required to do anything further. However, if you would prefer that photographs are not taken please inform the photographer on the day of the visit.

Mayor of Wirral's Charities

For the 2015/16 Municipal Year, the Mayor and Mayoress supported and raised funds for the following three charities:

- Alzheimer's Society Wirral Branch is a small group of local volunteers who devote their spare time to fundraising for the Alzheimer's Society's local dementia support workers and activities including a befriending service and 'Singing for the Brain'.
- Clatterbridge League of Friends was founded in 1954 to raise funds to improve patient amenities and other services. Since then, its volunteers have raised over £1 million for hospitals on the Clatterbridge site.
- North West Air Ambulance Service operates three helicopters, flying 365 days a year, with doctors and paramedics on board to provide emergency medical treatment when time is critical and pre-hospital care is needed to make a life changing difference.

For the 2016/17 Municipal Year, the Mayor and Mayoress will support and raise funds for the following:

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WIRRAL

Additions : 1974 [Bebington](#) (Borough), [Birkenhead](#) (Borough), [Hoyle](#) UDC, [Wallasey](#) (Borough)



Official blazon

Arms : Vert issuant from the base a Trident erect pendant therefrom by the strings a Bugle Horn Or all between two Flaunches Argent on each two Bars wavy Azure.

Crest : On a Wreath of the Colours within a Crown Palisade Or upon a Red Sandstone Rock between two Sprigs of Bog Myrtle (*Myrica gale* Linnaeus) an Oystercatcher (*Haemotopus ostralegus*) rising proper.

Supporters : On the dexter side a Lion Gules gorged with a Collar dancetty of two points downward Argent and on the sinister side a Lion Argent gorged with a like Collar Gules each holding aloft in the interior forepaw a Crosier head outward Or.

Motto : 'BY FAITH AND FORESIGHT'

Origin/meaning

The arms were officially granted on August 10, 1976.

The shield like that of Hoyle, symbolises the Wirral peninsula, with a green background between white and blue waves for the Mersey and Dee estuaries. The central charge is the trident from the crest of Wallasey, epitomising the

varied maritime activities of the Wirral - ports, shipbuilding, ferrying, fishing, sailing and seaside holiday resorts. Suspended from the trident is a conventionalised representation of the Wirral Horn, seen in the arms of Wallasey and the device of Wirral UDC. This recalls the tenure of the Master Forestership of the Forest of Wirral by 'cornage' the actual horn eventually coming to the Stanley family.

Above the shield is the closed helm proper to Civic Heraldry, with its twisted crest-wreath and decorative mantling in the green and gold of the shield, typifying the rural parts of the Wirral and the sands of the coastal area. Upon the wreath is the crest, symbolising some of the special natural features of the Wirral. On a sandstone rock representing the islands and the rocky areas of the middle of the peninsula, is the oystercatcher from Hoylake's crest, the bird that is seen in huge numbers on the Deeside area particularly. Flanking the rock are two sprigs of the Bog Myrtle or Sweet Gale, typical of the area and the whole is enclosed within a gold 'palisado' crown - a coronet of palings signifying protection of these distinctive features of the district. Five points indicate the five areas of the Borough.

The supporters represent the main early influences in the history of the Wirral. On the left is the red lion of Randle Meschines, Third Earl of Chester, who formed the entire Hundred of Wirral into a Forest administered by the Master Foresters from Storeton in the modern Bebington area. The crosier in the lion's paw represents St Werburgh's Abbey at Chester, whose manors, churches or lands in Wirral included Bebington, BronBorough (site of an earlier Saxon monastery), Eastham, Childer Thornton Raby and Neston, all or parts of which were also in Bebington Borough.

On the other side is the white lion of the Masseys, founders of Birkenhead Priory, in whose arms, as in those of the former County Borough, the lion and crosier appear, though in the Civic Heraldry the colour of the lion was changed. The white lion is also that of the Domvilles who held Brimstage in Bebington.

For necessary distinction, each lion wears a collar in the form of a letter W, white on the red lion and vice versa.

The motto, By faith and foresight, a good principle for a new authority is suggested by words in the mottoes of Birkenhead (Fides - 'Faith') and Hoylake (Prospice - 'Look ahead')

Mayor's Attendant Key Events Check List / Protocol

Event: Mayor Making Ceremony

Date: Annual Event

Location: Wallasey Town Hall, Brighton Street CH44 8ED

	Yes / No	Comments
Mayoral Car	Yes	See job sheet for timings
Robes	Yes	
Chains / Evening Jewels	Chain	Past Mayor's medal required
Mace	Yes	
Mayoress / Consort in attendance	Yes	
Mayor's Cadet	Yes	x2 (outgoing and new Mayor) parents to attend ceremony

Introduction:

The Mayor is always a serving Councillor, elected by the Full Council at its Annual General Meeting (or Annual Council) held each May, and stands for one year in office. The Mayor is the first citizen and chosen representative of Wirral, acting as a focal point for community and civic life.

Prior to taking office, the Councillor (Mayor Elect) will have served a year in the role of Deputy Mayor, and may be well known to the Mayoral Attendant having acted as stand-in for the Mayor at events during this time.

The Mayor Making ceremony is well scripted, and a copy for the 2015 event (held at Wallasey Town Hall) is available from the Civic Office, with the relevant Attendant duties highlighted. Past Mayor Making ceremonies have taken place at other venues in the borough e.g. The Floral Pavilion, New Brighton (2014).

The ceremony is followed by an 'invite only' buffet & drinks event hosted by the newly installed Mayor.

Note: The ceremony forms 'Part One' of the Annual Council meeting business (Part Two – committee appointments etc - takes place the following evening).

Attendant - Specific Duties

The Mayor's attendant will:

- Ensure the outgoing Mayor is at Wallasey Town Hall at the appointed time.
- Robe the Mayor – in the Mayor's Parlour.

- Formally announce the entrance of the Mayor. ***“Ladies and Gentlemen, please be upstanding for the Mayor of Wirral, Councillor xxxx xxxx”***
- Set the Mace in position.
- Nomination Ceremony takes place.
- The attendant will escort the Mayor Elect from the Civic Hall, and to the Mayor’s Parlour for robing.
- Formally announce the entrance of the Mayor Elect. ***“Ladies and Gentlemen, please be upstanding for the Mayor of Wirral, Councillor xxxx xxxx”***
- Acceptance of Office Ceremony takes place (this will include the attendant assisting investing the New Mayor with their chain of office)
- Lead the Mayoral procession (New Mayor and Mayoress, Deputy Mayor and Mayoress / Consort and the Retiring Mayor and Mayoress / Consort from the Hall to the Mayor’s Parlour.

Note: so there is no need for the Retiring or New Mayors to memorise anything scripts are provided (they may be nervous about this).

**A FULL SCRIPT OF THE 2015 CEREMONY
AND ITINERARY IS AVAILABLE
FROM THE CIVIC OFFICE**

**ALL ARRANGEMENTS MUST BE CONFIRMED
WITH THE CIVIC OFFICE PRIOR TO EVENT**

Mayor's Attendant Key Events Check List / Protocol

Event: New Councillors 'Swearing In' Ceremony

Date: Annually - immediately after Local Authority Elections (when held, and if applicable)

Location: Wallasey Town Hall, Brighton Street CH44 8ED

	Yes / No	Comments
Mayoral Car	Yes	See job sheet for timings
Robes	Yes	No headgear
Chains / Evening Jewels	Chains	
Mace	Yes	
Mayoress / Consort in attendance	No	
Mayor's Cadet	No	

Introduction:

Once elected, the appointment as councillor will become effective on the fourth day after the election. Individuals may not act as Councillor (this includes attending and voting at meetings) until they have signed the declaration of acceptance of office. By signing the declaration, they agree to follow the local authority's Code of Conduct.

The declaration must be made within two months from the day of election. If the individual fails to submit their declaration by this deadline, the seat will be declared vacant and a by-election will be held.

It is Wirral's practice that the Mayor will receive Councillor's oaths and oversee the signing of the declarations, with the Chief Executive and Head of Legal and Member Services in attendance.

Attendant - Specific Duties

The Mayoral attendant will:

- Ensure that the room (normally the Council Chamber) to be used for the purpose is prepared and all relevant documentation (including religious texts / bible etc.) is provided by Legal and Member Services or the Mayor's Office.
- Ensure the Mayor is at Wallasey Town Hall at the appointed time.
- Robe the Mayor – in Mayor's Parlour.

- Once all are seated, attendant will formally announce the entrance of the Mayor. ***“Ladies and Gentlemen, please be upstanding for the Mayor of Wirral, Councillor xxxx xxxx”***
- Mayor will give a short introduction, Head of Legal and Member Services will advise. The new Councillors will be called individually to sign their declarations and receive documentation packs from the Mayor.
- Refreshments may be served*, after which the attendant will escort the Mayor from the room, and to a private area for de-robing.

***ALL ARRANGEMENTS MUST BE CONFIRMED
WITH THE CIVIC OFFICE PRIOR TO EVENT**

Mayor's Attendant Key Events Check List / Protocol

Event: **Citizenship Ceremony**

Date: Monthly (or as arranged by the Senior Registrar in consultation with the Mayor's Office)

Location: Birkenhead Town Hall, Hamilton Square CH41 5EU

	Yes / No	Comments
Mayoral Car	Yes	See job sheet for timings
Robes	Yes	No headgear
Chains / Evening Jewels	Chain	
Mace	No	
Mayoress / Consort in attendance	No	
Mayor's Cadet	No	

Introduction:

Citizenship ceremonies give added significance to attaining citizenship and provide an occasion at which the applicant, their family and close friends, can celebrate a life defining moment.

The final step on the journey to becoming a British citizen, every applicant for British citizenship is required to swear an oath of allegiance to the Crown and make a pledge to uphold the values and laws of the UK. Wirral wishes the ceremonies to be enjoyable and meaningful events. The Mayor attends each ceremony in order to give a local feel to the event.

Wirral's cultural diversity is a cause for celebration and the citizenship ceremonies are an opportunity for the Council to welcome new citizens to the City, whilst reinforcing the fact that becoming a citizen carries with it both rights and responsibilities. The ceremonies help encourage new citizens to play an active part in the community.

It also provides the local authority with an opportunity to welcome their new citizens into the community and encourage participation in the democratic process.

Attendant - Specific Duties:

The Mayor's attendant will:

- Ensure the Mayor is at Birkenhead Town Hall at the appointed time.

- Robe the Mayor – at home / or in private room in the Registrar’s office area. Once robed, the Mayor may wish to informally meet those taking the oath prior to the ceremony.
- Whilst the Mayor is meeting oath-takers ahead of the ceremony, the attendant will ensure the appointed room is set out, ensuring that the portrait of the Queen, Union Flag, gifts, citizen packs, (and any p.a. music equipment – if used) are in position / available.
- Liaise with the relevant Registrar who will be leading the ceremony to confirm numbers and any last minute / special arrangements.
- Once all oath-takers (and family members) are seated, formally announce the entrance of the Mayor. **“Ladies and Gentlemen, please be upstanding for the Mayor of Wirral, Councillor xxxx xxxx”**
- The Mayor will give a short introduction, Registrar will lead the ceremony, and once sworn, the new ‘citizens’ will be called individually to receive their certificates, citizen packs and gifts from the Mayor.
- When all certificates have been distributed, those wishing to have their photographs taken with the Mayor will have the opportunity to do so. Attendant may be called upon for this...
- The attendant will escort the Mayor from the room, and to a private area for de-robing.

The Declaration (for information)

All new citizens will be asked to either swear the oath or affirm the oath. The choice is down to the individual (you may be asked about the content).

Swearing the Oath:

I (full name) swear by Almighty God that on becoming a British citizen, I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, her heirs and successors according to law.

Affirmation:

I (full name) do solemnly, sincerely and truly declare and affirm that on becoming a British Citizen I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, her heirs and successors according to law.

Both those who are swearing or affirming will then make the **pledge of commitment:**

I will give my loyalty to the United Kingdom and respect its rights and freedoms. I will uphold its democratic values. I will observe its laws faithfully and fulfil my duties and obligations as a British citizen.

The order of the day and both the oath and the pledge will be provided to individuals ahead of the ceremony. Both are repeated by the group after the registrar, so there is no need for the new citizens to memorise anything (they may be nervous about this).

**ALL ARRANGEMENTS MUST BE CONFIRMED
WITH THE CIVIC OFFICE PRIOR TO EVENT**

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Mayor's Attendant Key Events Check List / Protocol

Event: Zeebrugge Raid Remembrance Parade

Date: 24 April 2016 (tbc)

Location: Seacombe Ferry Terminal, Wallasey **CH44 6QY**

	Yes / No	Comments
Mayoral Car	Yes	See job sheet for timings
Robes	Yes	
Chains / Evening Jewels	Chain	
Mace	tba	Varies – dependent on parade arrangements
Mayoress / Consort in attendance	Yes	
Mayor's Cadet	Yes	

Introduction:

Royal Marines Remembrance of the Anniversary of the Raid on Zeebrugge, St Georges Day 23rd April 1918. Commemorating the action at Zeebrugge 1918 and in memory of fallen comrades.

In 1906 two new ferryboats came into service on the Mersey, the 'Iris' and the 'Daffodil'. They were twin screw steamers capable of handling 1,735 passengers apiece.

They were built on the Tyne by Roberts Stevenson and Company and towed to the Mersey to have their engines fitted by D. Rollo and Sons. They had a single funnel and mast with three separate saloons on deck. The navigation boxes were carried on a flying bridge. The 'Iris' was 491 tons while the 'Daffodil' was 482 tons; both were 159 feet in length. Little did anyone realise that these two little craft were to sail into history on St Georges Day 23rd April 1918, while acting as landing craft and tug boats for the landing parties on HMS Vindictive in the raid on the Mole at Zeebrugge. After this operation these two ferries were awarded the honour of carrying the prefix 'Royal' linking them forever with their passengers on the raid the 'Royal Marines'. Battered and shell pocked the two ferries survived and later returned to service on the Mersey.

Ex-Service personnel, Reservists, serving Marines and Families will attend and join dignitaries onboard the ferry. Members of the public will observe the parade and may attend the service at the Ferry Terminal.

Mayor's Role (guided by the attendant):

The Mayor (accompanied by the Mayor's Attendant, and Mayor's Cadet), the Mayoress, and any other invited guests will meet with the Parade Commander / Royal Marines Association (RMA) representative at the Seacombe Ferry Terminal, Wallasey **CH44 6QY**.

The service comprises a mid-river 'Blessing' on board the Ferry, where wreaths shall be cast upon the waters – led by the Mayor.

Upon return to the Ferry Terminal, a Service will be held – hymns, lessons, and prayer. (Note: the Blessing and Service may be altered / order reversed, dependant on the river tide timings)

The primary role of the Mayor is to lead the casting of wreaths upon the water, and the laying of wreaths at the Seacombe Ferry Port Memorial Stone. The Mayor and Mayoress will also inspect various formed troops, with the Mayor taking the salute at the Parade March Past.

Attendant - Specific Duties:

The Mayor's attendant will:

- Ensure the Mayor / Mayoress and accompanying Mayor's Cadet are at Seacombe Ferry Terminal at the appointed time to meet members of the Royal Marine's Association (RMA) / Memorial Parade Organisers.
- Ensure 2 Civic Wreaths are available - as and when required – one on the ferry, and one for the memorial stone (organisers to advise)
- Accompany the Mayor and Mayoress to their designated positions onboard ferry, and at the subsequent service.
- Assist in the forming up of wreath laying dignitaries, in such a way as to allow wreath bearing members of the group to move unobstructed to the Memorial at the appointed time.
- Ensure the Mayor is in position at the appointed position to take the salute.
- Following the Parade dispersal, the Attendant will escort the Mayor and Mayoress to the reception hosted by the Royal British Legion, or any other reception hosted by Services / Service Organisation. (Note: Mayors Cadet may be released from their duties at this point)

**ALL ARRANGEMENTS MUST BE CONFIRMED
WITH THE CIVIC OFFICE PRIOR TO EVENT**

Mayor's Attendant Key Events Check List / Protocol

Event: Remembrance Sunday Parade

Date: 8 November 2015

Location: Hamilton Square, Birkenhead

	Yes / No	Comments
Mayoral Car	Yes	See job sheet for timings
Robes	Yes	
Chains / Evening Jewels	Chain	
Mace	Yes	
Mayoress / Consort in attendance	Yes	Note: additional guests / attendees will attend – see accompanying papers
Mayor's Cadet	Yes	

Introduction:

In the United Kingdom, Remembrance Sunday is the second Sunday of November, the Sunday nearest to 11th November. (The 11th of November is Remembrance Day). Remembrance Sunday is the anniversary of the end of the hostilities of the First World War at 11:00am on 11th November in 1918.

The Remembrance Sunday Parade is jointly organised by the Mayor's office and the Royal British Legion (troops, band and cannon) at the Cenotaph, Birkenhead.

Birkenhead War Memorial, or Birkenhead Cenotaph, stands in Hamilton Square, Birkenhead opposite the Town Hall. It consists of a cenotaph in Portland stone with carved figures and panels in Westmoreland stone. The memorial was designed by Lionel Budden, and the sculptor was H.Tyson Smith. It was unveiled in 1925 by Sir Richard H.K. Butler. The memorial is designated by a Grade II listed building.

Members of the public will observe the parade and attend the service.

Mayor's Role (guided by the attendant):

The Mayor (accompanied by the Mayor's Attendant, bearing the Mace and Mayor's Cadet), the Mayoress, the Lord Lieutenant (or Deputy) and other invited guests will meet with the local Chaplain at the Town Hall, Birkenhead (the **Civic Party**).

The service includes 2 minutes silence from 11am to 11.02 am and is attended by The Mayor, Mayoress, often accompanied by former Mayors, Honorary Aldermen, Wirral Council Officers, Local MP(s), the Lord Lieutenant / Deputy Lieutenant, Magistrates and troops.

The primary role of the Mayor is to lead personal prayer in respect of the memories of those who gave their lives in past conflicts (primarily, but not exclusively, WW1

and WW2), and to take formal salute of the Parade comprising military, civil, ex-service / veteran personnel.

Attendant - Specific Duties:

The Mayor's attendant will:

- Ensure the Mayor / Mayoress and accompanying Mayor's Cadet are at Birkenhead Town Hall in good time to greet members of the Civic Party.
- Form up Civic Party guests (in pairs) into order for their approach to the War Memorial at 10.52hrs

*The Mayor, Lord Lieutenant - the Chief Executive - the Leader of the Council, the Mayoress or Consort - the Deputy Mayor, the Deputy Mayoress or Consort - Local Members of Parliament - Visiting Mayors and Mayoresses**

- Lead the Civic Party to its designated position (mace bearer or attendant may carry Mace), and form up the Civic Party in ranks, with Mayor and Lord Lieutenant to the front facing the Memorial, in such a way as to allow wreath bearing members of the group to move unobstructed to the Memorial at the appointed time.
- Service will take place, followed by the laying of wreaths – Mayor's attendant will announce / call members of the Civic Party forward in order of seniority i.e Mayor first. When Civic Party has finished their duties, the attendant will signal RBL representative to enable other wreath bearers to commence laying of wreaths.
- Parade will disperse.
- The Attendant will ensure that the Saluting Dias (under control of the designated Parade Marshal) is moved to position, and that members of the Civic Party are positioned to either side of the Dias for the final March Past. (note: whilst the Dias is being re-positioned the Civic Party will walk slowly, clockwise, around the Cenotaph – attendant to instruct)
- Once the Mayor has taken the salute, and the Parade has dispersed (turned the corner to the North side of Hamilton Square), the Attendant will escort the Mayor and Lord Lieutenant across to speak with ex-service / veterans and families of the fallen. Members of the Civic Party may make their way back to the Town Hall, or leave the Square.
- The Attendant will guide the Mayor, Lord Lieutenant and remaining members of the Civic Party back into the Town Hall for refreshments.

***ALL ARRANGEMENTS MUST BE CONFIRMED
WITH THE CIVIC OFFICE PRIOR TO EVENT**

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STANDARDS AND CONSTITUTIONAL OVERSIGHT COMMITTEE

4 OCTOBER 2016

REPORT TITLE **Protocol for Flag Flying at Wirral Town Halls**

REPORT OF **Committee and Civic Services Manager**

REPORT SUMMARY

Purpose of the Protocol

Consideration has been given to the protocol that could be adopted in relation to the flying of flags at Wallasey and Birkenhead Town Halls. The aim is to standardise procedures and to consult Members on the content of the flag flying protocol.

The alternative is not to have a protocol in respect of flying flags. This would continue the uncertainty in respect of which flags can be flown and when. The adoption of the protocol will make it clear which alternative flags can be flown additional to the Union flag, and on which buildings.

Once adopted, the day to day management of the flying of flags at Wallasey and Birkenhead Town Halls will be exclusively overseen by Committee and Civic Services in accordance with the content of the protocol policy as appended.

The Mayor and Leader will jointly consider and determine any request to fly a flag on the Town Halls where it is not set out in the Policy.

RECOMMENDATION

That the Protocol for Flag Flying at Wirral Town Halls be endorsed.

Protocol for Flag Flying

Once adopted, the day to day management of the flying of flags at Wallasey and Birkenhead Town Halls will be exclusively overseen by Committee and Civic Services in accordance with the content of this protocol.

The Union Flag is to be flown at full mast at both Town Halls all year (together with other flags in accordance with the protocol, for example the Royal British Legion flag for Remembrance in November). At sites where 1 flag pole exists, the Union flag will be flown; 2 poles - the Union flag and Wirral flag; and 3 poles - the Union flag, Wirral flag and St George's flag shall be flown.

The Union Flag will be flown at full mast at both Town Halls on the following occasions (flag flying days):

February 6	Her Majesty's Accession
March *	Commonwealth Day (second Monday in March)
April 21	Queen's Birthday
April 23	St George's Day (together with the Cross of St George)
May *	Election of Mayor
June *	Queen's Official Birthday (Saturday in June)
June 2	Coronation Day
June 10	Duke of Edinburgh's Birthday
October 21	Trafalgar Day
October 24	United Nations Day (part of U.N. week)
November *	Remembrance Day (second Sunday in November)
November 11	Armistice Day
November 14	Prince of Wales's Birthday
November 20	Her Majesty's Wedding Day

Note:

* = date fixed annually

Flags should be flown at half-mast [i.e. two-thirds of the way up the flagpole, with at least the height of the flag between the top of the flag and the top of the flagpole] at the Town Halls on the following occasions:

- From the announcement of the death until the funeral of the Sovereign, except on Proclamation Day, when they are fully hoisted from 11am to sunset.
- The funerals of members of the Royal Family, subject to special commands from Her Majesty in each case.
- The funerals of foreign Rulers, subject to special commands from Her Majesty in each case.
- The funerals of Prime Ministers and former Prime Ministers of the United Kingdom, subject to special commands from Her Majesty in each case.
- Any other occasion where Her Majesty has given special command.

If a flag flying day coincides with days for flying flags at half-mast, flags should be flown right up:

- although a member of the Royal Family, or a near relative of the Royal Family, may be lying dead, unless special commands are received from Her Majesty to the contrary, and
- although it may be the day of the funeral of a Foreign Ruler.

When a flag is to be flown at half-mast it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half-mast position. When it is being lowered from half-mast it should again be raised to the top of the mast for a second before being fully lowered.

When a British national flag is at half-mast, other flags on the same stand of poles should also be at half-mast or should not be flown at all.

On days that are not subject to the existing flag regulations, the local authority flag, together with the Union Flag may be flown.

Where a building has two or more flag poles and both flags (Union and Wirral) are to be flown, the Union Flag will take precedence i.e. the most superior position.

The Local Authority (Wirral) Flag should be flown:

- On the day of a meeting of the Council.
- Civic Sunday.
- Whenever the Mayor holds an official reception and on other occasions according to local custom.

The Local Authority flag should be flown at half-mast at the two main town halls from the day of death until after the funeral of:

- A Member of the Council.
- A Mayor of the Borough.
- An Honorary Freeman of the Borough.

The Local Authority flag should be flown at half-mast on the day of death and on the day of the funeral of:

- A Member of Parliament for the Borough.
- A Chief Official.
- A former member of the Council.
- A former member of a constituent authority of the Council.
- A member of staff who died during the course of carrying out the duties of his/her employment.

If a Union Flag Day (see dates above) occurs on a day when the local authority's flag is flying at half-mast, the Union flag will be flown at half-mast in its place.

Other Flags

- Commonwealth Day, second Monday in March, the Commonwealth Flag can be flown
- Europe Day, 9 May, the European Union Flag can be flown.
- The Armed Forces Flag can be flown for one week every year in support of the nation's armed forces. The date each year to coincide with armed forces week 20 to 27 June.
- The Rainbow Flag can be flown every year in support of the Pride Movement and to demonstrate the Council's commitment to equality and the inclusion of all its citizens. The date is agreed each year to coincide with other national and/or local events.
- Remembrance in November; Royal British Legion Remembrance Flag should be flown from the Launch of the Poppy Appeal until after Armistice Day (Remembrance Day).
- Formal visits by other authorities or royal visitors – the Union and the local authority flag can be flown together with the flag of the visiting authority and/or the royal visitor (if appropriate).

The Mayor and Leader will jointly consider and determine any request to fly a flag on the Town Halls where it is not set out in the Policy (e.g. International sporting events).

Questions and Approval

No flag flying activity by, or on behalf of the Council, is to be undertaken without the approval of the Mayor. The Mayor and Leader will be consulted on all matters relating to the Flag Protocol and any questions should be submitted in writing to the Mayor's office.

Review

This Protocol will be reviewed periodically to ensure that it remains fit for purpose.

Note: The Lord Chamberlain's Department issues a list of Flag Days on which UK Government buildings should fly the national flag. Whilst Council buildings are not "Government buildings" in the strict sense, it is sensible for local authorities to follow the guidance from the Lord Chamberlain's Department. The guidance does not prevent the Union flag (or national flag) being flown on any other day that the Council feels appropriate or desirable.

British Flag Protocol Website:

<http://www.flaginstitute.org/wp/british-flags/flying-flags-in-the-united-kingdom/british-flag-protocol/#index21>

UNION FLAG - PRIORITY

	<p>Where there are two or more flagpoles parallel to the building line, the senior national flag should be the first flag on the left of an observer facing the main entrance of the building. The remaining flags then appear in order of precedence from left to right.</p>
	<p>Where there are two or more flagpoles on the forecourt of a building angled to the main entrance, the senior national flag should be flown on the outermost pole when the flagpoles are to the left of the main entrance and on the innermost pole when the flagpoles are to the right of the main entrance, as shown.</p>
	<p>If one flagpole is higher than the rest, then the senior national flag can fly from that flagpole; however no non-UK national flags can be flown on the other flagpoles. These can be used for more junior flags such as county and house flags.</p>

FLAGS AT HALF MAST

	<p>Half-mast means the flag is flown two-thirds of the way up the flagpole, with at least the height of the flag between the top of the flag and the top of the flagpole. Flags cannot be flown at half-mast on poles that are more than 45° from the vertical.</p>
<p>A Stand of Flags at Full-mast</p>	
	<p>When a British national flag is at half-mast, other flags on the same stand of poles should also be at half-mast or should not be flown at all. Flags of foreign nations should not be flown, unless their country is also observing mourning.</p>
<p>The Same Stand at Half-mast</p>	<p>For ALL announcements relating to the death of e.g. a Member of the Council, a Mayor of the Borough, an Honorary Freeman of the Borough, the Local Authority Flag ONLY will be flown at half-mast. See flag flying protocol for full details.</p>
	<p>NOTE: flying of the Union Flag at half-mast may only happen from 1) the announcement of the death until the funeral of the Sovereign, 2) announcement of the death until the funeral of a member of the Royal Family styled 'Royal Highness', 3) on the day of the announcement of the death and on the day of the funeral of other members of the Royal Family, Foreign Rulers and ONLY when subject to special commands from the Sovereign in each case.</p>

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