



**Havering**  
LONDON BOROUGH

## **GOVERNANCE COMMITTEE, 5 JUNE 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 Governance Committee 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 Governance Committee Council, at 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 Governance Committee approves that the Mayoral Handbook be used with immediate effect.

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**Council, 22 May 2024**

**Background paper List**

There are no background papers.