



**City of Durham
Charter Trustees for the City of Durham**

Ref: JM

28 May 2019

To: The Mayor and Members of the
CHARTER TRUSTEES FOR THE CITY OF DURHAM
(Councillors D Bell, J Blakey, L Brown, J Chaplow, K Corrigan,
S Dunn, D Freeman, D Hall, A Hopgood, L Hovvells, B Kellett,
J Lethbridge, C Marshall, E Mavin, L Mavin, M McKeon,
R Ormerod, E Scott, M Simmons, A Simpson, D Stoker,
P Taylor, F Tinsley, J Turnbull, M Wilkes and M Wilson).

Dear Sir/Madam

I Hereby summon you to attend the **ANNUAL MEETING** of the **CHARTER TRUSTEES FOR THE CITY OF DURHAM** to be held in the Main Hall - Town Hall, Durham, on Wednesday 5 June 2019 at 12.00 noon.

BUSINESS

1. Prayers
2. Apologies for Absence
3. Recording of Proceedings
4. Presentation of Mayoral Service Medals
5. Election of Mayor
6. Appointment of Deputy Mayor

Note: The newly elected Mayor and Deputy Mayor will retire to the Robing Room and the meeting will adjourn for 5 minutes

7. The newly elected Mayor to receive the Seal and make the Declaration of Acceptance of Office of Mayor

County Hall, Durham, DH1 5UL
Tel: 03000 267202
Web Site: www.durham.gov.uk

8. Mayor's Acceptance Speech
9. Mayor to call on Retiring Mayor/Mayoress to receive the Past Mayor/Mayoress Jewels
10. Address by the Retiring Mayor
11. Vote of thanks to Retiring Mayor/Mayoress and Deputy Mayor
12. Mayor to call on Retiring Deputy Mayor to receive the Past Deputy Mayor Jewels
13. Presentation of Past Mayor for 2017/18 to receive the Past Mayor Jewels
14. Minutes of the meeting held on 27 March 2019 (Pages 5 - 6)
15. Declarations of interest, if any
16. Mayor's Announcements
17. Appointment of the following Officers:-
 - Pant Master
(Vacant pending appointment)
 - Billet Master
(Superintendent Chris Curtis, Durham Constabulary)
 - Macebearer
(Mr D Baker)
 - Swordbearer
(Mr S Lincoln)
 - Deputy Bearer
(Mr F Bilton)
 - Assistant Bearer
(Mr D Watson)
 - Honorary Judicial Recorder
(His Honour Judge Christopher Prince)
 - Recorder
(Mrs C Pattinson)
 - Mayor's Chaplain
(The Dean of Durham)
18. Meetings of the Charter Trustees for the City of Durham - Report of the Clerk to the Charter Trustees (Pages 7 - 8)
19. Any other business

Yours faithfully
Clerk

- Note:** (i) Members are requested to be seated by 11.50 am.
- (ii) At the end of the Meeting and following photographs, refreshments will be served in the Lantern Room and Burlison Gallery.
- (iii) Robes are available in the Council Chamber

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CHARTER TRUSTEES FOR THE CITY OF DURHAM

At the **Meeting** of the **Charter Trustees for the City of Durham** held in the Committee Room 1B - County Hall, Durham, on Wednesday 27 March 2019 at 11.30 am

Present: The Right Worshipful the Mayor of Durham, Councillor J Lethbridge (in the Chair) and Councillors D Bell, J Blakey, L Brown, J Chaplow, K Corrigan, S Dunn, D Freeman, D Hall, A Hopgood, B Kellett, L Mavin, M McKeon, E Scott, A Simpson, D Stoker, P Taylor, F Tinsley, J Turnbull, M Wilkes and M Wilson

1 Apologies for Absence

Apologies for absence were received from Councillors L Hovvels, C Marshall, E Mavin, R Ormerod and M Simmons.

2 Minutes

The minutes of the meeting held on 23 January 2019 were confirmed as a correct record and signed by the Mayor.

3 Declarations of interest

There were no declarations of interest.

4 To receive nominations for the Deputy Mayor

The Mayor asked Trustees for nominations for the Deputy Mayor for the Municipal Year 2018/19 prior to their formal appointment at the Annual Meeting.

Seconded by Councillor M Wilson, Councillor Corrigan moved that Councillor Lucy Hovvels be nominated Deputy Mayor of Durham for the ensuring Municipal Year 2019/20.

Seconded by Councillor L Mavin, Councillor Hopgood moved that Councillor David Freeman be nominated Deputy Mayor of Durham for the ensuring Municipal Year 2019/20.

Upon a vote being taken, it was **Resolved:**

That Councillor Lucy Hovvels be nominated Deputy Mayor of Durham for Municipal Year 2019/20 and be formally appointed at the Annual Meeting.

Councillor Hopgood asked that the way the Deputy Mayor is appointment be reviewed for the next municipal year as the position is a non-political role and the current system had been the same for the past 10 years. It was noted that other authorities operate systems based on different criteria such as length of service or

rota systems. She suggested a Working Group be set up to look at different options available.

Charter Trustees discussed how the appointment was previous made by the former Durham City Council and how to move forward. A concern was raised with the suggestion that the criteria include length of service which would restrict the opportunity for younger Trustees to be appointed to the role of Deputy Mayor.

Seconded by Councillor Scott, Councillor Hopgood moved that a Working Group be arranged in the next Municipal Year 2019/20 to look at different criteria options for appointing the Deputy Mayor of the City of Durham, and a report detailing the options be reported back to Charter Trustees at a future meeting.

Upon a vote being taken, it was further **Resolved:**

- i) That a Working Group be arranged in the next Municipal Year 2019/20 to look at criteria options for appointing the Deputy Mayor of the City of Durham;
- ii) That a report detailing criteria options for appointing the Deputy Mayor be reported back to Charter Trustees at a future meeting.

5 Yearly Approval of Risk Assessment of Governance Arrangements

Charter Trustees considered a report of the Clerk that requested approval of the risk assessment for governance arrangements (for copy see file of minutes).

The Governance Solicitor advised that external auditors had carried out a risk assessment process to review effectiveness of internal controls that was to be reviewed annually before the end of each financial year.

The Clerk and the Risk, Insurance and Governance Manager, both reviewed the risk assessment matrix and reported that there were no recommended changes to the risk profile.

Resolved:

That the risk assessment for governance arrangements be approved and accepted for year end March 2019.

Charter Trustees for the City of Durham

5 June 2019

Meetings of the Charter Trustees for the City of Durham



City of Durham

Report of Bryan Smith, Clerk to the Charter Trustees

Purpose of the Report

1. To advise members of the dates of future meetings of the Charter Trustees for the City of Durham for the municipal year 2019/20.

Dates of Meetings

2. Arrangements have been made for meetings of the Charter Trustees for the City of Durham to be held on the following dates commencing at 11.30am after County Council. In the event that Full Council runs beyond 11.30am, the Charter Trustee meeting will commence immediately following the County Council meeting:-

Wednesday 19 June 2019
Wednesday 23 October 2019
Wednesday 4 December 2019
Wednesday 22 January 2020
Wednesday 25 March 2020

Recommendation

3. That the report be noted.

Contact: Bryan Smith

Tel: 03000 269717

Appendix 1: Implications

Finance

None.

Staffing

None.

Risk

None.

Equality and Diversity / Public Sector Equality Duty

None.

Accommodation

None.

Crime and Disorder

None.

Human Rights

None.

Consultation

None.

Procurement

None.

Disability Issues

None.

Legal Implications

None.