

County Council

29 October 2014

Civic Handbook



Report of Colette Longbottom, Head of Legal and Democratic Services

Councillor Simon Henig, Leader of Durham County Council

Purpose of the Report

- 1 To advise members of the production of a Civic Handbook which will be used as a guide for any member fulfilling the joint role of Chairman of Durham County Council and Mayor of the City of Durham, and to seek approval of Council to its inclusion in the Constitution.

Background

- 2 When Durham County Council became a unitary authority in 2009, Durham City retained its city charter status through the appointment of charter trustees. The trust ensures the continuation of the civic traditions for the City of Durham and is responsible for choosing the Mayor and Deputy Mayor from the appointed trustees. The trustees are County Councillors from within the Durham City boundaries and a small number from the wider County.
- 3 Beginning with the civic year 2013/14 the Charter Trust elected the Chairman of Durham County Council to be Mayor of the City of Durham.
- 4 A variety of guidance notes for the Chairman and the Mayor have previously existed and these have been brought together in one document for the benefit of the post holder and his/her support staff. If approved by Council, the existing protocol of the Chairman and Vice- Chairman of the Council contained in the Constitution would be replaced by this more detailed document.
- 5 Consultation meetings on the handbook have taken place with the Chairman and Vice-Chairman of the Council, and the Constitution Working Group agreed on 3 October 2014 to recommend to full Council the inclusion of the handbook in the Constitution.

Recommendation and reasons

- 6 Council is asked to agree the civic handbook, and that it be included in the Constitution.

Contact: Colette Longbottom

Tel: 03000 269732

Appendix 1: Implications

Finance – none specific within this report.

Staffing - none specific within this report.

Risk - none specific within this report.

Equality and Diversity / Public Sector Equality Duty - none specific within this report.

Accommodation - none specific within this report.

Crime and Disorder - none specific within this report.

Human Rights - none specific within this report.

Consultation - none specific within this report.

Procurement - none specific within this report.

Disability Issues - none specific within this report.

Legal Implications – none specific within this report.

HANDBOOK
FOR
THE CHAIRMAN OF
DURHAM COUNTY COUNCIL
and
THE MAYOR OF DURHAM



City of Durham

This handbook is to help you to answer some of the questions you may have as you begin your year in the role of Chairman/Mayor.

You will be assisted by your PA as well as by the Member Support Team and the Civic Chauffeurs.

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Also included

Contact Information

Protocol for the use of Civic Cars

Protocol for the use of the Durham County Cricket Club Hospitality Box

Protocol for organising events for the Civic Office

SHORT HISTORY

DURHAM COUNTY COUNCIL

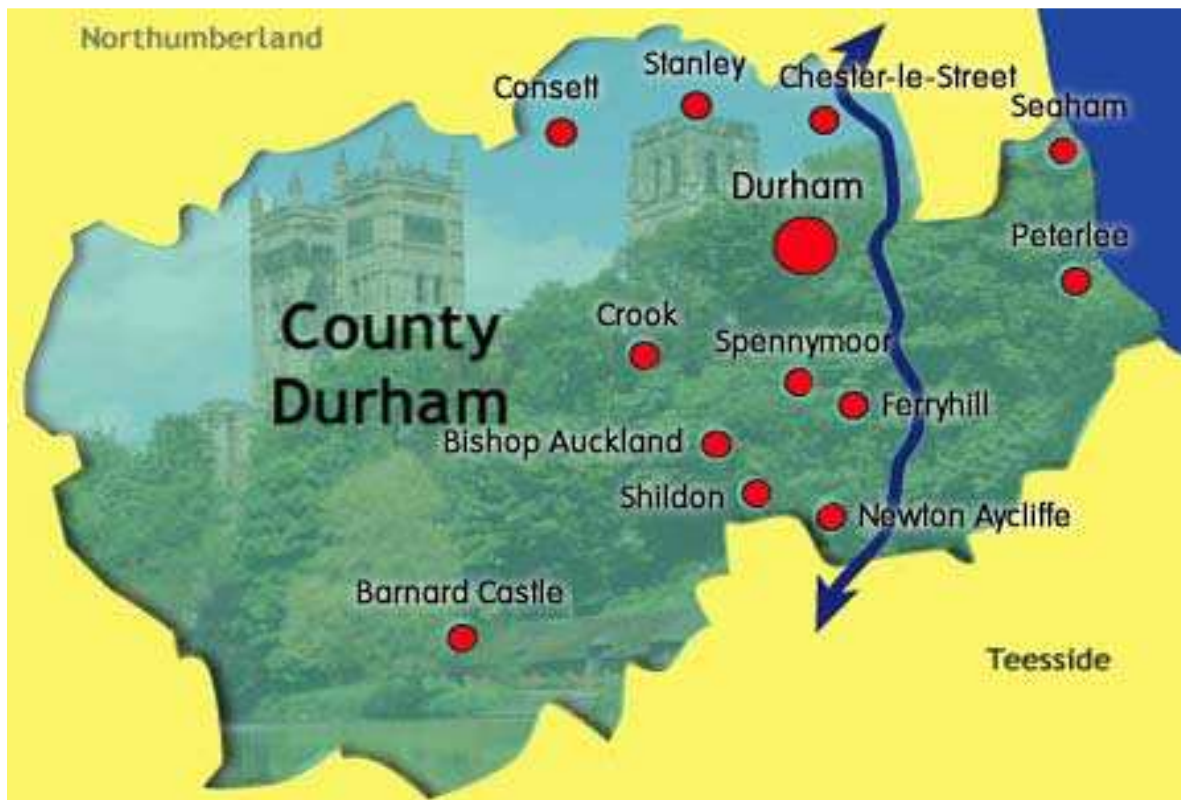
Durham County Council was initially established in 1889 as the upper tier local authority for the administrative County of Durham.

The County Council was reconstituted in 1974 as a non-metropolitan county council. Darlington was removed from the area of responsibility in 1997.

Durham County Council became a unitary authority on 1 April 2009 when the seven remaining districts of the county (Durham (City), Easington, Sedgefield (Borough), Teesdale, Wear Valley, Derwentside, and Chester-le-Street) were abolished and the county council absorbed their non-metropolitan district functions.

CITY OF DURHAM

When Durham County Council became a unitary authority, Durham City retained its city charter status through the appointment of charter trustees. The trust ensures the continuation of the civic traditions for the City of Durham and is responsible for choosing the Mayor and Deputy Mayor from the appointed trustees. The trustees are all Durham County Councillors, all those from within the former Durham City Council boundaries and a small number from the wider County.



1. ROLES AND RESPONSIBILITIES of THE CHAIRMAN OF THE COUNCIL

Under Article 5 of the Council's Constitution, the responsibilities of the Chairman and Vice-Chairman of the Council are set out as follows:-

- To uphold and promote the purposes of the Constitution and to interpret the Constitution where necessary.
- To preside over meetings of the Council so that its business can be carried out efficiently and with regard to the rights of the Councillors and the interests 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 that are not on the Executive are able to hold the Executive to account.
- To promote public involvement in the Council's activities.
- To be the conscience of the Council.
- To attend or be represented at such civic and ceremonial functions as the Council determines appropriate.
- To determine any matter referred to him/her under the urgency provisions of the Access to Information Procedure Rules or the Budget and Policy Framework Procedure Rules in Part 4 of the Constitution.
- To be consulted on any matter in relation to which consultation with the Chairman of the Council is required under this/her Constitution.

As Chairman of the County Council you will also be appointed to the role of Mayor of the City of Durham and will preside over meetings of the Charter Trust and act as Mayor of the City of Durham. The following responsibilities are common to both roles.

- The promotion of County Durham and The City of Durham as a place to live and visit.
- Acting as host to official visitors to the County/City of Durham.
- Attending civic and ceremonial functions and local community activities as the Council and he/she determines appropriate.
- Representing the Council at ceremonial events.
- Acting as the Council's representative on other occasions as determined by the Council.

- To support and raise funds for a chosen charity.

When fulfilling this role it is essential that:-

- Public funds are not wasted and council contract and financial regulations are not breached.
- That the office is one of ambassador for the council and does not bring it into disrepute
- That officers providing support are not compromised.

2. THE CIVIC YEAR

GENERAL ATTENDANCE AT EVENTS

During the Civic Year, you will visit many local organisations and attend events, mostly as the guest of honour or main guest as well as some where you will not necessarily play a role but that require your presence.

These will be carefully detailed for you by your support staff so that you are fully aware of what is required in advance. If a speech is required, support staff will research and prepare it on your behalf. Speeches should be short and to the point and appropriate to the event.

CIVIC EVENTS

There will be a number of events/occasions organised by neighbouring authorities and you will reciprocate with invitations to similar occasions. These are planned at the beginning of the Civic Year and advance notification of the dates sent to those who would be expected/invited to attend. The events that have been held by previous Chairman/Mayor include those listed below, however it is for each Chairman/ Mayor to determine the events to be held during his/her term of office which may include the traditional events listed.

TRADITIONAL EVENTS – CHAIRMAN OF DURHAM COUNTY COUNCIL

Civic Service – Various times of year depending on Chairman

Usually held in the Chairman's home church and attended by neighbouring Civic Heads, family, friends and fellow Members.

Civic Reception/Dinner – Various times of year depending on Chairman

Attended by neighbouring Civic Heads, County Durham Town Council Civic Heads, and fellow Members.

Charity Events – Various times of year depending on Chairman

Tickets are sold if appropriate to raise funds for chosen charities.

Civic Carol Service – December

Usually held in the Chairman's home church and attended by neighbouring Civic Heads, family, friends and fellow Members.

Honorary Alderman's Christmas Lunch – December

Held in County Hall.

Members Christmas Dinner – December

Fellow Members and partners attend.

TRADITIONAL EVENTS – MAYOR OF DURHAM

Mayor's Evensong Service in Durham Cathedral – usually in June (Mayor's year is blessed by the Dean)

* **Mayor's Civic Carol Service** in early December

Mayor's Civic Dinner – March or April

***Mayor's Civic Service** – a Service of thanksgiving towards end of mayoral term usually late April or May.

**Usually held in Mayor's home community but in future Mayor's will not necessarily live in the City of Durham. It may be that the post holder feels it appropriate to combine some of the events in future years.*

3. DEALING WITH INVITATIONS

It is suggested that the Chairman/Mayor meets regularly with his/her support officers to discuss the invitations to date and to make decisions about which to accept giving consideration to what other events may be happening locally and in fact, nationally.

All invitations should be received officially and routed through your secretarial support. If you receive a verbal invitation it is advisable to request that the organisation follow this up with a written request, so that your diary can be kept up to date.

Although it is normally advisable for you to accept invitations on a first come - first served basis and it is not appropriate to alter arrangements if a preferred offer is received at a later date, **but there may well be engagements of high significance which will need to take precedence over events of a more local nature.**

The National Association of Councillors suggests that when invitations are accepted the following order of importance should be applied.

- 1 Promoting the County/City
- 2 Supporting the community
- 3 Civic Hosting
- 4 Council/Statutory/Traditions
- 5 Supporting own charities
- 6 Social within County/City
- 7 Civic Circuit events

When considering whether to accept an invitation, you are referred to the paragraphs below regarding political neutrality and avoiding contentious invitations.

Your secretarial support would let local members know, as a matter of courtesy, if you have accepted/ declined an invitation in their area.

4. WHO SHOULD ATTEND? – CHAIRMAN OR MAYOR

The dual office of Chairman/Mayor is a busy one with many invitations and requests being received throughout the year. Many of the events would have been attended by both the Chairman of the Council and the Mayor of Durham in the past, but others are appropriate to one role or the other.

Invitation to events and functions in the wider County of Durham and for events which are pertaining to citizens of the whole County or any civic event with neighbouring or local councils will be attended as **CHAIRMAN OF THE COUNTY COUNCIL**.

Events in the City of Durham and those in Durham Cathedral where both the Mayor and Chairman would have been present will be attended as **MAYOR OF DURHAM**, especially where the Mayor's bodyguard would have been in attendance and mayoral robes would have been worn.

In order for the current Vice-Chairman of the Council to gain the experience and knowledge of the role of Chairman/ Mayor at high profile events in Durham Cathedral, the post holder would attend such services at the Cathedral during the year, in his/her position as Vice-Chairman (These would include Service for Courts, and the Service for the Founders and Benefactors of Christianity).

ROLES OF THE VICE CHAIRMAN and the DEPUTY MAYOR

The role of the Vice Chairman or the Deputy Mayor is to play a full deputising role in the absence of the Chairman/Mayor. They may undertake specific responsibilities as required. They can share and support the general workload range of the Chairman/Mayor in the capacity to which they have been appointed i.e. The Vice Chairman can cover the role of the Chairman, and the Deputy Mayor can cover those areas of work of the Mayor.

The Vice Chairman should deputise if the Chairman is not able to attend promotional, community or statutory occasions but there is no requirement for the Vice Chairman to attend civic circuit social or charity events in place of the Chairman. An apology is quite acceptable on these occasions.

CONSORT/MAYORESS or CONSORT

There is no necessity for a Chairman or Mayor to appoint a Consort or Mayoress but most post holders do. This is usually a partner, friend or family member who accompanies the Chairman/Mayor on civic duties provides moral and physical support. The Chairman's Consort and the Mayoress/Mayor's Consort have Chains of Office to wear and are treated with the same courtesy at events.

5. WEARING OF CHAINS OF OFFICE/MAYORAL ROBES

The Chains of Office and Mayoral Robes are looked after by the Civic Chauffeurs, who will have the necessary chains/robes with them when you are collected to begin your journey to a civic duty. It is best practice, to maintain the dignity of the Office that the use of the robes is not overdone. They should only be worn on very important occasions. In Durham the robes are used for major civic occasions only with the exceptions of educational visits to Schools, visits to the Town Hall by school children and foreign visitors who would not normally have the opportunity to see the regalia. Chains are only worn to events in neighbouring authorities by permission of the Chairman of that Council/Borough. This permission will be sort in advance by your support staff.

Chairman of Durham County Council – Pin Badge

The Chairman of Durham County Council also has a pin badge which is worn in place of Chains of Office when the Chairman travels without the assistance of a Civic Chauffeur and on occasions when it is not appropriate to transport the Chains of Office. This is usually when the Chairman visits partner Countries abroad or when it is not financially viable to be accompanied by an appropriate civic officer.

6. A to Z of FURTHER INFORMATION

ANNIVERSARIES AND BIRTHDAYS

If requested to do so, the Chairman visits those who have reached their 100th birthday or Diamond Wedding Anniversary (60 years). It is usual to take a card and a basket of flowers or a suitable gift for a gentleman, all will be arranged by your support officers.

ALCOHOL

The provision of alcohol from public resources is very difficult to justify, therefore it is suggested that the bar area in the Civic Office is used very sparingly. Alcohol should only be served to visitors on special occasions in very small amounts (e.g. a glass of wine or beer with a buffet). Soft drinks and tea and coffee will always be available.

BUDGETARY RESTRICTION

A budget for the Chairman and Vice Chairman will be set and this will be confirmed it in writing. You must act within it and not exceed it. You must consult and seek advice before you agree to undertake an event to ensure it is within budget, and that it is appropriate bearing in mind the reputation of the Authority.

There follows examples of conduct which could lead to the unacceptable position of the allocated budget being exceeded:-

- Generous/ expensive hospitality events. To avoid this you must consult with your support staff before organising such an event and follow advice given

- Excessive use of civic cars e.g. Chairman and Vice Chairman both using separate cars for event when they can travel together
- Hiring of vehicles other than provided by the council.

The Member Support Manager will take care of the budget and ensure that good financial practice is followed on your behalf.

Members Support staff are there to assist you. However they are also public servants who have obligations to ensure that Members understand their legal and ethical duties and that public resources are not wasted. Their advice should be heeded and treated with respect. Any disagreement should be referred to the officer's line manager. Staff are not to provide services of a political nature and should not be asked to undertake work outside of their role.

Contact details are available at the end of the booklet for the support staff and their line management.

CHARITY ACTIVITIES

It is customary but not essential that the Chairman/Mayor has a charity appeal during the term of office. Whilst the Chairman/Mayor is free to choose the beneficiaries, it is expected that one of these is a county wide and one is Durham based organisations. These are announced to the public at Annual Council and Mayor Making. It is advised that the beneficiaries undertake fundraising events to which the Chairman/Mayor be invited to obtain publicity etc. and that the raising of funds does not become the main focus of the Chairman/Mayor's year in Office, but rather a bi-product of Civic Dinners and Civic events.

The National Association of Councillors suggests that the post holder appoints a small committee of fellow Councillors to arrange fund raising activities

All donations via cheque are to be made to Durham County Council. At the end of the Municipal Year a small ceremony could be organised to handover the monies raised to the said Charity. As a matter of course, details of the Mayor's Appeal will be sent to local Parish Councils – and generally, donations are received.

Your support officers and the Member Support Team may assist with charity activities, but consideration must be given to the amount of staff time that this may involve.

At the end of the Civic Year, and in some cases, after the Civic Year a small presentation usually takes place with invited guests from each of the charities. This can be done jointly as Chairman/Mayor and should take the form of a small reception in the Civic Office.

CIVIC CAR

You will be provided with a civic car when you are attending civic functions/duties. As arriving or departing in a civic car is a visible use of public funds, it is susceptible to criticism. It is therefore essential that cars are used properly at all times, in particular that they are not used for private purposes but for purposes associated with the public duties of the Chairman/Mayor and, may be justified to the public. **A Protocol is attached for your information.**

CORRESPONDENCE AND DONATIONS

It is good practice to send letters of thanks for all donations and events arranged for the Chairman's/Mayor's Appeal. It is at the Chairman/Mayors discretion to send letters of thanks to organisers following attendance at events. It is also necessary to issue receipts for all donations received. It is also entirely at the Chairman/Mayors discretion to thank other authorities following attendance at their events. Your secretarial support would, out of courtesy, let local members know if you have accepted/ declined an invitation to an event/ visit in their area.

COMMUNICATIONS and PRESS

In order to help raise the profile of the civic function and minimise the risk to the County Council from negative publicity, the Chairman/Mayor will receive support from the Corporate Communications Team for speech writing, media interviews and press releases photographic opportunities and public events. This will be facilitated through a nominated Communications Officer. The Chairman should therefore notify the nominated officer of any events or requests as soon as they are received or become known so the required support can be provided.

CONSTITUENCY WORK

In addition to the duties of the Chairman/Mayor you will still need to carry out your obligations as a local Councillor in your Division. Your support officers and can help you with your casework in conjunction with the Member Support Team.

DRESS

As you will be photographed on many occasions during the year, it is essential that the Chairman/Mayor should be suitably dressed for all official occasions. Outfits should be modest and smart, and it is generally not appropriate to wear Chains of Office with casual attire, even if the event you are attending would normally warrant dressing in that way.

DURHAM COUNTY CRICKET CLUB HOSPITALITY

Durham County Council has the use of a box at the Emirates Durham International Cricket Ground at Chester le Street. There are a range of circumstances when, as Chairman, you may wish to use the box, this would be to celebrate or thank individuals and organisations, or to promote/showcase County Durham. The box is available on match days but must be used with a set hospitality package. A Protocol is attached which will guide you in the use of this facility.

EVENTS

During the Civic Year, the Chairman of Durham County Council is sometimes called upon or wishes to host an occasion to mark a notable national or international date or to celebrate a local milestone or achievement. Your support officers will arrange an initial meeting with Durham County Council's Events Team so that ideas and costs can be obtained. **A protocol is attached.**

GIFTS

There may be times when it will be necessary/appropriate to give a gift to visitors, especially when receiving visitors from abroad or if the Chairman is visiting partner Countries. If necessary, the Council's International Officer will be able to advise on cultural issues and the nature of gifts. At other times it will be appropriate to give gifts bearing the County/City crests. A stock of gifts is kept by the civic support officers.

All gifts received by the Chairman/Mayor must be declared as appropriate.

GUILD MEETINGS

The Mayor and the Recorder, attend four meetings of the Guilds during the year (explanatory notes attached). The Deputy Mayor may attend in the absence of the Mayor. Meetings are usually held at 11.00am in the Guildhall. The Mayor is required to robe for the meeting. Further advice will be given by the Recorder and the Warden to the Freeman.

OUT OF POCKET EXPENSES

There are numerous occasions when you may find yourself having to make a donation, take part in fundraising activities or contribute to a church collection. This can prove expensive and an allowance is made within the civic budget so that these expenses can be reclaimed. Expenses claim forms should be completed and passed to your support officers.

PAST CHAIRMANS'/MAYORS'/CONSORTS' MEDALS and JEWELS

Durham County Council will present the outgoing Chairman with a past Chairman's Medal and The Charter Trustees will give their outgoing Mayor/Mayor (Consort) a Jewel. These are usually when attending any civic occasion that the Chairman/Mayor may be invited to within County Durham/Durham City. A past Chairman's Medal would only be worn in another local authority by the invitation of the appropriate Chairman/Mayor.

POLITICAL NEUTRALITY

It is an expectation, that during your time in the role you will reduce your political profile. You need to display even handedness in political matters during the year. It would be inappropriate for an individual to be associated with a contentious issue, election processes or Policy matters whilst Chairman/Mayor.

When Chairing the Council or the Charter Trust, you should adopt an even-handed approach and show no favour or disfavour to any party. You should allow a fair debate and to assist in this, you should acquire a good working knowledge of the Council/Charter Trust Procedure Rules to enable you to deal with issues with authority. The Monitoring Officer and Democratic Services staff will assist you in this process and you should not hesitate to seek assistance.

Care should be taken to avoid accepting invitations offered by people or bodies who are involved in dispute with the Council, or controversial issues who may be seeking to use the presence of the Chairman/Mayor as a way of adding weight to their cause. Acceptance of such an invitation risks putting yourself in a position of either speaking out against the Executive, or speaking in its favour, neither of which is appropriate for a Chairman/Mayor, who should remain detached from such issues.

REQUESTS FOR RECEPTIONS

As Chairman/Mayor you may be asked to receive visitors to the County/City or members of a community of interest that is celebrating a very special event. This is generally a very pleasant duty, and it gives you the chance to welcome visitors and their hosts as well as mark milestones in the lives of local communities. Receptions should be held at County Hall/Town Hall (as to visit the civic building is considered an honour, especially with groups from abroad) and involve a formal welcome and light refreshments.

QUOTATIONS FOR SERVICES

You have a dedicated Personal Assistant who should be used to arrange any events/services which require a contract to be entered into, for example, seeking and accepting quotations for catering at civic and charity events. That officer will follow the Council's set procedures for seeking and accepting quotations.

7. MAYOR OF DURHAM - Other Civic Offices

Mayors Bodyguard

The Mayor of Durham has the oldest bodyguard outside the City of London. Members of the body guard accompany the Mayor on Civic Occasions. There are 15 members of the bodyguard who are led by a Captain.

The Sword and The Mace

The Mace Bearer will assist the Mayor whilst robing and disrobing for civic ceremonies. The Sword Bearer will assist the Deputy Mayor to robe/disrobe. The Mace and Sword Bearers are Charter Trustee's appointments and are not part of the Mayor's Bodyguard. These posts are remunerated.

The Mace

The Mace is an emblem of the power and dignity of the Mayor and of his authority and the office of Mace Bearer has a long history. In years gone by he/she may have

been known by the ancient title of Sergeant at Mace; and as the title implies, this officer carries the Mace before the Mayor and is responsible for its proper care.

When carried in procession, the Mace is usually, according to custom, carried at the “slope” on the right shoulder. Mace Bearers or other uniformed civic officers should not remove their hats or other head-dress on ceremonial occasions, either whilst the National Anthem is playing, during Devine Service or during the two minutes’ silence on Remembrance Sunday (this does not of course, apply to male Mayors or Councillors).

The origin of the Mace as a weapon of defence is well known and is accordingly the emblem of authority of the Mayor, therefore, immediately precedes the Mayor in all civic processions. Unless there is an overriding local custom to the contrary, no person should be permitted to walk between the Mayor and Mace Bearer.

There are two occasions in the civic year (St. John’s Ambulance Rededication and St. George’s Day Parade) when the Mayor undertakes an inspection and it has recently been agreed that the Mace Bearer will accompany the Mayor during that inspection. However, other inspections may be arranged on an ad hoc basis.

The Sword

There are two swords in the Guildhall the one on the left is the old Civic Sword dating back to 1895; the present one was given to the City in 1913 by the then Earl of Durham to commemorate his being made Mayor of the City. On this beautiful two-handed sword is the Royal Standard, with the Coat of Arms on the hilt. Above that are the City coat of arms, the County coat of arms, and the coat of arms of the Earl of Durham. The Scabbard is of purple velvet, the colour of the old Palatine of Durham. Following a Prayer by the City, on 3rd May, 1919 King George V granted “the privilege of bearing within the confines of the said City a sword ornamented with the Royal Arms which should be borne before the Mayor erect and sheathed and that the bearer of the sword might be attired in an appropriate cap or hat to which no special name or significance should be attributed”. The original grant is in the Durham County Record Office.

The Civic Sword was cleaned and restored by the Wilkinson Sword Company in 1982, and on the 8th October, 1982 the City granted the University of Durham, in recognition of its 150th anniversary, the Perpetual Right to Process the Civic Sword of the City at its Annual Congregation for the Conferment of Honorary Degrees. This right was first exercised by the University in the Great Hall of Durham Castle, on 30th June, 1983 in the presence of the Mayor, Councillor Derek Hanson, and of the University’s Chancellor, Dame Margot Fonteyn de Arias – a year to the day after her installation as Chancellor in the Cathedral.

The Mayor’s Chaplain

The Dean of Durham is the Mayor’s Chaplain. The Mayor’s Chaplain has no legal status but the post is usually appointed. The traditional role of the Chaplain is to say Prayers at appropriate meetings and Civic Dinners. The Mayor may care to take spiritual/religious advice/guidance from the Chaplain.

It must be noted that at the Mayor's Evensong Service in the Cathedral, the invitation to the Mayor's local preacher (or preferred preacher) to preach at the Service **must** come from the Dean. In recent years, the Dean himself has been preaching.

The Billet Master

The Billet Master for the Charter Trustees is a serving Police Officer of the Durham Constabulary. At the present time, the Divisional Commander holds the position of Billet Master; Chief Superintendent Ivan Wood is the current Billet Master. The post is a civic post and is primarily an honorary role which involves attendance at a limited number of ceremonies held in the Cathedral and other churches each year. Traditionally, the Billet Master processes in front of the Mayor's Bodyguard.

In times gone by, the Billet Master was responsible for finding billets for visiting Militia.

The Pant Master

In times gone by, the Pant Master was responsible for the maintenance and security of the water supply to and the Water Pant in the Market Place.

The Recorder and Honorary Judicial Recorder

The post of Recorder is currently held by Mrs Clare Greenlay, Solicitor, at Durham County Council. The former City Council appointed an Honorary Judicial Recorder (His Honour Judge Richard Lowden) in 2005. Judge Lowden retired from the post in 2010 and His Honour Judge Christopher Prince was subsequently installed.

Mrs Greenlay's office number:	03000 269679
email address:	clare.greenlay@durham.gov.uk
His Honour Judge Christopher Prince	Telephone number: 0191 386 6714 (office)

The Recorder of a city was charged with duties of dispensing justice within the city at the Court of Quarter Sessions. By section 8 of the Courts Act in 1971, the jurisdiction of Quarter Sessions was transferred to the Crown Court and the function of the Recorder discharged. However, a number of Councils have acknowledged the important part in the life of a city played by the judiciary and have established a post Recorder, Honorary Judicial Recorder, under the powers derived from section 54 of the Courts Act 1971 and by sections 245 and 246 of the Local Government Act 1972. The post may be appointed by resolution of the Charter Trustees but is purely an honorary position.

Affiliations

The former City Council had many historical associations and links which have transferred to the Charter Trustees.

For 25 years the City had close links with H.M.S. Invincible which paid its first official visit to the City, berthing in the Swan Hunters dockyard at Wallsend, from 25th – 30th October, 1984. Sadly, the ship was decommissioned in March 2006.

Carefully maintained too is the historic connection with the successors of the Durham Light Infantry. When on 10th July, 1968 the remaining Light Infantry Regiments merged to form the Light Infantry, previous privileges were so far as possible maintained; those privileges include the marching freedom of the City conferred by the former City Council on 15th March, 1944, and commemorated in a window in the Main Hall of the Town Hall. This freedom includes the right "to march with bayonets fixed, colours flying and bands playing".

In May 2007, the former City Council gave the Freedom of the City to The Rifles Regiment.

In January 1991 the Council, recognising the absence of any formal links with the third arm of the Services, the Royal Air Force, formally "adopted" 202 Squadron R.A.F., the air sea rescue helicopter squadron. The occasion was marked by a formal dinner given by the Mayor on 26th July 1991 and a visit by a squadron helicopter on 27th July 1991 when passenger carrying flights were made around the City.

In 2010, the Trust conferred the Freedom of Entry to the City to HMS Bulwark. HMS Bulwark is the County Council's adopted ship.

CONTACT INFORMATION

Colette Longbottom – Head of Legal and Democratic Services – 03000 269732
Ros Layfield – Committee Services Manager – 03000 269708
Katharine Mutch – Member Support Manager – 03000 268822

Allison Johnston – Personal Assistant to the Chairman of the Council – 03000 268828
Victoria Richardson – Secretary to the Mayor of Durham – 03000 267202

Member Support Officers

Chris Hastie – 03000 268823
Rachel Parker – 03000 268827
Susan Gettings – 03000 268824
Amanda Stephenson – 03000 268825
Helen Wilson – 03000 268826
Scott Robinson – 03000 268811

Officers of the City of Durham Charter Trust

Bryan Smith – Clerk to the Charter Trustees – 03000 269717
Jeff Garfoot – Treasurer to the Charter Trustees – 03000 261946
Claire Greenlay – Recorder – 03000 269679

Civic Chauffeur

David Edwards - 07786026955

DURHAM COUNTY COUNCIL CIVIC CAR PROTOCOL

SERVICE USERS

Chairman/Mayor
Vice Chairman
Leader
Deputy Leader
Chief Executive

CHAIRMAN/MAYOR

A car will be provided for all civic duties with the exception of meetings/events within County Hall during the working day (see below).

A car will not be provided for the Chairman to come into County Hall to carry out civic duties during the day. The Chairman will be expected to transport themselves to County Hall for example Full Council, Council briefing and events/meetings during the working day. (This is to prevent the civic chauffeur waiting around to take the Chairman home)

The Chairman/Mayor is encouraged to drive to County Hall and use Civic Transport from there, especially for Mayoral duties in the City during the working day. This represents a considerable saving.

A car will not collect/return the Chairman from/to home unless going straight to or returning from a civic duty. It will be the responsibility of the Chairman to transport his/herself to County Hall for normal business.

VICE CHAIRMAN

The Vice Chairman will be provided with a car only when he/she is representing the Chairman at the invitation of another Local Authority or Organisation.

If the Chairman is present at the same event, the Vice Chairman and Chairman will travel together or the Vice Chairman will be responsible for his/her own transport to the event.

The Vice Chairman will be responsible for his/her own transport to and from their home to County Hall for normal business.

DEPUTY MAYOR

A car will not normally be provided for the Deputy Mayor when he/she is representing the Mayor, as the post holder is generally resident within the City area and would provide their own transport.

LEADER

The Leader will be provided with a car when he/she is representing the Authority at a meeting or event.

The Leader will be responsible for his/her own transport to and from County Hall for normal business.

DEPUTY LEADER

A car will not normally be provided for the Deputy Leader however there may be occasions including when he/she is representing the Leader at an event, a car would then be made available. If the Leader is also present both will travel together or the Deputy Leader will be responsible for his/her own transport.

CHIEF EXECUTIVE

The Chief Executive will be provided with a car to travel to meetings when necessary. Although it may be that late requirements and changes to schedule will have to be met by a taxi company organised by the Chief Executive's PA.

CABINET

The civic transport service is not normally provided for Members of the Cabinet, however there may be occasions including where the chauffer and car were available at county hall while the civic chauffeur was waiting to transport one of the other users in line with the protocol, then, if time permitted a journey could be accommodated. If members were travelling as a Cabinet, then a mini bus will be used.

For all Transport Users it should be understood that it may be necessary to provide them with a method of transport other than the Civic Chauffeurs for a variety of reasons. At such times, a chauffeuring company or a taxi service will be used appropriate to the occasion.

OTHER ISSUES

JOURNEYS OUTSIDE OF THE REGION

All journeys to conferences/meetings/seminars which are outside of the region will be costed and civic transport users (including the Chairman and Vice Chairman) will be required to use the most cost effective method of transport.

STATIONS AND AIRPORTS

Journeys to and from stations and airports will not be provided by the civic transport service. Taxis are always available and cost much less than a civic chauffeur and car. An exception would be if the chauffer and car were available at county hall while the civic chauffeur was waiting to transport one of the other users in line with the protocol, then, if time permitted a short journey to Durham station could be accommodated.

MEMBERS CONDUCT WHEN USING CIVIC TRANSPORT

Civic Chauffeurs will not transport guests unless they are accompanied by the user of the car. Normally the events you attend would have ended by midnight or a reasonable time thereafter, following which you would be transported home.

JOURNEYS FOR OTHER MEMBERS

Journeys to and from home, and to individual meetings for other Members cannot be considered.

If a group of Members are attending a meeting together the Members Support Team will look at the most cost effective method of travel.

JOURNEYS FOR OTHER SERVICES

Special journeys for other services where the reputation of the Council is important, e.g. the International Office, can be considered if booked in plenty of time for the work to be planned. On these occasions the cost of the service will be recharged to the corresponding service.

The Civic Chauffeurs are not to be used as a taxi or courier service for members of staff. Any courier services which existed in District Councils have ceased to be carried on and the chauffeuring service cannot be used for this purpose.

Protocol for Organising Events for Civic Office

1. The Chairman of Durham County Council is sometimes called upon or wishes to host an occasion to mark a notable national or international date or to celebrate a local milestone or achievement.
2. These are likely to include Armed Forces Day, International Women's Day, Commonwealth Day, Remembrance Sunday, Freedom Parades as well as major sporting events or special anniversaries.
3. As these events are very visible and may well involve the general public any costs need to be able to be publically justified therefore careful planning is advised.
4. These events require the specialist organisation that can be provided by the Durham County Council Events Team.
5. An initial scoping meeting must take place involving the Chairman, his/her support team including the Member Support Manager and representatives of the events team. Once a proposal has been drawn up and costed, this will go to the Committee Services Manager for approval.
6. Following approval, all proposed spend from Civic budgets must be approved using the DEBS system.
7. Invitations to individuals from the Chairman will be the responsibility of the Civic Office.

Contact Officers for Civic Office:

Allison Johnston – Personal Assistant to the Chairman of Durham County Council
Victoria Richardson- Secretary to the Mayor of Durham
Katharine Mutch – Member Support Manager

Protocol for the use of facilities at Durham County Cricket Club

This protocol provides guidelines for the use of facilities by members and officers (i.e. Box 13) at Emirates Durham International Cricket Ground for cricket fixtures.

Purpose

Authorised use of facilities

1. There are a range of circumstances when members or officers of Durham County Council may be using the facilities at the Emirates Durham International Cricket Ground.

Primarily these are:

- to celebrate and thank individuals and organisations for their contribution to the community and economy of County Durham;
- to promote/showcase County Durham to business and investors.

Member attendance

2. Members will only be able to host or attend events in the following circumstances:

If they are the:

- Chairman of Durham County Council;
- Leader or appropriate Cabinet portfolio holder;
- Member associated with a specific project or body;
- Leader of a political group.

3. In line with the Council's Constitution (Members' handbook and allowances guide -Special Functions and Occasions), no allowances will be paid to members of the council at these special functions or occasions unless the member is undertaking the performance of a specific duty i.e. making a speech, hosting the event or has a role in formally promoting the council.

4. Members should be aware that at these events they will be representing the council and will be required to conduct themselves in line with the member code of conduct.

Officer attendance

5. Officer attendance at events where the Council incurs costs will only be on an official basis and when they are judged to be an appropriate person as approved by Corporate Management Team to support the business being undertaken at the time.

6. Officers should be aware that at these events they will be representing the council and will be required to conduct themselves in line with the officer code of conduct.

Booking the facilities

7. Following the release of the annual cricket fixture list, the Chairman, Leader, Cabinet portfolio holders and Corporate Management Team will be contacted by the Head of Policy and Communications to identify which of the dates they wish to host events.
8. The Policy and Communications team within Assistant Chief Executives' service grouping will coordinate and maintain the central list of bookings for the authority; however the organisation and payment for individual events will rest with the lead member or lead officer organising the event.

Inviting guests

9. The issuing of invitations for an event will be the responsibility of the lead member or officer hosting the event. The event should meet the criteria set out in paragraph 2 and invitations to the events should reflect those criteria.

Travel arrangements

10. Any claims made in relation to travelling to the venue must be made in line with the Members' handbook and allowances guide in the Council's Constitution. Officers will be entitled to claim travelling expenses in accordance with the officer travelling and subsistence scheme. Except in exceptional circumstances, guests should make their own travelling arrangements.

Refreshments

11. Meals, snacks and drinks for events will be pre-ordered in line with the standard package. Any officer, member or guest wishing to have a drink or food over and above the standard package should pay for them at the time at their own expense.
12. If there are only Durham County Council attendees (members or officers) at any event no food or drink will be able to be charged against the council.

Payments

13. Invoices will be issued by Durham County Cricket Club for each event separately. Any invoices/payments resulting from expenditure at an event described under point 2 at Durham County Cricket Club will require to be authorised by the Corporate Director, Resources before payment.

Maintenance

14. As repairs and maintenance of the box are the responsibility of Durham County Cricket Club, officers should not authorise any expenses incurred in this regard.

Review

15. This document will be kept under regular review and any amendments will be authorised by the Corporate Director, Resources under delegated powers.