

THE CHARTER TRUSTEES FOR POOLE



Report subject	Report of the Poole Civic Working Group
Meeting date	25 June 2025
Status	Public Report
Executive summary	This report summarises the issues discussed at the Civic Working Group meetings held since the last Charter Trustee meeting and seeks support for any recommendations arising
Recommendations	It is RECOMMENDED that: Charter Trustees approve the proposed amendments to the CT Handbook, as set out in Appendix 1.
Reason for recommendations	To seek support of the Charter Trustees for the recommendations arising from the Civic Working Group
Report Authors	Neil Fraser, Deputy Head of Democratic Services
Classification	For Decision

Background

1. At the meeting held on 22 June 2022, the Charter Trustees (CT) established a Civic Working Group (CWG) to make recommendations to the Charter Trustees at Meetings.

Purpose of the Civic Working Group

2. The establishment of the CWG provided an opportunity for earlier discussion of relevant matters and to allow members of the Charter Trustees to shape proposals for submission to, and consideration by, the full Charter Trustee body.
3. The Civic Working Group agreed that they would meet six to eight weeks before each Charter Trustee meeting, where possible. Where necessary the CWG will meet more regularly. Over the last 12 months such meetings have taken place more often to allow for close scrutiny of legal advice and the drafting of revised Standing Orders, and other matters raised by the Working Group.

4. The remainder of this paper draws upon those matters discussed and includes, where appropriate, a recommendation for determination.

CT Handbook

5. At the meeting held on 29 January 2025, Trustees formally approved amendments to the Standing Orders in response to advice received from King's Counsel.
6. At that meeting it was advised that the Handbook was also under review, to better reflect the revised Standing Orders and to include other amendments deemed necessary by the CWG. This amended Handbook is included as Appendix 1 to this report and lists the proposed amendments by way of tracked changes.

RECOMMENDED: That Charter Trustees approve the proposed amendments to the CT Handbook as set out in Appendix 1.

Service Level Agreement

7. Work is underway on the drafting of a Service Level Agreement (SLA) which formally sets out the provision of support to the Charter Trustees from BCP Council.
8. The CWG has been instrumental in the shaping of this SLA, which is now in an advanced stage, and will continue to offer direction. Key to finalising the SLA is determining the Mayor's use of the robing room at the Guildhall. Options under consideration include retaining the use of the room permanently, on a nominated day, or upon ad-hoc request. As directed by the CWG, discussions on these options are continuing to be held between the Honorary Clerk, Civic team, and Registrars.
9. Once the SLA is finalised to the satisfaction of the CWG, a recommendation on its formal approval will be brought to a future CT meeting.

Storage of regalia

10. The Civic team continues to review and improve the storage of civic regalia and as requested, the team has arranged a visit for the Mayor and Sheriff to attend the Civic Centre and review the current storage arrangements. Scheduled to take place on Friday 27 June 2025, the Sheriff will provide an update on storage to Trustees following that review.

Updates to Mayor and Sheriff boards

11. As highlighted at the Trustee meeting of 29 January 2025, the Mayor and Sheriff Boards require updating. The Civic Team is progressing the acquisition of quotes from suppliers to implement this request, with updates to the CWG to follow.

Community Organisation Database

12. The CWG has proposed the creation of a community organisation database to be used when seeking to invite members of the community to civic events. It is suggested that this database would include contact details of various voluntary organisations within Poole.
13. The Civic team is progressing this request in consultation with the Mayor and the wider CWG membership, and further details will be provided in due course.

Communication Strategy

14. At the meeting held on 29 January 2025, Trustees approved a budget of £10,000 for its communications. Since that meeting the CWG, and in particular the Mayor, Councillor Howell, have been in regular contact with the Council's Communications team to agree a communication strategy on behalf of Trustees.
15. The agreed strategy now includes regular updates via the Council's communications channels together with the creation of new social media channels exclusively for use by Poole Charter Trustees.
16. The Communications team will also be providing training to the Civic heads on social media management to ensure effective use of these media platforms.

Summary of financial implications

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

Summary of legal implications

16. There are no legal implications arising from this report.

Summary of human resources implications

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

Summary of sustainability impact

18. There are no sustainability implications arising from this report.

Summary of public health implications

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

Summary of equality implications

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

Summary of risk assessment

21. There are no risk implications arising from this report.

Background papers

Nil.

Appendices

Appendix 1 – Charter Trustees Handbook (revised with tracked changes)