

MINUTE EXTRACT

STANDARDS AND CONSTITUTIONAL OVERSIGHT COMMITTEE

4 OCTOBER 2016

19 **RECOMMENDATIONS OF THE STANDARDS AND CONSTITUTIONAL
OVERSIGHT WORKING GROUP**

Draft Civic Handbook

Further to Minute 35 (Standards and Constitutional Oversight Committee Working Group, 24 February 2016) and 42 (Standards and Constitutional Oversight Committee Working Group, 19 September 2016), the Head of Legal and Member Services introduced a revised Civic Handbook that set out guidance for the Mayor and Officers engaged in Civic functions.

The Committee was informed that the revised document included suggestions made by Members during earlier discussion and a number of minor updates to procedural guidance.

The Head of Legal and Member Services informed that the Handbook was to remain a 'living document' but was designed to provide a sound basis for guidance for the Mayor and the management of Civic functions, yet allowing for and supporting the Mayor's discretion on a variety of matters.

(2) RECOMMENDATION

That the Draft Civic Handbook be agreed.