

# CHARTER TRUST FOR THE CITY OF DURHAM

23 March 2022

Honorary position - Recorder



City of Durham

## Report of Kamila Coulson-Patel, Clerk to the Charter Trustees

### Purpose of the Report

1. To seek approval from the Charter Trustees to invite expressions of interest for the vacancy of Recorder.

### Background

2. It was reported to the Charter Trustees on 15 June 2021 that Clare Greenlay had resigned from the honorary position of Recorder. Clare had held the position since 2007 and had been the former Head of Legal Services at Durham City Council.
3. The role of Recorder is an honorary position. Honorary positions do not receive a remuneration and there are no job or personal specifications. The main duties are to support the office of Mayor by attending ceremonial occasions.
4. On 25 July 2019 following recommendations of a working group, the Charter Trustees agreed the general criteria which would be desirable in a nomination for the honorary roles as follows:
  - (i) Close links to Durham City.
  - (ii) Contribution to Durham City.
  - (iii) Support for charitable and/or good causes.
5. In addition, as each honorary role has historic origins and traditional links to certain professions, it was agreed that individual special criteria are desirable and in respect of the Recorder this would be links to the legal profession.
6. As these are not formal appointments in the form of paid employment it was agreed that it would not be appropriate to advertise at large but rather invite expressions of interest. The expressions of interest were agreed to take the form of a CV, short statement or similar document produced by the candidate to the

Clerk demonstrating the desirable criteria as outlined at paragraphs 4 and 5 above which would assist the Charter Trustees in determining suitability for the candidate to hold an honorary role.

7. The proposal to fill the vacancy is set out in the recommendation at paragraph 8 below.

**Recommendation**

8 The Charter Trustees are recommended to:

- (a) Seek expressions of interest for the vacancy of Recorder;
- (b) Expressions of interest to be presented in the form of a CV or short statement from the prospective applicant to be presented to the Clerk no later than 14 days before the next meeting of the Trustees
- (c) Request the Clerk present a further report at the next meeting detailing the proposed appointment and voting arrangements.

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**Contact: Kamila Coulson-Patel Tel: 03000 269674**

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## **Appendix 1: Implications**

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**Legal Implications** – The position is an honorary position without any employment or remuneration. .

**Finance** – None as this is an honorary position without remuneration.

**Consultation** - None specific within the report.

**Equality and Diversity / Public Sector Equality Duty** - None specific within the report.

**Climate Change** – None specific within the report.

**Human Rights** - None specific within the report.

**Crime and Disorder** - None specific within the report.

**Staffing** – To fill a honorary civic position.

**Accommodation** - None specific within the report.

**Risk** – None specific within the report.

**Procurement** - None specific within the report.