

# **Report to Constitution and Members Services Standing Panel**

**Date of meeting: 2 November 2009**

**Subject: Chairman's Guidance on Civic Events**

**Officer contact for further information: Simon Hill**

**Committee Secretary: M Jenkins**

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## **Recommendations/Decisions Required:**

To endorse the proposed guidance to the Chairman of Council in relation to Civic Events

## **Report:**

At the meeting of the Panel in April 2009, Councillor Stallan raised a concern arising from the recent Civic Awards Ceremony in March 2009, at which it had been felt that comments had been made which could be construed as a criticism of another local council.

At that meeting members requested that guidance should be established setting out the Chairman's responsibilities for such an event which would be inserted into the current guidance document provided to the Chairman by officers at the start of their year.

Officers have produced the guidance document which will form part of next year's information. The guidance covers not only Civic Events organised by the Council but also guidance for invitations received by the Chairman's Office.

Officers consider that the proposed guidance is a proportionate response to issues that arose after last year's event.