

# THE CHARTER TRUSTEES FOR POOLE



Report subject	<b>Report of the Civic Working Group</b>
Meeting date	26 June 2022
Status	Public Report
Executive summary	This report summarises the issues discussed at the Civic Working Group held on 14 June 2023, and seeks support for any recommendations arising.
<b>Recommendations</b>	<b>It is RECOMMENDED that Charter Trustees approve the updated Charter Trustee Handbook, attached as Appendix 1.</b>
Reason for recommendations	The updated Handbook sets out new and revised protocols identified since the establishment of the Trust in 2019, and incorporates feedback from Trustees and Officers.
Honorary Clerk	Graham Farrant, Chief Executive of BCP Council
Report Authors	Neil Fraser, Deputy Head of Democratic Services
Classification	For Decision

## Background

1. The Charter Trustees adopted Standing Orders and a Handbook upon establishment in April 2019.
2. In June 2022, Charter Trustees approved revisions to those sections of the Handbook that detailed the arrangements for Selection and Election to Office, together with the proposed establishment of a Civic Working Group.

## Revisions to the Handbook

3. The proposed changes are primarily additive and seek to set out new protocols, or provide clarity to existing protocols, as per the amendments below:
  - Page 4 – updated key positions and roles
  - Page 5 – confirmation of the statutory four meetings and the business they cover
  - Page 6 – a new section detailing membership of working groups
  - Page 7 – a new section confirming the bank verification role
  - Page 9 – an amended protocol for the selection to office in an election year (setting

out that the process will be commenced as soon as possible after the election)

Page 10 – a new section detailing protocol for the wearing of robes and hats, and a reminder of annual civic events

Page 16 – contact for the civic team

### **Summary of financial implications**

4. There are no financial implications arising from this report.

### **Summary of legal implications**

5. There are no legal implications relating to the revisions to the Handbook. All arrangements set out within the Handbook comply with the Regulations relating to the Charter Trustees.

### **Summary of human resources implications**

6. There are no human resource implications arising from this report.

### **Summary of sustainability impact**

7. There are no sustainability implications arising from this report

### **Summary of public health implications**

8. There are no public health implications arising from this report.

### **Summary of equality implications**

9. There are no equality implications arising from this report.

### **Summary of risk assessment**

10. There are no specific risks arising from this report.

### **Background papers**

None

### **Appendices**

Appendix 1 – Charter Trustee Handbook