**AGENDA FOR INDUCTION OF CIVIC HEAD**

**EMANATING FROM WORKSHOP HELD AT**

**NACO TRAINING EVENT MARCH 2014**

* **Role of the Mayor**
  + *Impact on family/personal life*
  + *Career and political career*
  + *Non political*
  + *Public perception*
* **Invitations** 
  + *ALL invitations to come through Civic Office (Business Cards)*
  + *Purpose of civic invitation pro-forma*
  + *Invitations should not be cancelled for a “better offer”!*
  + *Explain/implement best value points system and process for accepting invitations*
  + *Borough/District events take precedence over engagements outside of the boundary*
  + *Civic Head should not solicit invitations inappropriately*
  + *Thank you letters – who will be responsible*
* **Media Relations**
  + *Local media are sent copy of civic programme each week*
  + *Introduce Civic Head to Council Media/Comms Officer*
  + *Set up meeting* for *reporters/photographers to chat to Civic Head at the outset*
  + *Stress how Civic Head is on show even when “off duty” and whatever he/she does/says will reflect on the office of Mayor/Chairman*
  + *Agree protocols for Civic Head quotes/statements to media*
  + *Show Civic Head examples of previous “gaffs”, ie how not to do it*
* **Meet the staff** 
  + *Explain their roles and availability*
  + *Give Civic Head contact details of civic staff and possibly Leader/Press Officer*
  + *Give Civic Head an organisation chart showing roles and responsibilities of departments within Council*
* **Wearing of Robes and Chains**
  + *Not dressing up clothes*
  + *Security and insurance*
* **Precedence**
  + *Civic Head of the borough/district, not the whole UK*
  + *Royal visits and Lieutenancy*
* **Theme for the year**
  + *Must be in line with corporate goals, eg business development, sport, environment*
  + *Arrange to meet with most appropriate Director/Portfolio Holder to discuss how appropriate activities can be planned for the year*
* **Training Requirements both for Civic Heads and Speechmaking**
  + *Consider arranging a date to review Civic Head’s progress*
* **Talking of speechmaking**
  + *What is expected?*
  + *Who writes speeches?*
* **Chairing Council Meetings**
* **Budgets, Allowances and Gifts**
  + *What does Mayor/Chairman need to cover in their allowance*
  + *What will Civic budget cover – Civic Head should be wary of promising hospitality to particular groups/organisations*
  + *Rules for receiving gifts – Localism Act 2011*
* **Diary**
* *Calendar of annual events eg Mayormaking, Civic Service, Remembrance Day*
* *Special events for that year, local or national, eg 800th Anniversary of the King John Charter, or 100th Anniversary of WWI*
* *Invitations already received for new Civic Head and awaiting RSVP*
* **Provide Biographical notes** 
  + *What to include*
* **Travel arrangements**
  + *Use of the civic vehicle; will Civic Head always be collected from home?*
  + *Use of taxi if appropriate*
  + *Self driving*
* **Charity Committee & Fundraising**
  + *What involvement will Civic Office have?*
* **Name of Consort(s) and Chaplain**
* **Personal information**
* *Special dietary/mobility requirements*
* *Pre existing medical conditions/medication/allergies/disability issues*
* *Availability – any planned holidays/attendance at weddings/Pilates*
* *Emergency contact/next of kin details*
* *Passport details*
* *Date of birth*
* *Car make and registration*
* **Opportunity for incoming Civic Head to raise queries/Any Other Business**

**OTHER CONSIDERATIONS:**

* Give Civic Head Civic Handbook/Induction Pack one week before first meeting. Some Civic Officers ask their Civic Heads to sign the pack as an indication that they have read and understood it. Template for Civic Handbook is on the NACO website
* Minute your induction meeting(s).
* Arrange monthly meetings with Chief Executive to discuss “hot topics”.