



**Notice of meeting of
Mansion House and Mayoralty Advisory Group**

To: Councillors Sue Galloway (Chair), Galvin, Horton, Taylor,
B Watson, Hudson,

Mrs J Hopton (Vice-Chair), Mr P Vaughan, Hon
Alderman K Wood, Hon Alderman C Hall, Mr J Walker
(Co-opted Non-Statutory Member) and Mr P Brown (Co-
opted Non-Statutory Member)

Date: Wednesday, 7 July 2010

Time: 4.00pm

Venue: The Guildhall

AGENDA

1. Declarations of Interest (Pages 1 -
2)

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

2. Minutes (Pages 3 -
10)

To approve and sign the minutes of the meeting held on 21 April
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 6 July at
5:00pm.**

- 4. Promoting and Raising the Profile of the Mayoralty and Mansion House in York** (Pages 11 - 18)
This report sets out some new arrangements in place and proposes some specific ways to raise the profile locally, nationally and, ultimately, internationally of the Mayoralty and the Mansion House.
- 5. Mansion House and York Archaeology Trust Partnership Working** (Pages 19 - 24)
This report updates the Advisory Group on the work that has been carried out to date between the Mansion House (MH) and York Archaeological Trust (YAT).
- 6. Mansion House and Guildhall Planned Repairs and Conservation Maintenance Programme**
The Advisory Group will receive a verbal update on the Mansion House and Guildhall repairs and maintenance programme.
- 7. Workplan** (Pages 25 - 26)
Members are asked to consider the Advisory Groups Work Plan.
- 8. 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:

- Telephone – (01904) 551031
- E-mail – catherine.clarke@york.gov.uk and louise.cook@york.gov.uk

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

For more information about 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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Further information about what's being discussed at this meeting

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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

MEETING	MANSION HOUSE AND MAYORALTY ADVISORY GROUP
DATE	21 APRIL 2010
PRESENT	COUNCILLORS CRISP, SUE GALLOWAY, HORTON, TAYLOR AND B WATSON. MRS J HOPTON (VICE CHAIR IN THE CHAIR), MR P VAUGHAN AND HONORARY ALDERMAN K WOOD. MR J WALKER (CO-OPTED NON STATUTORY MEMBER)
APOLOGIES	COUNCILLOR GALVIN AND MR P BROWN (CO- OPTED NON STATUTORY MEMBER)

7. DECLARATIONS OF INTEREST

Members were invited to declare at this point in the meeting any personal or prejudicial interests they might have in the business on the agenda. No interests were declared.

8. MINUTES

RESOLVED: That the minutes of the meeting of the Mansion House and Mayoralty Advisory Group held on 24 February 2010 be approved subject to the following amendments.

- Minute 1 (Declarations of Interest) be amended to read “Councillor J Galvin declared a personal interest in agenda item 6 (Co-option to the Advisory Group) as he is the president of York Archaeological Trust. Mrs J Hopton declared a personal interest in agenda item 6 (Co-option to the Advisory Group) as she is a member of the Board of York Civic Trust.”
- Minute 4 (Remit and Work Plan - paragraph 4) be amended to read “Members noted that 30 June, a provisional date for a future meeting of the Group, conflicted with *the York Design Awards Evening*, and they agreed to discuss future meeting dates at the next meeting on 21 April.”
- Minute 5 (Development of the Mansion House – Progress Update - paragraph title “Tours”) End of paragraph to be amended to read “.....It was agreed that the tours would be advertised as being

normally available on Thursdays, Fridays and Saturdays at 11.00am, 12.30pm and 2.00pm”.

9. PUBLIC PARTICIPATION

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

10. CHAIR’S REMARKS

The Chair welcomed Mr John Walker, Chief Executive of the York Archaeological Trust to his first meeting as a Co-opted Member of the Group and advised the Group that Mr Peter Brown, the Director of York Civic Trust, had also agreed to join the Group as a Co-opted Member (Minute 6 (24 February 2010) refers) but had been unable to attend this meeting.

11. REVIEWING THE ROLE OF LORD MAYOR AND CIVIC PARTY

The Group received a report which asked them to consider some options for reviewing the current operational and constitutional roles of the Lord Mayor and Civic Party.

The Group discussed a set of proposed revisions to Article 5 of the Constitution, including the proposed addition of the role and function of the Deputy Lord Mayor and agreed some minor amendments to the written roles and functions of the Lord Mayor, Deputy Lord Mayor and Sheriff. The Group was asked to consider whether Article 5 should be actively promoted and sent out to interested parties in future and they agreed to consider this issue at a future meeting once the amendments had been approved by Council.

They then discussed and agreed amendments to the Civic Party Roles, particularly the duties of the Lord Mayor, detailed within the Civic Guide. It was suggested that the relationship between York’s Lord Mayor and the Lord Mayor of London should be strengthened as this would assist in raising both the profile of the city and the Lord Mayor of York. They noted that if the relationship was left to diminish it may be lost completely.

The Group considered the template for the annual civic calendar and put forward some additional events to be included in the template.

RESOLVED: (i) That the Executive be requested to recommend to Council that it approves the proposed revisions to Article 5 of the Constitution, as agreed by members of the Advisory Group (attached as Annex A).

- (ii) That the current roles defined for the Civic Party in the Civic Guide, as amended by the Group, be agreed. ²
- (iii) That the annual civic template/calendar of events, as amended by the Group, be agreed. ³

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

Action Required

- 1. Democratic Services Manager to update Article 5 of the Constitution, prior to approval by Council DS
- 2. Democratic Services Manager to update profiles in Civic Guide. DS
- 3. Civic Services Manager to update civic template/calendar of events. AP

12. VERBAL UPDATE ON THE FUTURE OF THE GUILDHALL

Members received a verbal update from the Mansion House and Guildhall Manager on the future of the Guildhall. He reported that he had met with the Chief Executive, Head of Property Services and Interim Head of Civic, Democratic and Legal Services to discuss plans for the future of the Guildhall. He updated the Group on discussions which had taken place and advised that the Head of Property Services would be producing a report providing further information in due course. He stated that the Chief Executive had given an assurance that a full consultation on the future of the Guildhall would take place and that any decision taken would be made democratically.

RESOLVED: That the update on the future of the Guildhall be noted.

REASON: In order that the Group is kept informed on plans for the future of the Guildhall.

13. DRAFT OUTLINE FRAMEWORK - MANSION HOUSE BUSINESS AND DEVELOPMENT PLAN 2010-2015

The Group considered a report which set out an outline framework for the Mansion House Business and Development Plan which the Group is scheduled to receive in October 2010. The Group discussed the draft outline framework which sets out the eight areas to be covered in the actual plan. Officers provided additional information and answered queries on the following areas of the framework:-

Collection Management/Development

The Group discussed the issue of gifts received by the Lord Mayor which are currently displayed or stored in the Mansion House and it was suggested that some members of the Group should spend some time

looking through these items and decide on the most suitable way of managing them. ¹

Income Generation/Public access

The Group raised concerns that the upper limit of 60 persons in the State Room would hinder use of the Mansion House for conferences, meetings etc. Officers explained that this restriction was due to fire regulations and the limited ways of exit from the room. In response to a request from members of the Group, the Mansion House and Guildhall Manager agreed to look at the possibility of obtaining advice from a fire consultant on what work would be required in order to increase the number of persons permitted in the State Room and update the Group on the outcome.

Building Maintenance

The Group noted the intention to consider options for ensuring the environmental sustainability of the Mansion House and two members of the Group agreed to pursue this issue with the City of York Council's Conservation Architect and the Historic Buildings Officer at the Council for British Archaeology (CBA) and report back to the Group. ²

Marketing

The Group was advised that the brief for the website to promote the Mansion House and Mayoralty had been issued, and this embraced comments made by members of the Group. The Democratic Services Manager reported that a provider had now been selected and that a meeting to discuss specifications would take place in due course.

Financial

The Democratic Services Manager advised the Group that she had liaised with finance managers and that the establishment of a "ring-fenced" fund would become a realistic proposal when the Mansion House was earning in excess of its income target. The Group suggested that it may be worthwhile speaking to other councils who have a Mansion House to find out how they deal with their finances.

RESOLVED: That the report and draft outline framework for a 5 year Business and Development Plan for the Mansion House be noted and that the Group's comments be taken into account.

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

Action Required

1. Mr K Wood, Cllr B Watson and Cllr S Crisp to familiarise themselves with the collection of gifts stored in the Mansion House and update Group. RP
2. Mrs J Hopton and Cllr D Taylor to make contacts in order to discuss environmental sustainability issues and report back to Group. RP

14. CO-OPTION - FORMER LORD MAYOR/HONORARY ALDERMAN CHARLES HALL

The Group was asked to consider whether to formally co-opt Honorary Alderman Charles Hall, a former Lord Mayor and Trustee of York Archaeological Trust, onto the Group.

The Group agreed that Honorary Alderman Charles Hall was a key player in establishing the link with York Archaeological Trust and that he would play an important role in ensuring that this link was maintained.

RESOLVED: That Honorary Alderman Charles Hall be co-opted onto the Group with immediate effect.

REASON: In order to ensure the Group is involving appropriate organisations.

15. WORKPLAN

The Group considered a draft workplan for future meetings of the Mansion House and Mayoralty Advisory Group.

The Group considered that it would be useful to capture the experiences of every Lord Mayor and, at the end of each term of office, be able to determine whether they had realised their aims and objectives. This information would form a knowledge base which the Council could learn from and use to inform plans for the next term of office.

The Group also stressed the importance of networking and recognised the need to keep a record of contacts made by each Lord Mayor and Civic Party during their term in office.

The Democratic Services Manager noted these comments and suggested that an analysis of visits made by former Lord Mayors be included in the report on Promoting the Civic Function and Mansion House which is to be presented at the next meeting.

RESOLVED: (i) That the changes to the work plan be noted.
(ii) That the meeting scheduled for 30 June be rearranged for an alternative date to be agreed with Group members.

Mrs J Hopton, Chair
[The meeting started at 4.00 pm and finished at 6.05 pm].

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Annex A

Proposed Revisions to 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, from amongst serving Councillors. The Lord Mayor must have 5 years service as an elected Councillor. Upon election, 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 of residency in the Mansion House and 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, in accordance with the Standing Orders for Council meetings.
- 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 normally 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 Sheriff, on occasion:

- i. to support the Lord Mayor in attending civic functions 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.



Mansion House and Mayoralty Advisory Group

7 July 2010

Report of the Head of Civic, Democratic & Legal Services

Promoting and Raising the Profile of the Mayoralty and Mansion House in York

Summary

1. This report sets out some new arrangements in place and proposes some specific ways to raise the profile locally, nationally and, ultimately, internationally of the Mayoralty and the Mansion House.

Background

2. At its last meeting in April 2010, the Advisory Group specifically looked at civic role profiles and the constitutional roles for the civic party. It defined and agreed some changes to the constitutional roles and specifically included a formal role for the Deputy Lord Mayor. Those changes will be considered by the Executive on 6 July and by Council on 15 July 2010. In addition, the Group identified some changes to the working roles set out in the new Civic Guide, which gives guidance on the day to day aspects of the various roles.
3. As a result of modernizing the defined roles of the civic party, the Group then decided to look at what steps could be taken to ensure:
 - The profile of the Mayoralty in York is improved and maintained;
 - The Mansion House is adequately promoted as both the Home of the Lord Mayor and as a premier venue in York in its own right;
 - Contacts and networks established by successive Lord Mayors and Civic Parties, whether at a local, national or international level, are maintained for the future benefit of the economic, cultural or educational development of the city.

Analysis

Raising the Profile of the Mayoralty

4. What is happening now.....

The profile of the Lord Mayoralty in York is once again starting to improve, due to a combination of factors:

The **Promoting York Group** was successful in bringing to the Councils and public attention the need to create this Advisory Group to formally look at issues related to the Mayoralty in York.

Crucially, at the same time, work has been taking place over the last year or so to build up an **annual civic calendar**, comprising events/activities which roll forward year on year to establish a footprint of duties for successive Lord Mayors to undertake and expand upon.

A productive working relationship had been established with the former Chief Executive of 'YorkEngland', to promote the profile of the Lord Mayor and the Mansion House to the business community. As a part of this work, **Lord Mayors Business Breakfasts** were revamped during 2009/10, resulting in wider interest in and use of the Mansion House and the guest list being refreshed and broadened, including new businesses enabling engaging with the role of the Lord Mayor.

The **Chief Executive** has signalled her commitment to the mayoralty and the traditions of the office and will **meet regularly with the Leader and the Lord Mayor** to keep civic profile high on the agenda and to help develop a fixed understanding of the two roles.

The Democratic Services Manager is **meeting monthly with Marketing and Communications** to identify positive press features on the mayoralty and on the Mansion House. Significant or appropriate civic events will be included in the weekly press scanner produced by Marketing & Communications. For instance, all the forthcoming 'At Homes' will now be identified in that scanner as a matter of course, for Marketing & Communications to highlight.

Marketing & Communications are helping to create more user friendly **information on the Councils website** regarding the mayoralty and civic engagements. Hopefully, this will help the public and press alike become more familiar with a busy Lord Mayor and Civic Party at work promoting York.

5. What more could be done

Although, many measures, as exemplified above, are now being put in place

to provide Lord Mayors and Civic Parties with a platform to 'promote', naturally and ultimately some of the success of the role is down to the impact of the style and achievements of each successive Lord Mayor and Civic Party. The work of this Group and the responsibility of officers is to ensure a 'template' exists as a basic platform for each new Lord Mayor and Civic Party.

6. In terms of adding individual innovation, at the request of the current Lord Mayor, work is underway on a **briefing note/bulletin setting out current and forthcoming cultural and economic activity in York**. Visit York are comfortable with Lord Mayors using such a document for distribution at specific civic events. It could become another simple tool for highlighting key developments in York, with the Lord Mayor being an instrument in this process.
7. The work started with 'York England' could continue with the Councils Economic Development Team, in terms of identifying appropriate opportunities for the Lord Mayor to interface with the business community and promote local businesses in York.
8. The Democratic Services Manager is due to meet with Gillian Cruddas, Visit York, to discuss how Lord Mayors can contribute actively to promoting tourism in York, as appropriate.

Promoting the Mansion House as the Home of the Lord Mayor and as a Premier Venue in the City

What is happening now.....

9. A new **brochure** has been commissioned for the Mansion House, specifically promoting it as the home of the Lord Mayor and as a corporate business and cultural venue, as well as a venue for other events. Historically this is fitting too, since the Mansion House was originally designed for entertainment and public business.
10. A website for the Mansion House is virtually complete and will be an essential tool in promoting the Mansion House, as a premier venue in the centre of York.
11. The new brochure and website will be officially launched by the Lord Mayor at an evening to be organised.
12. The relationship previously reported to the Group with YAT (York Archaeological Trust) continues to thrive and helps to promote the Mansion House as a cultural venue and raise general awareness to the public, in a variety of spheres.

13. **What more could be done**

Promoting and developing the Mansion House in the future is a key feature of the Business & Development Plan (an outline of which the Advisory Group has already seen). The Business/Development Plan will come back to the Group in October and it will contain more detail about future plans to maintain and promote development of the Mansion House.

Maintaining Networks and Contacts

14. **What is happening now.....**

Successive Lord Mayors and Civic Parties have undertaken international visits in recent years, including maintaining the traditional twinning associations with Munster and Dijon. There is a feeling, however, that some foreign visits have taken place and no corporate effort has been made to establish ambassadorial links beneficial to the city. A selection of some more high profile civic events which have taken place in recent years are set out below:

Lord Mayor	Visit/Guests
Councillor Galvin (2009/10)	Visits to Munster & Beijing, China; Visited Chinese consulate in Manchester; hosted a visit by a delegation from Fanteakwa
Councillor Brian Watson (2008/9)	Visited Damascus, Syria
Councillor Janet Hopton (2006/7)	<p>Hosted visits from the Bulgarian and Lithuanian Ambassadors, the Mayor of Brooklyn, and the Chief Executive of an Australian business setting up its European Headquarters on the Science Park;</p> <p>The Dijon/York Association and the Munster Association were received at receptions in the Mansion House</p> <p>Visited Munster for the preliminary weekend of the 50th Anniversary Celebrations, December 1st, 2006</p> <p>Self funded (and part funded by Dijon) visit to Dijon.</p>

Councillor Janet Looker (2004/5)	As part of City's community link visited the Fanteakwa district in Ghana (but paid for personally); Hosted a Chinese delegation; went to Munster
Councillor David Horton (2002/3)	Welcomed delegations to Mansion House from Munster, Dijon and Ghana. Visited Munster Visited the Lord Mayor of London at his Mansion House. Visited Wombwell for disabled games

Quite often, Lord Mayors or Civic Parties undertake these visits on the proviso that they are externally funded and therefore they usually go accompanied only by a Civic Support Officer, who is responsible for the security of any regalia. This means that, in terms of promoting what York does on these occasions, the Lord Mayor, in effect, is the sole representative of the Council. This, of course, is largely driven by the budgetary situation, a comparatively small budget being annually available for civic hospitality and functions (£17k).

15. **What more could be done**

It is suggested that the potential for the following be explored:

Twice yearly civic newsletter – emailed to all key contacts setting out what's happening in the York civic year;

Promotional Material –

(a) Lord Mayors could be provided with a brief 'bulletin', setting out new developments and cultural activity in York for providing to guests and hosts. As mentioned earlier in this report. Arrangements for this are currently being investigated;

(b) Leaflet – Democratic Services produces 3 other public leaflets on:

- The Councils decision making process
- Getting involved in decision making
- About being a Councillor

The Democratic Services Manager is currently working with the Monitoring Officer to review what currently exists and it might be possible to produce a public leaflet also relating to the civic function (or to incorporate reference to the mayoralty and why it exists in an existing publication). An example of a leaflet currently produced by Bromley, Kent will be tabled at the meeting.

Key Contacts Database? A systematic process could be introduced for retaining and updating key civic contacts established year on year, so that, for instance, these can meticulously be included on Christmas card distributions and invitations extended to events where possible etc.

Return Visits/Invites – although, this is currently more problematic due to the restricted budgetary situation, but, were this situation to improve, it would be possible for Lord Mayors to host return exchange visits from international and national ‘luminaries’. Alternatively, such invitations would need to be offered in the knowledge that, most likely, other existing calendar civic activities would have to be displaced.

16. **Consultation**

Marketing and Communications have been consulted on the most feasible ways of improving press profile for the mayoralty but consultation on the wider issues raised within this report, is more appropriately with this Advisory Group.

17. **Options**

This Advisory Group is being consulted on its views relating to some of the initiatives now taking place and some of those proposed, with a view to taking forward raising the profile of the Mayoralty and the Mansion House. The Group can, of course, suggest other options for consideration.

18. **Corporate Strategy**

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.

Promoting the Mansion House as the traditional home of the Lord Mayor and a premier venue in York, fits with many elements of the Corporate Strategy from raising cultural awareness to contributing to developing York

as a Thriving City.

19. Implications

There are no known significant 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 way in which hospitality can be used to promote the Mayoralty.

20. Risk Management

If no specific efforts are made to improve the way the Council currently promotes both the Mansion House and the Mayoralty, then there is a danger that the great civic traditions of the city will be regarded publicly with less significance.

21. Recommendations

The Advisory Group is asked to note the steps already being taken to improve promotion and profile of the Mayoralty and Mansion House and to consider what, if any, further steps it would like officers to pursue.

Reason: To ensure that the great traditions of the Mayoralty and Mansion House are maintained

Contact Details

Author:
Dawn Steel
Democratic Services Manager
Tel: 01904 551030

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

Report Approved Date 25.04.10

Specialist Implications Officer(s)

None

All

For further information please contact the author of the report

Background Papers: None

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Mansion House & Mayoralty Advisory Group

7 July 2010

Report of the Head of Civic Democratic & Legal Services

Mansion House and York Archaeology Trust Partnership Working**Summary**

1. This report aims to set out the work that has been carried out to date between the Mansion House (MH) and York Archaeological Trust (YAT)

Background

2. The Lord Mayor is the Honorary president of YAT for their year in office, which has fostered close ties between the two.
3. 2007 Viking festival tours of the MH were held to coincide with the festival and to give them a festival theme
4. 2009, The main impetus came when Alderman Hall first proposed closer working ties between the YAT and the MH and in particular YAT to provide their assistance and expertise in the sector. Since then a number of meetings, planning and events have taken place. Thank you is specifically due to Alderman Hall, John Walker and Sarah Maltby for establishing the relationship.

Consultation

5. Relevant discussions took place between CYC officers and YAT senior staff to establish if the working relationship would be mutually beneficial.

Options

6. There are no specific options for the Advisory Group relating to this report, which is purely to keep the Group informed of the valuable work emerging from the relationship between the Mansion House and YAT.

Analysis

7. This section will highlight the breadth of work that has been carried out between the two organisations to date, and future collaborative work.
8. Events to date have included:

- The English Civil War events, which also included a day long event at the Mansion House where visitors could see original Civil War artefacts provided by York Museums Trust and Fairfax House and costumed re-enactors were on hand to chat to visitors about life in that period.
- Behind the scenes tours, Scandinavian story telling and lectures on Viking hoard and boat burial took place during the Viking festival. Behind the scenes tours and the lectures were well attended, the lectures in fact had to be moved to the Guildhall due to so many people wanting to attend.
- 25th Anniversary of Yorvik celebration book launch in the MH, where visitors could see some of the finds on display and conservation staff were available to talk to visitors.
- An afternoon of lectures based on battles of War of the Roses coincided with the reopening of Micklegate Bar.
- Lord Mayors Easter Egg Hunt, which started at the MH and took in all the YAT attractions. This was incredibly successful with the MH welcoming over 450 adults and children that day. A similar event is planned for next Easter.

9. Future planned events include:

- Dining through the ages, as part of the food and drink festival. This will involve Barley Hall as well as the MH and guests will sample medieval, Tudor, Georgian and Victorian dishes in two Mayoral houses.
- Candlelight tours and spooky stories over the Halloween period.
- Christmas events, which could include Dickensian themed evenings and associated Christmas events. Perhaps with the MH letter box being used again as the place children can drop letters to father Christmas.
- YAT are aware that the MH and Guildhall are available to be used for various events throughout the year depending on diary commitments.
- 2012, 800 years of local democracy, tentative approaches have been made to YAT and to conduct an archaeological excavation around the Guildhall.

10. **Educational sessions:** These are planned to start in September and will include Meet the Lord Mayor, 'You Rang My Lord' and Jane Austen dance classes. Each session will last an hour. Preparation for these sessions is currently taking place and interest has already been shown in the dance class activity. Each of the sessions are linked to the national Curriculum.

In particular the Meet the Lord Mayor sessions are aimed at engaging children in local democracy and give the children an understanding of the role of the Lord Mayor and the council. Children will see the MH some items of regalia, i.e. the Sword and mace, children can also dress in a miniature Lord Mayors Robe.

Your rang my lord sessions are based on the experiences of domestic houses. Children will learn napkin folding, laying of the tables, cleaning EPNS silver and sugar sculpture. The children will be able to set the dining room table at the MH. A resource pack is currently being developed that will include examples of original menus from the MH.

The Jane Austen dance classes are due to take place in the state room with costumed and trained dance instructors. Children will learn the etiquette and learn some historic dances.

11. Assistance has also been given by YAT to use their booking facilities for visitors to the MH for the weekly tours which should increase the visitor foot fall to the MH.
12. **Civic Swords:** YAT have used their expertise in conservation to repair and conserve the Sigsmund sword. This important piece of regalia's hilt was in need of attention, the work has been carried out under the supervision of YAT conservation staff and the result is that the sword looks magnificent. The Bowes sword is due shortly to undergo the same treatment at YAT.

YAT advice is also being sought on the condition of the City Mace and the mosaic floor in the Guildhall.

Corporate Priorities

13. The scope of the work being carried out by YAT and the MH enables many of the corporate priorities to be included, these are;

Thriving city, improve economic activity and tourism through increasing visitor numbers.

Inclusive City, through the events and educational sessions a greater number of residents and visitors do and will have access to the Mansion house

City of Culture, Visitors and residents can enjoy a broad range of high quality events and educational sessions based at the MH.

Learning City, increase learning opportunities possible at the MH for residents and visitors. The educational activities are based on the National Curriculum.

Healthy City, able to provide historic based dance activities for children in the Stateroom.

Implications

14.

- **Financial**, Income generation through increased events and educational activities. There will also be a positive raised profile and awareness for the MH which should contribute financially.
- **Human Resources (HR)** CYC staff to support the events/organisation. Support will also come from YAT staff.
- **Equalities**, events and educational sessions allow greater use of the MH and therefore increased accessibility to all residents and visitors.
- **Legal**, no known implications
- **Crime and Disorder**, no known implications
- **Information Technology (IT)** N/A to CYC, YAT provide the booking systems
- **Property**. no known implications
- **Other** - no known implications

Risk Management

15. Risks of not having this working relationship with YAT is that, with the current level of resources, the Mansion House could not facilitate these events and educational sessions effectively on their own.

Recommendations

16. Members are asked to note the continuing productive relationship between YAT and the Mansion House, offering wide ranging support to the Mansion House.

Reason: To keep the Advisory Group informed of the valuable work emerging from the relationship between the Mansion House and YAT.

Contact Details

Author:

Richard Pollitt
Mansion House and Guildhall
Manager
Democratic Services
Tel No. 01904 552036

Chief Officer Responsible for the report:

Chief Officer
Andrew Docherty
Head of Civic, Democratic and Legal services

**Report
Approved**

Date 29/06/10

Co-Author's

Dawn Steel
Democratic Services
Manager
Democratic Services
Tel No. 01904 551030

Report Approved

Date *Insert Date*

Specialist Implications Officer(s) *None*

Wards Affected: *List wards or tick box to indicate all*

All

For further information please contact the author of the report

Background Papers: None

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Mansion House and Mayoralty Advisory Group Workplan

Meeting Date	Business	Responsible Officer	Timescale
21 April 2010	Define and publish roles for Lord Mayor (and Civic Party)	Dawn Steel/Anne Platt	Any changes to be considered by Executive and recommended to Full Council – end July 2010
	Draft Mansion House Business & Development Plan	Dawn Steel/Richard Pollitt	For initial consultation before presentation of final version in October 2010
	Review article in Constitution on Lord Mayoralty;	Monitoring Officer/Dawn Steel	Any changes to be considered by Executive and recommended to Full Council – end July 2010
	Understanding of civic budget re-alignment	Dawn Steel/Anne Platt	Already done – intended for Group feedback.
7 July 2010	Progress update on joint Mansion House/York Archaeological Trust Events Planning and review commitment for the future	Richard Pollitt/YAT	Events horizon for ongoing calendar year agreed. This update would help the Group get an early overview
	Mansion House and Guildhall planned repairs, conservation maintenance programme – Verbal update	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
	Promoting and Raising the Profile of the Mayoralty and Mansion House	Dawn Steel	

Mansion House and Mayoralty Advisory Group Workplan

20 October 2010	Final version Business & Development Plan	Dawn Steel/Richard Pollitt	Prior to submission to Executive in November 2010
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