



Havering
LONDON BOROUGH

EXTRAORDINARY COUNCIL, 22 MAY 2024

REPORT OF THE CHIEF EXECUTIVE

SUBJECT: MAYORAL HANDBOOK AND PROCEDURES MANUAL

A revised comprehensive Mayoral Handbook and Procedures Manual (attached) has been developed by the Corporate Executive Service, and acts as the definitive guide in relation to the Mayor's role, powers, and responsibilities.

Embodying principles of transparency, accountability and political neutrality, this handbook has been produced in line with best practice guidance provided by the National Association of Civic Officers (NACO) with a focus on the effective execution of the Mayor's duties and service to the community.

Although Council is not required to formally adopt the document, the Handbook is being brought to the attention of Members in the spirit of good governance, in order that approval can be confirmed at full Council, prior to the start of the new municipal year.

There are no identified, direct **financial, legal, human resources or equalities implications and risks** associated with the Handbook. .

RECOMMENDATIONS

1. That Council approves that the Mayoral Handbook be used with immediate effect.

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Andrew Blake Herbert
Chief Executive

Council, 22 May 2024

Background paper List

There are no background papers.