



## Notice of meeting of the

### **Mansion House and Mayoralty Advisory Group**

**To:** Councillors Galvin (Chair), Crisp, Sue Galloway, Horton, Taylor and B Watson

Mrs J Hopton (Vice-Chair), Mr P Vaughan and Hon Alderman K Wood

**Date:** Wednesday, 21 April 2010

**Time:** 4.00 pm

**Venue:** The Guildhall

## **AGENDA**

### **1. Declarations of Interest**

At this point in Members are asked to declare any personal or prejudicial interests they may have in the business on this agenda.

### **2. Minutes** (Pages 3 - 6)

To approve and sign the minutes of the meeting held on 24 February 2010.

### **3. Public Participation**

At this point in the meeting members of the public who have registered their wish to speak regarding an item on the agenda or an issue within the Groups remit can do so. Anyone who wishes to register or requires further information is requested to contact the Democracy Officer on the contact details listed at the foot of this agenda. The deadline for registering is **Tuesday 20 April 2010 at 5:00pm.**

- 4. Reviewing the Role of Lord Mayor and Civic Party**  
(Pages 7 - 26)  
This reports looks at the current operational and constitutional role of the Lord Mayor and Civic Party.
- 5. Verbal update on the Future of the Guildhall**  
To receive a verbal update on the future of the Guildhall.
- 6. Draft Outline Framework - Mansion House Business and Development Plan 2010-2015** (Pages 27 - 46)  
This report sets out, for the Advisory Groups information, an outline framework for the Mansion House Business and Development Plan, which the Group is scheduled to receive in October 2010.
- 7. Co-option - Former Lord Mayor/Honorary Alderman Charles Hall**  
To consider formally co-opting onto the Advisory Group the former Lord Mayor and Honorary Alderman Charles Hall who is also a Trustee of the York Archaeological Trust.
- 8. Workplan** (Pages 47 - 48)  
Members are asked to consider the Advisory Groups Work Plan.
- 9. Any other business which the Chair considers urgent under the Local Government Act 1972**

Democracy Officer:

Name: Catherine Clarke and Louise Cook (job-share)

Contact Details:

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- E-mail– [catherine.clarke@york.gov.uk](mailto:catherine.clarke@york.gov.uk) and [louise.cook@york.gov.uk](mailto:louise.cook@york.gov.uk)

(If contacting us by e-mail, please send to both democracy officers named above).

For more information about any of the following please contact the Democracy Officer responsible for servicing this meeting:

- Registering to speak
- Written Representations
- Business of the meeting
- Any special arrangements
- Copies of reports

Contact details set out above

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The majority of councillors are not appointed to the Executive (40 out of 47). Any 3 non-Executive councillors can 'call-in' an item of business from a published Executive (or Executive Member Decision Session) agenda. The Executive will still discuss the 'called in' business on the published date and will set out its views for consideration by a specially convened Scrutiny Management Committee (SMC). That SMC meeting will then make its recommendations to the next scheduled Executive meeting in the following week, where a final decision on the 'called-in' business will be made.

### **Scrutiny Committees**

The purpose of all scrutiny and ad-hoc scrutiny committees appointed by the Council is to:

- Monitor the performance and effectiveness of services;
- Review existing policies and assist in the development of new ones, as necessary; and
- Monitor best value continuous service improvement plans

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City of York Council

Committee Minutes

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MEETING	MANSION HOUSE AND MAYORALTY ADVISORY GROUP
DATE	24 FEBRUARY 2010
PRESENT	COUNCILLORS GALVIN (CHAIR), CRISP, SUE GALLOWAY, HORTON, TAYLOR AND B WATSON.  MRS J HOPTON, MR P VAUGHAN AND HONORARY ALDERMAN K WOOD.

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#### **1. DECLARATIONS OF INTEREST**

Councillor Galvin declared a personal interest in agenda items 5 (Development of Mansion House – Progress Update) and 6 (Co-option to the Advisory Group) as he is a member of the Board of York Civic Trust.

#### **2. PUBLIC PARTICIPATION**

It was reported that there had been no registrations to speak under the Council's Public Participation Scheme.

#### **3. ELECTION OF VICE-CHAIR**

RESOLVED: That Mrs Janet Hopton be elected as Vice Chair of the Mansion House and Mayoralty Advisory Group.

#### **4. REMIT AND WORK PLAN**

The Chair welcomed everybody to the first meeting of the Mansion House and Mayoralty Advisory Group.

The Group considered a report which set out the Advisory Group's remit as approved by Full Council in December 2009 and provided an outline of a proposed work plan for the group for the coming year.

The Group agreed that the first item of business for the meeting on 21 April should be to look at the role of the Lord Major and Civic Party and suggested that it would be beneficial to have sight of the Civic Guide in advance of the meeting.

Members noted that 30 June, a provisional date for a future meeting of the Group, conflicted with a York Design Award Meeting, and they agreed to discuss future meetings dates at the next meeting on 21 April.

RESOLVED:

- (i) That the Group's remit set out in paragraph 3 of the report be noted.
- (ii) That the proposed work plan outlined at paragraph 6, with the reordering of business for the meeting on 21 April 2010, be approved as a basis for future work planning.
- (iii) That the workplan be reviewed at every meeting.
- (iv) That a copy of the Civic Guide be circulated to members of the Group prior to the next meeting. <sup>1</sup>

REASON:

In order to ensure the Group has a framework in place for planning its work.

Action Required

1. Democratic Services Manager to circulate copies of "A DS Civic Guide" to the Group in advance of the next meeting.

**5. DEVELOPMENT OF THE MANSION HOUSE - PROGRESS UPDATE**

The Group considered a report which set out the development work to date that is being carried out on the Mansion House. Officers provided additional information and answered queries on the following specific issues:-

The Future of the Guildhall

The Democratic Services Manager advised the Group that a meeting of all relevant parties lead by the Chief Executive would be taking place to discuss this issue and that she would update the group on its outcome.

The Group noted the links between the Mansion House and Guildhall due to their historical significance and location and stated that in terms of corporate hire, it would be beneficial to be able to offer both buildings as a combined package. However they stressed that progress in relation to the Guildhall should not delay the development of the Mansion House and the Group should not lose the focus of their role. They requested that they are kept up to date with plans for the Guildhall.

Promoting York

It was noted by the Group that Promoting York had been inadvertently omitted from the list of consultees and specifically it was agreed to recognise the invaluable contribution of Charles Hall in instrumentally setting up the association with York Archaeological Trust.

Mansion House and Mayoralty Website

Some members of the Group wished to comment on the website brief and the Mansion House and Guildhall Manager circulated copies of the brief at the meeting for information. Those interested members of the Group



agreed to provide comments on the brief by return to the Mansion House and Guildhall Manager.

#### Tours

Some concerns were raised regarding the potentially limited availability of the Mansion House for use by the Lord Mayor as a result of the proposed increase in the number of tours from 4 to 9 each week. Officers outlined the need to open up the building for both public and private tours as well as corporate hire but added that tours would be organised in such a way as to provide flexibility to allow any Lord Mayor or civic commitments and undertook to provide in due course an diarised outline timetable of civic tours and other events taking place in the Mansion House for the new municipal year. <sup>1</sup> It was agreed that tours would be advertised as being “normally” available on Thursdays, Fridays and Saturdays at 11.00am, 12.30am and 2.00pm.

#### York 800

The Group asked to be kept up to date with plans in relation to York 800, which will see city wide events being organised to mark 800 years of local democracy in York in 2012.

#### Security

Concerns were raised about access from the adjacent restaurant into the Guildhall Yard and general issues about security of the yard and discussed the possibility of an automated locking gate at the entry to the yard and removing any right of access to the yard from the adjacent restaurant.

#### Weddings and other ceremonies

Concerns were raised about the possibility of using the Mansion House for weddings and officers confirmed this would be for ceremonies only and not receptions.

Both officers and members of the Group recognised the need to retain a balance between the Mansion House being the home of the Lord Mayor and the need to open it up for use by members of the public.

#### RESOLVED:

- (i) That the approach set out in the report, taking on board the comments made by the Group, be endorsed as the basis for the future development of the Mansion House Business and Development Plan.
- (ii) That the Group recognises the linkages between the Mansion House and Guildhall due to their historical significance and location and that an update on plans for the future of the Guildhall be presented to a future meeting.

#### REASON:

To ensure that progress continues to be made towards the development of the Mansion House.

Action Required

Democratic Services Manager to provide Group with a diarised outline timetable of civic tours and other events taking place in the Mansion House for the new municipal year.

DS

**6. CO-OPTION TO THE ADVISORY GROUP**

The Group considered a report which advised them of proposals to co-opt those external organisations onto the Group, with whom work is currently ongoing in relation to progressing developments with the Mansion House.

The Chair asked for the Group's agreement to co-opt representatives from the York Archaeological Trust and York Civic Trust to the Advisory Group. Members agreed that no further co-optees were required at present.

The Chair expressed his thanks to both organisations for their help with work undertaken in conjunction with the Mansion House team during the past year.

**RESOLVED:**

- (i) That representatives from York Archaeological Trust and York Civic Trust be co-opted onto the Advisory Group with immediate effect. <sup>1</sup>
- (ii) That no further representatives be co-opted onto the Group at the present time.

Action Required

1. Democracy Officer to write to York Archaeological Trust and York Civic Trust inviting them to nominate representatives to sit on Advisory Group.

CC

Councillor J Galvin, Chair

[The meeting started at 4.00 pm and finished at 6.10 pm].



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## Mansion House and Mayoralty Advisory Group

21 April 2010

Report of the Head of Civic, Democratic & Legal Services

### REVIEWING THE ROLE OF LORD MAYOR AND CIVIC PARTY

#### Summary

1. This report looks at the current operational and constitutional role of the Lord Mayor and Civic Party, further to initial work undertaken by and comments made by the Advisory Group and, previously, by the Promoting York Group. It sets out some options for reviewing roles on paper and ultimately in practice, which the Group may wish to consider as a basis for future development.

#### Background

##### Civic Support

2. In the last 6 months, there have been some operational changes to roles within the Civic Office in order to create a more streamlined working environment. This will help the Civic Support Manager provide more dedicated support to the Lord Mayor and Civic Party during their year of office. Due to budget pressures, however, the team has lost a part time administrator post (18 hours).

Staff support to the Civic Party consists of:

- Full time civic support manager
- Part time (22 hours) civic administrator
- 2 x full time civic support officers
- 2 x relief (casual) civic support officers

This does not include Mansion House staff.

There has been no increase in the civic hospitality budgets in recent years. However, the Civic Support Manager has tried to make the budget picture clearer through re-alignment of the different budget heads.

### 3. Civic Induction

In 2009, a Civic Guide was created, providing a framework of induction and information for the incoming Civic Party. Since that time, work has started much earlier with the Lord Mayor Elect and incoming Civic Party to assist in understanding and developing their roles for the year ahead. Copies of the Guide have been provided in advance to all members of this Advisory Group. One section included an initial effort to define roles of the Civic Party more clearly and effectively. However, to create truly valuable, accurate and effective roles a dialogue with past and current postholders needs to be established.

### **Analysis**

### 4. Current Constitutional Roles

The current constitutional role of the Lord Mayor and Sheriff is set out in the City of York Council's Constitution, Article 5, which is attached as Annex 1 to this report. It is suggested that this Group may wish to use this as a starting point for reviewing roles of the Civic Party. To assist in this process a slightly revised version, incorporating the outline role set out for the Deputy Lord Mayor in the new Civic Guide (see below) is attached at Annex 3 to this report. Further to the working roles defined within the Civic Guide for all members of the Civic Party, this Group may wish to consider whether these should also be constitutionally enshrined.

### 5. Working Roles in the Civic Guide

As referred to above, in an effort to broaden and clarify the roles of all members of the Civic Party, an initial outline of each role was included in the newly produced Civic Guide last year. The section setting out those outline roles is attached at Annex 2 to this report. Again, the Group may wish to expand upon those roles, using its collective knowledge, in order to create a more developed role both for the Lord Mayor and the entire Civic Party.

### 6. Raising Public Awareness

Whether or not the Group wishes to review any of the aforementioned roles, it is suggested that the respective roles of members of the Civic Party should be publicly clear and made available. Interested parties could be provided with details of operational roles so that they have an awareness of the significance of the roles involved.

The work plan for this Group includes a future item on promoting the

mayoralty, which will focus upon this in more detail, the Group, by then, having recommended and supported key role profiles.

### 7. Annual Civic Calendar

A template is held within the Civic Guide for an annual civic calendar, setting out all the events organised through the Civic Office and some of those which the civic party are invited to attend annually. Work is currently ongoing to build upon this calendar to create a number of standard events which the Lord Mayor will support in connection with their responsibility to promote and support business enterprise in York. Last year, the following events, held in the Mansion House, were added to the calendar as a result of networking with the business community:

- Annual Lunch with Chamber of Commerce (hosted by Lord Mayor);
- Annual End of Year Business Dinner (hosted by Lord Mayor)
- Restructured Lord Mayor Business Breakfasts sponsored by York England
- Quarterly Business Dinners (arranged through BNI network and hosted by LM)

This Group may wish to consider other events to incorporate into the civic calendar helping to build a template of activities which support and advocate defined roles for the Lord Mayor and Civic Party.

The current annual civic events list is provided at Annex 4 of this report.

### 8. Consultation

Consultation is initially taking place with this Group on how Article 5 and the roles of the Civic Party within the Civic Guide are reviewed and updated. In terms of trying to achieve wider engagement with civic roles and profile, it might also be appropriate to consult a range of the following:

- Civic party
- Economic Development Unit
- Council Management Team
- Visit York
- York Archaeological Trust
- York Civic Trust
- Former Lord Mayors

### 9. Options

This Advisory Group can choose to recommend any of the following to the

Executive and Council in relation to roles for the Civic Party:

- (1) no change to current Article 5 in the constitution or the provisions within it relating to the Lord Mayor and Sherriff
- (2) review and redraft Article 5 on the basis of clearly defining an operational and constitutional role for the Lord Mayor and other members of the Civic Party, as seen fit

In addition, this Group may wish to suggest changes to the definition of roles contained in the current Civic Guide for members of the Civic Party, including the Lord Mayor.

## **10. Corporate Priorities**

The Lord Mayor and potentially, too, the Civic Party, has an instrumental part to play in promoting the ambitions of the Council's Corporate Strategy, as ambassadors for the City and Council.

Specifically, the Lord Mayor offers support to the cultural life in the city, to promoting inclusivity and to supporting a thriving business economy, acting as an ambassador for the city in supporting new business and opportunities.

## **11. Implications**

There are no known human resource, equalities, legal or other implications directly associated with the recommendations in this report. Clearly, the budget available to support the Lord Mayor's civic hospitality will always affect the type and nature of events the Civic Office can support or organise.

## **12. Risk Management**

Failure to carry out civic activities would have a significant impact on the Council's reputation in terms of undertaking its important civic functions. Moreover, failing to define appropriately the role of the Lord Mayor (as first citizen of York) and Civic party would impact upon the reputation of the City and the Council in terms of the value this can add.

## **13. Recommendations**

The Advisory Group is asked to:

- (i) consider whether it wishes to review and update any of the following:

- Article 5 in the Constitution
- Current roles defined for the Civic Party in the Civic Guide
- Annual civic template/calendar of events

(ii) consider whether it wishes to publicly promote redefined roles to interested parties.

Reason: To ensure that the roles of the Lord Mayor and Civic Party are regularly reviewed and updated as necessary.

### Contact Details

**Author:**

**Anne Platt**  
**Civic Support Manager**  
**Civic, Democratic & Legal**  
**Services**  
Tel: 01904 551011

**Chief Officer Responsible for the report:**  
**Andrew Docherty**  
**Head of Civic, Democratic & Legal Services**

Report Approved  Date 14.04.10

**Dawn Steel**  
**Democratic Services Manager**  
Tel: 01904 551030  
**Specialist Implications Officer(s)**

None

All

For further information please contact the author of the report

### Background Papers:

None

### Annexes

Annex 1 – Article 5 in Constitution  
Annex 2 – Civic Roles from Civic Guide  
Annex 3 – Outline redraft of Article 5  
Annex 4 – Annual civic calendar

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## Article 5 of the Constitution

### The Lord Mayor of York, The Sheriff of York and Chairing The Council

#### Role and function of the Lord Mayor

- 1 The Lord Mayor will be elected by the Council at its annual meeting. The Lord Mayor (and, in his/her absence, the Deputy Lord Mayor) will have the following responsibilities:

##### **Ceremonial Role**

- i. to maintain the historical and ceremonial traditions of the office of Lord Mayor;
- ii. to promote the City locally, nationally and internationally;
- iii. to participate in, and help initiate, activities that enhance the economic, social, cultural and environmental well-being of the City and its residents;
- iv. to act as patron/president to local organisations;
- v. to act as the host to official visitors to the City;
- vi. to attend annual civic events and local community activities;
- vii. to represent the City at ceremonial events;
- viii. to act as the City's representative on other occasions as determined by Council;
- ix. to act as guardian to the Mansion House; and
- x. to carry out all duties in a manner appropriate to the status and traditions of the office.

##### **Chairing the Council Meeting**

- i. to uphold and promote the purposes of the Constitution, and to interpret the Constitution when necessary;
- ii. to preside over meetings of the Council so that its business can be carried out efficiently and with regard to the rights of Councillors and the interests of the community;
- iii. to ensure that the Council meeting is a forum for the debate of matters of concern to the local community and a place at which Members who are not on the Executive are able to hold the Executive to account; and
- iv. to promote public involvement in the Council's activities.

## Role and function of the Sheriff of York

- 2 The Sheriff of York will be elected by the Council at its annual meeting. The Sheriff of York will have the following responsibilities:

### **Role and Responsibilities**

- i. to support the Lord Mayor in his/her duties and activities;
- ii. to undertake ceremonial activities as required;
- iii. to act as patron/president to local organisations;
- iv. to maintain the historical and ceremonial traditions of Sheriff;
- v. to carry out other duties as deemed appropriate by the Council, consistent with the traditions of the office; and
- vi. to carry out all duties in a manner appropriate to the traditions and status of the office.

## Civic Party Roles

The Civic Party and other following civic offices are appointed or announced every year at the Council's Annual Meeting, traditionally held at the end of May.

### The Lord Mayor

#### Historical Background



According to Francis Drake, York's great eighteenth century historian, the Mayors of York date back to the reign of King Stephen, with Mayor Nigel being the first person to bear this title in 1147. However, the first historically attested Mayor was Hugh de Selby in 1217. The first Lord Mayor of York was Thomas Smith. Traditionally this title was granted in 1389 by Richard II when visiting the City and upon presenting a sword to the Mayor.

By tradition a Lord Mayor could only hold the office once every twelve years and to be in office for one year only. The idea was that a Mayor who was in power too long could become corrupt or dominate the city. However this didn't prevent Nicholas de Langton being Mayor a total of 16 times in a 20 year period!

The Lord Mayors were basically the top of a hierarchical pyramid structure. They were expected to collect taxes, preside over courts and keep the peace which John Stockdale, Lord Mayor in 1501-02, proudly proclaimed when he bought new stocks and fetters for mysdoers!

The Mayors were accountable to the monarchy for the citizens behaviour and they were expected to ensure that the city walls were kept in good repair and the city militia were trained.

Protecting the city's dignity was also an important aspect of the mayors role, especially when it came to providing feasts and good cheer. When taking office Lord Mayors were expect to announce which days the Mansion House would be used for public entertainment. Entertainment would consist of eating and dancing and musical recitals.

The Lord Mayor of York takes precedence over all other Civic Heads with the exception of London and, in England, only the Lord Mayors of London, York and Bristol are entitled to use the prefix "The Right Honourable". Equally, they are the only Civic Heads to be included in the list of Church Commissioners in England and Wales.

#### The Role

Each year, the incoming Lord Mayor traditionally sets some achievable objectives for their year in office. These range from supporting local schools, to promoting local businesses and tourism. But, whatever, individual aims each Lord Mayor may have,

a Lord Mayor is expected to attend many traditional and ceremonial events as outlined in the events protocol below and also to act as an ambassador for the city, in this capacity the Lord Mayor would be expected to carry out the following:

- Opening new premises
- Promote local businesses
- Host business breakfasts
- Hold an annual business luncheon and/or dinner in the Mansion House
- Make the Mansion House available for York business community hire
- Opening, attending and closing conferences held in the City and Mansion House as appropriate
- Attend business forums and events as required
  
- Promote local tourism
  - Actively promote and support the Mansion House as a tourist attraction and conference location
  - Support the Mansion House as a cultural venue and attraction, for example concerts, community events, lectures and so forth
  - Where possible actively support tourism to the city
  - Actively support tourism initiatives for the city
  
  - Promote the aims of the Council's Corporate Strategy in working to to make York:
    - A sustainable city
    - A safer city
    - A Learning city
    - A Thriving city
    - A Healthy city
    - An Inclusive city
    - A City of Culture; and

In helping to make City of York Council an effective organisation

## **The Sheriff**

### Historical Background

In 1396 Richard II gave the City the status of a County and granted it the right to appoint two Sheriffs. The Sheriffs replaced three Bailiffs who had similar duties. They presided over County Courts (not the same as modern County Courts) held monthly, and over Courts previously held by the Bailiffs. Sheriffs were elected by the Mayor, Aldermen and Members of the Twenty-Four (a body analogous to Councillors) who presented their nominees to the commonalty for endorsement. They were elected on 21st September and took up their office at Michaelmas (29th September) in each year. The Sheriffs were expected to keep considerable state and



move about the City attended by mace bearers and other attendants.

The first Sheriffs, Thomas de Ruston and William de Alne, were elected on 18th May 1396 and served until Michaelmas.

In 1500 George Essex was fined for dereliction of obligations because he had no proper entourage during his "Riding" (progressing through the City and proclaiming by-laws at various places); no mace was borne before him when he visited a vintner, he failed to provide proper towels at the Dinner after his riding and failed to invite Chamberlains and others to his annual feast.

The Sheriffs had to provide an annual feast for the dignitaries of the City after their "Ridings". It was an expensive office but they had at their disposal certain rents, tolls, stall rents and other profits.

Because of the expenses of the office, from time to time people paid a fine rather than be elected. In 1486 Nicholas Vicars paid £40 and in the eighteenth century fines varied between £70 and £200.

The Sheriff had a busy life presiding over his Courts. His County Court (or Tourne in the Ainsty) was held monthly. His Court of Pleas sat on Tuesdays, Thursdays and Saturdays and dealt with debts and trespasses and breaches of the Statutes of Labourers (early version of the Industrial Relations Legislation!!). He also sat in the Lord Mayor's Court of Common Pleas on Mondays.

When Corporations were reformed by the Municipal Corporations Act 1835 the new York City Council created by that Act was enabled to appoint one Sheriff only and this continued until Counties of Cities were abolished by the Local Government Act 1972. Since 1st April 1974 York has been enabled under its new Charter to appoint a Sheriff but the appointment is one of honour only and there are no legal duties or obligations attached to the post. For legal purposes the City of York is within the jurisdiction of the High Sheriff of North Yorkshire.

## The Role

The role of Sheriff is long established within the traditions of supporting the Lord Mayoralty. The Sheriff traditionally accompanies the Lord Mayor on most civic engagements. Officially, the Sheriff deputises for the Lord Mayor at events/functions which the Lord Mayor may be unable to attend. In addition in York, the Sheriff traditionally leads the Assize of Ale, an annual event held in the city. Specifically, in undertaking this role, the following will be required:

- Accompany the Lord Mayor on engagements wherever possible.
- Attend civic events and functions with the Lord Mayor or alone;
- Give speeches at events as required;
- Lead the Annual Assize of Ale.

## **Lady Mayoress**

### **Historical background**

This was an essential role in support of the Lord Mayor, the significance of the role can be illustrated with the purchase of the chain of office in 1670.

A Lady Mayoress was expected in many ways to be a good hostess for the city and lead the York 'ladies' at fashionable events. Such events could be 'At Homes' where they would provide light lunches and dainty dishes to invited guests. Lady Mayoresses could and often did become actively involved in the welfare of the citizens of York, in 1925 the then Lady Mayoress throw open the doors of the Mansion House on Sunday evenings to give the young of York, who otherwise maybe causing mischief, somewhere to go and entertainment was provided.

## The Role

The Lady Mayoress or Consort traditionally plays a supporting role to the Lord Mayor. As such, they equally act as an ambassador for the Council and City for the year, being required to :

- Attend civic events and functions in their own right;
- Accompany the Lord Mayor on engagements wherever possible.

## **Sheriffs Lady/Consort**

### Historical Background

Traditionally the Sheriffs Lady role would be to support her husband and the Lady Mayoress at events and At Homes held in the Mansion House. This role was not as dominant as that of the Lady Mayoress until the early years of the twentieth century when a chain is provided for the office and it seems their role becomes enhanced.

## The Role

These days the role is equally performed by a male Consort to a lady Sheriff, but is still traditionally a supporting role to the Sheriff and Civic Party, requiring the following:

- Attendance at civic events and functions;
- Accompanying the Sheriff on engagements wherever possible

## **Deputy Lord Mayor**

## The Role

Each retiring Lord Mayor is traditionally appointed to be the following years Deputy Lord Mayor. This had the advantage of continuity and understanding of the role, since, on occasion the Deputy Lord Mayor is required to substitute for the Lord Mayor at events/functions etc.

Historically, the Deputy Lord Mayor is not a member of the Civic Party. Most usually the Sheriff will substitute for the Lord Mayor at civic functions the Lord Mayor is unable to attend. However, increasingly, due to the hectic schedule of the Civic Calendar, the Deputy Lord Mayor is asked to deputise for both the Lord Mayor and Sheriff. Specifically, the Deputy Lord Mayor has the following responsibilities:

- Chair Full Council meetings in the absence of the Lord Mayor
- Chair Pre-Council Seminars

## **The Lord Mayor's Chaplain**

### The Role

Chosen by the Lord Mayor and announced at the Annual Council Meeting, the Chaplain is most usually the Minister from the church most local to the Lord Mayor. The role normally requires attendance at approximately 4 events, these traditionally being:

- Lord Mayor's Day/Annual Council, both at the beginning and end of the specific civic year
- Remembrance Sunday
- Annual civic dinner
- Christmas Eve Carol Service

The Lord Mayor's Chaplain would also be expected to lead the Annual Civic Service, which would normally be held in his or her church. The service would be planned with the Lord Mayor, and should involve participation from the Sheriff's Chaplain.

## **The Sheriff's Chaplain**

### The Role

Chosen by the Sheriff and announced at the Annual Council meeting, the Chaplain is most usually the Minister from the church most local to the Sheriff. The role normally requires attendance at approximately 4 events, these traditionally being:

- Lord Mayor's Day/Annual Council, both at the beginning and end of the specific civic year
- Remembrance Sunday
- Annual civic dinner
- Christmas Eve Carol Service

## **The Under Sheriff**

### The Role

Chosen by the Sheriff and announced at the Annual Council meeting the Under Sheriff is authorised to sign writs on behalf of the Sheriff during their year of Office. The role normally requires attendance at approximately 4 events, these traditionally being:

- Lord Mayor's Day/Annual Council, both at the beginning and end of the specific civic year
- Remembrance Sunday
- Annual civic dinner
- Legal Sunday Service (invitation from the Northern Legal Circuit)

## Other Civic Roles

### Sword and Mace Bearers

#### Historical Background



In 1389 the city council appointed the first sword bearer, it is probable that mace bearers or sergeant at arms existed before this date but their exact role is unclear. The Sword and Mace are symbols of the Monarch's recognition of the dignity of office of the Lord Mayor of York.

#### The Role

To carry the City's Sword and Mace before the Lord Mayor in all civic processions. On average, this happens approximately 4-6 times a year and usually on the following occasions:

- Civic Service
- Remembrance Sunday
- Various Guild Services
- Annual Council and Council meetings

***For more information on the sword or mace carried by the bearers, see the Section on the Civic***

***Collection***



## Draft Revisions - Article 5 of Constitution

### The Lord Mayor of York, The Sheriff of York, The Deputy Lord Mayor and Chairing The Council

#### Role and function of the Lord Mayor

- 1 The Lord Mayor will be elected by the Council at its Annual Meeting. The Lord Mayor will have the following responsibilities:

To **act as an ambassador** for the City locally, nationally and internationally, as its elected First Citizen, by;

- i. upholding the historical and ceremonial traditions of the Office of Lord Mayor;
- ii. attending and supporting civic events and community activities which demonstrate the first citizens commitment to the Council's Corporate Strategy;
- iii. actively promoting and supporting local business and economic activity in the City
- iv. actively promoting and supporting local tourism
- v. carry out any duties in support of the specific objectives set for the Year of Office;
- vi. becoming patron/president to local organisations;
- vii. being the ceremonial host to official visitors and dignitaries to the City;
- viii. representing the City at ceremonial events;
- ix. respecting the privilege residency in the Mansion House and of access to the civic collection whilst holding office ;
- x. actively promoting and supporting the Mansion House as a cultural, business and community venue for the City
- xi. representing the City on other occasions as determined by Council;
- xii. chairing and presiding over meetings of Full Council, upholding, promoting and interpreting the Constitution as necessary
- xii. carrying out all duties in a manner appropriate to the status and traditions of the Office.

## 2. Role and function of the Sheriff of York

The Sheriff of York will be elected by the Council at its Annual Meeting. The Sheriff of York will have the following responsibilities, **acting as an ambassador** for the City locally, nationally and internationally, supporting its elected First Citizen, the Lord Mayor;

- i. to support the Lord Mayor in his/her duties and activities;
- ii. to undertake ceremonial activities as required;
- iii. to act as patron/president to local organisations;
- iv. to maintain the historical and ceremonial traditions of Sheriff;
- v. to carry out other duties as deemed appropriate by the Council, consistent with the traditions of the office; and
- vi. to carry out all duties in a manner appropriate to the traditions and status of the office.

## 3. Role and function of the Deputy Lord Mayor

The Deputy Lord Mayor will be elected by the council at its Annual Meeting . The Deputy Lord Mayor is the outgoing Lord Mayor and fulfils the following duties, as required by the absence of the Lord Mayor or Sherrif, on occasion:

- i. to support the Lord Mayor in attending civic functions on certain occasions when the Lord Mayor or Sheriff are unable to attend;
- ii. to chair full council meetings in the absence of the Lord Mayor
- iii. to chair the pre-council seminar;
- iv. to carry out all duties in a manner appropriate to the traditions and status of the office.

**More detailed examples of day to day operational duties of the Lord Mayor and Civic Party, based on these constitutional roles, are set out in the 'Civic Guide', copies of which are received by the Civic Party every year.**

## Annual Civic Calendar

Events	Attending Civics	When	Duties/Special Arrangements
Annual Council	All civic party	May	AGM and Lord Mayors Day. Meeting and luncheon with all members of council, Hon Aids and invited guests
Yorkshire Day	All civic party	1 August	Traditional civic church service and parade, followed by luncheon. Location alternates annually.
Royal Garden Party	All Civic Party	July	Civic Party to travel and return by train, meal expenses covered if appropriate.
Freedom Court	Lord Mayor	October	Ceremony in Guildhall. Lord Mayor to present certificates, Gild of Freemen to supply refreshments.
Legal Sunday	All civic party	October	Legal parade and Minster Service followed by formal luncheon in Assembly Rooms
Chamber of Commerce Annual Lunch	Lord Mayor and Sheriff	October	
Remembrance Sunday	All civic party	November	Citywide commemoration. Parade and service. Lord Mayor to lay wreath. Refreshments in Mansion House/Guildhall
Freedom Parades	All civic party	As and when requested	Parade and ceremony, followed by refreshments in Mansion House
Honorary Freeman Ceremony	All civic party	Annually	Ceremony and reception in Mansion House. Lord Mayor speak

			and make presentation
Civic Church Service	All civic party	Annually, usually near end of civic year	Service in Lord Mayor's Chaplains Church
Civic Dinner	All civic party	Annually, usually Feb/March	Formal dinner in the Mansion House.
Lord Mayor's Bowls Match	All civic party	August	Annual match, invitations to Cllr's and Hon Aids. Refreshments in Mansion
Business Breakfasts	Lord Mayor/Sheriff With Chamber of Commerce/York England.Com	4 per year	Networking, business breakfast in the Mansion House. Changing guest speakers
Carol Service	All civic party	Christmas Eve	Carol service led by Salvation Army, followed by refreshments in the Mansion House
Christmas Cheer	All civic party	Second Wed in December	Traditional Christmas party for over 60's, with refreshments and entertainment
Sheriff's Riding	Led by Sheriff with all civic party	December	Procession through city with York City Waits, followed by refreshments in Mansion House
Twinning events	All civic party	As and when appropriate	Receptions to welcome visitors from Munster or Dijon. Refreshments provided in Mansion House. Will differ from year to year, dependant upon events.
Assize of Ale	All civic party	First or second Saturday in August	Organised by the Guild of Scriveners, a traditional event headed by the Sheriff, testing the Ale in the City. Charity event
Citizenship Ceremonies	All civic party (or as appropriate)	First Thursday every month	Organised through the Registrars Office. Held in the Mansion House when possible.

Annual Year End Business Dinner	All Civic party	May	
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## **Mansion House & Mayoralty Advisory Group**

21 April 2010

### **Report of the Head of Civic, Democratic & Legal Services**

#### **Draft Outline Framework – Mansion House Business & Development Plan 2010-2015**

##### **Summary**

1. This report sets out, for the Advisory Groups information, an outline framework for the Mansion House Business & Development Plan which this Advisory Group is scheduled to receive in October 2010.

##### **Background**

2. Following a number of recent initiatives and changes in the working operation of the Mansion House, it is now time to set out a Business & Development Plan which enables the Mansion House & Guildhall Manager to manage the conservation, development and use of the Mansion House in a structured way over the coming 5 years.
3. Prior to the establishment of this Advisory Group, there had been a number of years when no formal advisory body existed to either assist in the continuing development of the Mansion House or in the development of a structured plan for future years.
4. Due to the success of recent initiatives undertaken with the Mansion House, in the 2009/10 financial year, it met its income target of £20,000. Having now established that base and continuing with and developing further some of the measures introduced last financial year, it is considered an appropriate time to introduce an effective Business & Development Plan in preparation for the next financial year, against which progress can be monitored.

##### **Consultation**

5. This Advisory Group, including its newly co-opted members, is being consulted upon the draft outline framework which precedes the formal Plan and sets out the areas to be covered in the actual plan. Clearly, as the outline framework transforms into a formal looking Business & Development Plan for the Mansion House, it will also be necessary to

consult the Finance Team on suitable costings and income targets, where appropriate. It is also planned to consult the Grants & Partnerships Manager, further to initial discussions, on what the plan needs to address in order to be robust for suitable application for lottery or other external funding.

6. At this stage, the Advisory Group, is being given a preliminary look at an outline framework setting out key areas to be addressed in the Plan.

## **Options**

7. The Advisory Group can make comments on the outline framework for Officers to take on board in drawing together and consulting upon the actual draft Business & Development Plan.

## **Analysis**

### Draft Outline Framework

8. The draft outline framework for the Business & Development Plan is attached at Annex A to this report and sketches out in some detail the areas which Officers consider need to be addressed over the coming 5 years. At this stage, it is suggested that initially a Plan be introduced for the next 5 years, upto 2015. This is considered a reasonable period of time over which to pursue, develop and achieve the aims set out within the Plan. Clearly, as the Mansion House moves forward, decisions will need to be taken on the length of terms on future plans.
9. In view of the tight turnaround since the last meeting of this Group, members of the Group are asked to bear in mind when considering Annex A that it is an outline document and drafted to include a sketch of areas worthy of consideration for inclusion in the final Plan. It does not, at this stage, include up to date costings or suggested appropriate funding or income targets. As such, the Plan to be received by the Group in October 2010 may look somewhat different.

### Monitoring and Implementation

10. The Head of Civic, Democratic & Legal Services would be responsible for ensuring any agreed Business & Development Plan was both implemented and monitored. Depending upon the longevity of this Advisory Group – which Council set up on a task and finish basis – it might be appropriate for an annual monitor of the Plan to be reported to the Group.
11. Proposals for monitoring and implementing any agreed Plan will, of course, be more fully addressed at the meeting in October 2010.



## **Corporate Strategy**

12. The outline framework attached identifies the component parts of any future Business & Development Plan and doing so, indicates how the aims accord with the ambitions contained in the Council's Corporate Strategy 2009/2012.

## **Implications**

13. There are no known human resource, financial, legal or other implications arising directly from the recommendations in this report. Clearly, though, there are various resource, financial and staffing implications, associated with many of the key business and developmental areas identified in Annex A. As work progresses with producing an draft Business & Development Plan, all relevant financial or resource implications will be highlighted and addressed as part of that Plan.

## **Risk Management**

14. There are no known risk management implications arising from the recommendations in this report. However, there is an ongoing risk to the future development, conservation, management and use of the Mansion House, if work continues to proceed without a structured Business & Development Plan, charting the way forward with measurable targets and planned but realistic achievements. Setting a framework in place and introducing a Business & Development Plan to address objectively the business and developmental aims for the Mansion House is essential to its long term development and a continuing commitment to the Mansion House itself being central to the history of Lord Mayoralty in York.

## **Recommendations**

15. The Advisory Group is asked to receive and comment upon the draft outline framework for a future 5 year Business & Development Plan for the Mansion House.

Reason: To ensure an effective business and developmental planning approach is in place for the Mansion House for the foreseeable future.

**Contact Details**

<b>Author:</b>	<b>Chief Officer Responsible for the report:</b>		
Dawn Steel Democratic Services Manager Tel: 551030	Andrew Docherty Head of Civic Democratic & Legal Services		
Richard Pollitt Mansion House & Guildhall Manager Tel: 552036	<b>Report Approved</b>	<i>tick</i>	<b>Date</b> 15 April 2010
		✓	
<b>Specialist Implications Officer(s)</b> None			
<b>Wards Affected:</b> <i>List wards or tick box to indicate all</i>			<b>All</b> <i>tick</i>
			<b>Guildhall</b>
For further information please contact the author of the report			

**Background Papers:**

None

**Annexes**

Annex A – Draft Outline Framework for Business &amp; Development Plan for the Mansion House.

## Outline Framework for Mansion House Business & Development Plan 2010-2015

### Collection management/development

PROPOSAL	AIM	OUTCOME	TIMESCALE	RESOURCES	CORPORATE STRATEGY
<b>Collection management (actioned)</b>	<p>Environmental controls, lux hours, temperature, relative humidity</p> <p>Monitoring of the condition with the establishment of conservation record for the collection (in addition to the workplace inspections)</p> <p>Rolling programme of conservation both proactive and reactive</p> <p>Acquisitions to the Civic collection as appropriate</p>	<p>Preserve the collection for future generations</p> <p>Conservation cleaning days established</p> <p>Proactive conservation/restoration to cut long term damage to items and costs</p> <p>Create a knowledge of the collection</p>	ongoing	<p>Staff time allocated to conservation cleaning/training/establishment of the records</p> <p>Money set aside for conservation/training</p> <p>Specialist services brought in as required</p> <p>CYC specialist advice</p>	<p>Sustainable City</p> <p>City of Culture</p>

<p><b>Publications</b></p> <p>Could include:</p> <ul style="list-style-type: none"> <li>○ Silver/regalia</li> <li>○ Update lords of the city</li> <li>○ George Hudson</li> <li>○ Churchill</li> </ul>	<p>To explore and publish aspects of the MH history and collection:</p>	<p>Record the history and make it accessible to the public</p> <p>Engage the public in local/national/international history</p> <p>Income generation</p>	<p>Late 2012 onwards</p>	<p>Allocated time of MH Manager</p> <p>Author of Lord of the city will revamp for free</p> <p>Marketing resources</p> <p>Print costs, depends on size of publications etc</p> <p>Sponsorship</p>	<p>Learning City City of Culture</p>
<p><b>Documentation (Actioned)</b></p>	<p>Documentation of the all aspects of the collection using MODES</p>	<p>Accurate photographic inventory will allow greater interpretation, family history</p>	<p>On going</p>	<p>PC</p> <p>Modes £120 PA</p> <p>Time allocation</p> <p style="text-align: right;"><b>£120</b></p>	<p>City of Culture</p>
<p><b>Display of the collection of Gold and Silver/Civic regalia, 'Lord Mayors Silver galleries'</b></p>	<p>To professionally display the collection</p> <p>To interpret the collection</p> <p>Improve access to the collection</p>	<p>Improve access to the collection for academic and general interest</p> <p>Income generation</p> <p>Improvement of environmental controls</p>	<p>Long term project</p> <p>After 2012</p>	<p>Design installation costs</p> <p>Promotional material</p> <p>CYC/English Heritage permission</p> <p>Loan Items from museum trust stores</p>	<p>City of Culture Learning City</p>

	<p>Improve conservation of the collection</p>	<p>Effective marketing of the displays</p> <p>Increase in visitor numbers for the Thursday/Friday/Saturday opening and pre-booked tours.</p> <p>Income generation</p> <p>Educational provision</p>		<p>The potential of a joint bid to the heritage Lottery Fund with the City Archives is currently being explored.</p> <p>Other potential grants are being investigated</p> <p>Ring fenced income from other activities</p>	
<p><b>Restoration of the Kitchens and basement area</b></p>	<p>To restore the kitchens and associated basement areas to a fully working nineteenth kitchen</p> <p>Kitchen can also be used for modern catering needs</p>	<p>To have a high quality restored kitchen which improves the visitor attraction</p> <p>Increased knowledge of the building</p> <p>Increase in visitor numbers for the Thursday/Friday/Saturday opening and pre-booked tours.</p> <p>Income generation</p>	<p>Some planning has already occurred by Peter Brears, renowned food expert.</p> <p>Long term project, after 2012</p>	<p>Restoration costs</p> <p>Promotional material</p> <p>English Heritage permission</p> <p>Purchase of new catering equipment</p> <p>50/60K to include contingency (2005 estimate)</p> <p>Items from museum trust stores(Judges lodging set</p>	<p>City of Culture Learning City</p>

		Educational provision		<p>of copper pans etc)</p> <p>The potential of a joint bid to the heritage Lottery Fund with the City Archives is currently being investigated.</p> <p>Other potential grants are being investigated</p> <p>Ring fenced income from other activities</p>	
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### Income generation/public access

<b>Civil wedding ceremonies (Actioned)</b>	<p>Increase income generated</p> <p>Increase accessibility for all users to the MH</p>	<p>Income for the development and conservation of the MH and its collections</p>	<p>April 2010 Application form sent to the registrars</p> <p>Once application granted, inclusion on the registrars website</p>	<p>Licence, 3years £2050</p> <p>Marketing material Design/publication (included in the MH brochure/ website, see below)</p> <p>Staff time for events (covered by income)</p>	<p>Thriving City Inclusive City</p>
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			Xmas 2010 inclusion in the Guide 'Married in York'	<b>£2050</b>	
<b>Mansion House Tours (Actioned)</b>  Thursday/Friday/ Saturday tours at 11am, 12.30pm, 2pm	Increase visitor numbers  Children's tours in the summer  Increase partnership working	Increased awareness of the MH and access to the collection  Increased income from visitors and shop	March 2010  Keep season as is, March-Christmas	Marketing material £2000 (New posters, leaflets Bedroom browsers)  Distribution £250 (5000 leaflets)  Increased volunteers £200  Increased security of the collection (see below)  Other language info sheets, large print, brail  <b>£2450</b>	Thriving City City of Culture Learning City
<b>Pre-booked tours:</b>	Increase visitor numbers	Increased income	2010 onwards	Marketing material, flyers mail shots	Thriving City City of Culture

<p>(a) Pre-arranged with tour/bus companies or local hotels(blue circle, lucklowes charter, grandcircle)</p> <p>(b) Pre-arranged with other local 'museums', Civic Trust (E.g. Georgian walking tours) <b>(actioned)</b></p> <p>(c) Increase frequency of Silver tours</p> <p>(d) Combined Guildhall/MH tours</p> <p>(e) Tours of MH with LM</p> <p>(f) Specialist tours for visually/hearing impaired</p>	<p>Increase income generated</p> <p>Increase accessibility for all potential users of the MH</p> <p>Raise public awareness about the Mansion House</p> <p>Able to offer something different.</p>	<p>Increased access to the collection And York's history</p> <p>Increase user foot fall and foot fall of under represented groups</p> <p>Develop community links</p> <p>Enhance the MH reputation locally and nationally.</p> <p>Increased family history</p>		<p>(See above for flyers costs)</p> <p>Increased security of the collection (see Below)</p> <p>Increase the number of trained guides</p> <p>Staffing (to be met from income generated)</p>	<p>Learning City Inclusive City</p>
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<p><b>Retail</b></p>	<p>Increase the number of items for sale.</p> <p>Broader range if items suitable for all incomes.</p> <p>Items which are identifiable with the Mansion House, e.g. post cards and photo cards <b>(actioned)</b></p>	<p>Increased income generation</p> <p>Make item of the collection more accessible, (in a replica format)</p>	<p>Summer 2010 and on going</p>	<p>Sale or return goods</p> <p>Purchase of goods</p>	<p>Thriving City</p>
<p><b>Lectures/talks (actioned)</b></p>	<p>To develop the MH as a place to hold lectures and specialist evenings which deal with the history of York, Science related subjects, specialist talks</p> <p>Formal lectures and/or lunch time lectures</p>	<p>Increase the knowledge about the MH/collection</p> <p>Sale of items in connection with the lectures</p> <p>Income generation Develop community links</p>	<p>2010 onwards</p>	<p>Allocation of time for research, production of written material/publication.</p> <p>Use of external lecturers, YAT events, Civic Trust Events</p>	<p>Learning City City of Culture</p>

<p><b>Internal CYC events</b> <b>External events (actioned)</b></p>	<p>Continue to develop links with local and regional businesses</p> <p>Increase community and charity use</p> <p>Establish the Mansion House as a prestigious venue which is available for hire.</p> <p>Continue to make the MH available to CYC events/meetings/exhibitions</p>	<p>Income generation</p> <p>Ring fenced income to protect, conserve the Mansion House and its collection for future generations</p> <p>Awareness/profile raised of the Mansion House</p> <p>Develop community links</p>	<p>2010 onwards</p>	<p>Staffing costs covered by the hire charge</p> <p>Website/brochures see Marketing</p> <p>Awareness raising events e.g. business breakfasts, canapés evenings, Business lunches</p>	<p>Thriving City Inclusive City</p>
<p><b>Music</b></p>	<p>Use of the MH as a venue for period music</p>	<p>Awareness/profile raised of the Mansion House</p> <p>Develop community links</p>	<p>2011 onwards</p>	<p>Confirmation from city centre to remove buskers if needed-yes they will</p> <p>Joint partnership working-will need developing</p> <p>Staffing costs covered by event income</p>	<p>City of Culture</p>

## Building maintenance

<p><b>Conservation</b></p>	<p>Establish conservation records for the interior/exterior to enable monitoring of the condition of the building(in addition to the workplace inspections)</p> <p>Preserve building for future generations</p> <p>Project planning with CYC facilities management</p> <p>Attract external investment/funding opportunities building and its future</p>	<p>Protect and conserve the interior and exterior for present and future use</p> <p>Proactive conservation &amp; restoration to cut long term damage to items/building fabric and costs</p> <p>Establish a fund from income earned and donations received to assist in ongoing larger maintenance issues</p>	<p>Late 2010 onwards</p> <p>Ongoing</p>	<p>Staff time allocated to conservation cleaning/training/establishment of the records</p> <p>Money set aside for conservation/training</p> <p>Specialist services brought in as required</p> <p>Work In partnership with facilities management</p>	<p>Sustainable City City of Culture Effective Organisation</p>
<p><b>Health and safety (actioned)</b></p>	<p>Ongoing development in regards to legislation and</p>	<p>Enforce laid down fire regulations reacting to risk assessments and government legislation</p>	<p>Ongoing</p>	<p>Work In partnership with facilities management and H&amp;S team</p>	<p>Sustainable City Safer City</p>

	<p>council protocols and outcomes of risk assessments</p> <p>Be sensitive to any works that need to be carried out.</p>	<p>Make the Mansion House a safe building to enjoy without compromising the historic interiors</p>			
<b>Environmental Sustainability</b>	<p>Look at ways to increase the MH environmental stability through increased recycling</p> <p>Potential solar panel usage</p> <p>Reduction in water usage</p> <p>Secondary glazing</p>	<p>Reduce the environmental impact of the MH</p> <p>Potential long-term financial savings</p>	<p>Long term 2-5 years</p>	<p>Specialist field</p> <p>Grants available to carry out survey and works.</p> <p>Informal discussion already taken place with the Conservation Officer</p>	<p>Sustainable City</p>
<b>Lord Mayors Apartments</b>	<p>Ensure that the apartments are kept up to date and adequately furnished for use of the civic party</p> <p>Rolling programme of repairs/redecoration</p>	<p>Provide a comfortable and safe family residence for the Lord Mayor</p>	<p>On going</p>	<p>Currently met from within existing budgets</p>	

## Education

<p><b>Children educational development (actioned)</b></p>	<p>The history of the building and the role of the LM to fit in with national curriculum</p> <p>Meet the Mayor</p> <p>Period dance lessons</p> <p>You rang me lord</p> <p>Use the MH as a resource to teach History Architecture paintings</p>	<p>To develop the Mansion House as an educational resource for children</p> <p>Tie in with curriculum</p>	<p>2010 onwards</p> <p>Developmental talks held with YAT, September start agreed with YAT, development to take place during the summer</p>	<p>Developed in association with YAT</p> <p>YAT will market/book these educational events through YAT</p> <p>Mansion House Website</p> <p>Profit share basis with YAT</p> <p>Latex gloves, EPNS silver Other necessary items</p> <p style="text-align: right;"><b>£200</b></p>	<p>Learning City City of Culture Inclusive City</p>
<p><b>Adult education</b></p>	<p>Use the MH as a resource to teach History Architecture Paintings</p>	<p>Adult education, use MH as a resource to look at fine arts</p>	<p>2011 onwards</p>	<p>WEA Assistance Adult education department</p>	<p>Learning City</p>

## Marketing

<p><b>Website (Actioned)</b></p>	<p>Develop a website for the MH which covers the broad spectrum of uses of the MH, from historical to private hires through too current Civic party and their aims etc</p> <p>Link to other sites, historical attractions and caterers etc</p>	<p>Increase awareness and accessibility of the MH collection</p> <p>Potential Increase in the number of visitors and hires</p> <p>Raise the marketing profile</p>	<p>2010, Development/design stage.</p> <p>On going development essential to keep the website current and informative</p>	<p>Designing the site</p> <p>Images from the MH collection (free)</p> <p>Time to update as required</p> <p style="text-align: right;"><b>£3750</b></p>	<p>Effective Organisation</p>
<p><b>Corporate brochure (actioned)</b></p>	<p>The develop a corporate brochure</p> <p>Promote the Mansion House and its possible range of functions and uses</p> <p>Linked to the website, in style and content and approach</p>	<p>Attract hirers</p> <p>Income generation</p> <p>Raise profile awarness</p>	<p>2010, Ongoing</p>	<p>Additional photography</p>	

<p><b>Publicity</b></p>	<p>Re-present tours (including new leaflet <b>(actioned)</b>)</p> <p>Promote availability of MH for wider range of activities, in association with Lord Mayor <b>(underway)</b></p> <p>Cement the place of the Mansion House (and the Lord Mayor) as part of Yorks past and future</p>	<p>Raise profile and public awareness</p> <p>Place Mansion House &amp; Lord Mayor at centre of activity and continuing development.</p> <p>Ensure Mansion House is known and continues to be known as part of Yorks history and its future</p>	<p>Ongoing and underway</p>	<p>Volunteer &amp; staff time (free or costed) to support tours</p> <p>Relationship with and use of press</p> <p>Business cards for Manager and Lord Mayor</p> <p>Staff time to arrange regular business networking opportunities (eg Business Breakfasts, dinners, lunches)</p>	<p>City of Culture Inclusive City</p>
<p><b>Establish national and international links, eg. American Friends of Mansion House? Links with other Mansion Houses</b></p>	<p>establish the place of the Mansion House and the Lord Mayor's part of York's past and future</p> <p>Contributions to future development &amp; maintenance of Mansion House</p>	<p>Ensure Mansion House is known and continues to be known as part of York's history and its future</p> <p>Develop the Mansion house and Mayoralty both nationally and internationally</p> <p>Establish exchanges.</p>	<p>Mid term – make contact by end of 2010/11 Mayoral Year</p>	<p>Staff time and time of Lord Mayor (potentially) to establish relevant connections</p>	<p>Effective Organisation</p>

## Financial

<b>Setting Income Targets</b>	Set achievable targets	To support day to day operation and maintenance of Mansion House	2011/12 onwards	Financial advice required.  Effective marketing  Monitoring arrangements to achieve targets	Thriving City
<b>Ring fence income</b>	Ring fence income, once income targets are met  Should enable improved marketing for events, as we can say income achieved goes to the up keep of the building and collection  Allow match funding	To secure the Mansion House for use today and future generation.  Up keep the Mansion House	2012	Need to establish with finance how we can do this.	Thriving City



## Staffing

<b>Increase staffing levels</b>	<p>Increased staff to maintain and ensure standards are met within the property</p> <p>To ensure there is enough dedicated staff to cover events in the MH</p>	<p>Provide an excellent service to our users and to ensure the MH and collection are kept in an impressive condition to ensure continued use by users</p>	<p>2013, or once established</p>	<p>Ensure that sufficient income is available to fund any posts</p> <p>Possible grant assistance</p>	<p>Effective Organisation</p>
<b>Volunteer co-coordinator/events assistant</b>	<p>Dedicated person to assist in developing the role and scope of the volunteers and assist at events</p>	<p>Part of a dedicated team focussed on the Mansion House</p>	<p>2015</p>	<p>Ensure that sufficient income is available to fund any posts</p> <p>Possible grant assistance</p>	<p>Effective Organisation</p>

## Volunteers

<b>MH volunteers, Friends of the Mansion house</b>	<p>Continue to develop a MH volunteer group who are proactive in promoting and assisting in</p>	<p>Highly trained volunteers</p> <p>Opportunities provided to all sections of the community</p>	<p>On going</p>	<p>Friends events</p> <p>Newsletter</p> <p>badges</p>	<p>Effective Organisation</p>
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	opening the MH to the public				
<b>Friends on the Mansion House</b>	Develop a subscribing friends group including 'American' friends. Subscription chargeable  Community involvement	Expand and develop the friends of the MH	2015 onwards	Well produced news letter/magazine  Events laid on for them/free or reduced cost  Staffing costs and time	Effective Organisation

## Mansion House and Mayoralty Advisory Group Workplan

Meeting Date	Business	Responsible Officer	Timescale
21 April 2010	Reviewing and Defining roles for Lord Mayor/Civic Party	Dawn Steel/Anne Platt	Any changes to be considered by Executive and recommended to Full Council – 1 July 2010
	Draft Mansion House Business & Development Plan	Dawn Steel/Richard Pollitt	For initial consultation before consideration of final version in October 2010
	Verbal update on future of Guildhall	Dawn Steel/Richard Pollitt	
30 June 2010	Progress update on joint Mansion House/York Archaeological Trust Events Planning	Richard Pollitt/YAT	Events horizon for ongoing calendar year agreed. This update would help the Group get an early overview
	Promoting the Civic Function & Mansion House – the future?	Dawn Steel	
	Mansion House (and Guildhall) planned repairs, conservation maintenance programme	Richard Pollitt	Ongoing but guidance on any future repairs/maintenance issues at this stage would help shape the programme for remaining months and assist in budget planning
	Refresh Annual civic calendar of events	Dawn Steel/Anne Platt	To help inform ongoing events planning, taking into account revised civic roles

## Mansion House and Mayoralty Advisory Group Workplan

20 October 2010	<p>Final version Business &amp; Development Plan</p> <p>Progress update on conservation/repairs and business development</p>	<p>Dawn Steel/Richard Pollitt</p> <p>Richard Pollitt</p>	<p>Prior to submission to Executive in November 2010</p> <p>To ensure any incomplete works can be progressed within the financial year</p>
February 2011	Mansion House and Guildhall Year end report on visitor figures and income generated	Richard Pollitt	To make any changes to current arrangements for consideration