

**Joint Report of the Presiding Member, Monitoring Officer and  
Head of Democratic Services**

**Council – 3 March 2015**

**NOMINATION OF LORD MAYOR ELECT AND DEPUTY LORD MAYOR ELECT 2015-  
2016**

|                                    |   |
|------------------------------------|---|
| <b>Purpose:</b>                    | To nominate the Lord Mayor elect and Deputy Lord Mayor elect for 2015-2016.   |
| <b>Policy Framework:</b>           | Lord Mayor and Deputy Lord Mayor Protocol.  |
| <b>Reason for Decision:</b>        | To enable the arrangements for the Inauguration of the Lord Mayor and Deputy Lord Mayor event to proceed.   |
| <b>Consultation:</b>               | Political Group Leader and their Deputies, Finance, Legal.  |
| <b>Recommendation(s):</b>          | It is recommended that:<br><br>1) Council nominate Councillor John Newbury as Lord Mayor Elect 2015-2016;<br><br>2) Council nominate Councillor David H Hopkins as Deputy Lord Mayor Elect 2015-2016. |
| <b>Report Author:</b>              | Huw Evans   |
| <b>Finance Officer:</b>            | Carl Billingsley  |
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**1. Introduction**

1.1 The Lord Mayor and Deputy Lord Mayor Protocol, set out within the Council Constitution, was initially approved by Council on 28 February 2008. The latest version was amended by Council on 18 March 2014. The Protocol is attached as **Appendix 1**.

**2. Nominations**

2.1 In line with the Protocol, the Head of Democratic Services sent an e-mail on 13 February 2015 asking each Political Group Leader and their Deputies to determine whether the candidates met the criteria set out in the Protocol and the candidate's appropriateness for the role of Lord Mayor and Deputy Lord Mayor.

2.2 Each Political Group Leader and their Deputies responded by e-mail on 13 February 2015 stating that the candidates met the criteria set out in the Protocol and that the candidate's were appropriate for the role of Lord Mayor and Deputy Lord Mayor.

### 3. Equality and Engagement Implications

3.1 An Equality Impact Assessment (EIA) screening process took place prior to the consultation period. The outcome indicated that it was low priority and a full report was not required.

### 4. Financial Implications

4.1 None.

### 5. Legal Implications

5.1 None.

**Background Papers:** None

**Appendices:**

|            |  |
|------------|--|
| Appendix 1 | Lord Mayor and Deputy Lord Mayor Protocol  |
| Appendix 2 | Councillors Total Length of Services with the City and County of Swansea and each of its predecessor Authorities <b>as at 17 February 2015</b> |

### **1. Lord Mayor and Deputy Lord Mayor Protocol**

#### **1. Introduction**

1.1 On 22 March 1982, HM Queen Elizabeth II graciously granted to the City of Swansea letters patent which elevated the status of the Mayor to that of Lord Mayor. The Unitary Authority of the City and County of Swansea which came into being on 1 April 1996 was successful in having both the City and Lord Mayor status re-bestowed on 29 March 1996.

1.2 The actual wording of the letters patent is shown below:

*“Elizabeth the Second by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of our other Realms and Territories Queen Head of the Commonwealth Defender of the Faith To all to whom these presents shall come, Greeting. Know ye that our will and pleasure is and We do hereby declare and ordain that from and after the date of these presents the Mayor of the City of Swansea and his successors in office shall be styled entitled and called LORD MAYOR OF SWANSEA And we do hereby authorise and empower the Mayor of the City of Swansea and his successors in office henceforth at all times to assume and use and to be called and to be named by the style title and appellation of Lord Mayor of Swansea and to enjoy and use all and singular the rights privileges and advantages to the degree of a Lord Mayor in all things duly and or right belonging. In witness whereof we have caused these our letters to be made patent. Witness Ourselves at Westminster the twenty second day of March in the thirty first year of our reign”.*

1.3 The Lord Mayor and Deputy Lord Mayor Protocol aims to cover all aspects relating to the eligibility, nomination and behaviour of the Lord Mayor / Deputy Lord Mayor.

#### **2. Eligibility to be Lord Mayor / Deputy Lord Mayor**

2.1 For the period that a person is elected as Lord Mayor / Deputy Lord Mayor, they must remain a Councillor of the City and County of Swansea.

2.2 From the moment that the person ceases to be a Councillor of the City and County of Swansea, they automatically also cease to be the Lord Mayor / Deputy Lord Mayor.

#### **3. Formal Procedure and Criteria for the Nomination of Lord Mayor and Deputy Lord Mayor**

3.1 Councillors must satisfy the following criteria prior to being nominated as Deputy Lord Mayor / Lord Mayor.

- i) Candidates for the position of Lord Mayor and Deputy Lord Mayor must be members of the Council.

- ii) Councillors shall be elected to the position of Deputy Lord Mayor and Lord Mayor based on their total length of service with the City and County of Swansea Council and its predecessor Authorities. **Appendix D** (The List) highlights the “Councillors Total Length of Service with the City and County of Swansea and each of its predecessor Authorities” (As at Date Printed on **Appendix D**).
- iii) Simultaneous service on more than one of the City and County of Swansea Council’s predecessor Authorities will count as one period of service i.e. If a Councillor was an Elected Member with Lliw Valley Borough Council and West Glamorgan County Council during 1990-1994, only 4 years would be counted towards the Councillors total length of service during that time.
- iv) If a Councillor has broken service with the City and County of Swansea Council or any of its predecessor Authorities, then the time of each of the periods of service will be added together in order to establish the total length of service. For details of a Councillors Period(s) of Service with the City and County of Swansea and its predecessor Authorities, please refer to [www.swansea.gov.uk/councillors](http://www.swansea.gov.uk/councillors)
- v) If a Councillor has accrued service with another Authority, then that time will not be counted, as the time has not been spent representing the people of the City and County of Swansea Council.
- vi) A Councillor would only be honoured with the title Deputy Lord Mayor and Lord Mayor once.

3.2 If there are more than 1 Councillors with exactly the same length of service, then the nomination will be determined as follows:

- i) Between the Councillors involved;
- ii) The drawing of lots between the Councillors involved.

#### **4. Consultation with Political Group Leaders and their Deputies**

4.1 The Head of Democratic Services shall consult with the Political Group Leaders and their Deputies via e-mail asking them to:

- i) Determine whether candidates meet the criteria set out in Paragraph 3 above;
- ii) Discuss the appropriateness of the candidates nominated for the role of Deputy Lord Mayor and Lord Mayor.

4.2 If the Head of Democratic Services receives:

- i) A unanimous decision that the Candidates meet the criteria set out in Paragraph 3 above and that the Candidates are suitable for the role of Lord Mayor or Deputy Lord Mayor then the Head of Democratic Services shall present a report to Council outlining this view recommending their Election as Lord Mayor Elect and Deputy Lord Mayor Elect accordingly;

- ii) A split decision that one or both Candidates do not meet the criteria set out in Paragraphs 3 above and / or that one or both Candidates are not suitable for the role of Lord Mayor or Deputy Lord Mayor then a meeting of the Constitution Working Group be arranged to consider the issue. This only applies to the Candidate found not to meet the criteria or found not to be appropriate for the role of Lord Mayor Elect and Deputy Lord Mayor Elect.”

**5. The Constitution Working Group subject to Paragraph 4 above will:**

- 5.1 Determine whether candidates meet the criteria set out in Paragraph 3 above;
- 5.2 Discuss the appropriateness of the candidates nominated for the role of Deputy Lord Mayor and Lord Mayor.
- 5.3 If a candidate is deemed appropriate for the role of Deputy Lord Mayor / Lord Mayor then the Constitution Working Group shall present a report to Council recommending one candidate for the role of Deputy Lord Mayor and one candidate for the role of Lord Mayor based on the total length of time served by a Councillor.
- 5.4 If a candidate is deemed inappropriate for the role of Deputy Lord Mayor / Lord Mayor, the Constitution Working Group shall discuss what (if any) sanctions that will be imposed based on the following questions:

- a) Was the Councillor found in serious breach of the Councillors Code of Conduct?

If yes, then the exclusion from holding the office of Deputy Lord Mayor / Lord Mayor will be for a minimum mandatory period of 5 years or permanent removal from “the list”. The Constitution Working Group may extend this period if it deems the severity of the breach such. The period cannot be shortened.

- b) Was the Councillor found in minor breach of the Councillors Code of Conduct or carried out general inappropriate action(s) not involving a breach of the Councillors Code of Conduct?

If yes, the Constitution Working Group will decide on the severity and relevance of the breach of the Councillors Code of Conduct or the degree of inappropriate action.

It shall apply such deferral of office as it, in its absolute discretion, considers appropriate. As a guide such deferral of office may include exclusion from holding the office of Deputy Lord Mayor / Lord Mayor for any period up to 4 years.

- c) Was the Councillor found to have carried out inappropriate actions or other serious misbehaviour regarding the office of Lord Mayor / Deputy Lord Mayor not involving a breach of the Councillors Code of Conduct?

If yes, then the exclusion from holding the office of Deputy Lord Mayor / Lord Mayor will be for a suggested period of 4 years. The Constitution Working Group may increase or decrease this period if it deems appropriate.

- 5.5 What is a serious or minor breach of the Councillors Code of Conduct will be a matter to be determined by the Constitution Working Group on the facts of each particular case.
- 5.6 The exclusion period will be for the period starting with the final determination of the breach of the Councillors Code of Conduct for paragraphs 5.4 a) and 5.4 b) and the determination of the Constitution Working Group for paragraph 5.4. c).
- 5.7 If a Councillor has acted in the role of Deputy Lord Mayor and is deemed to be inappropriate prior to commencing the role of Lord Mayor, then s/he shall serve the exclusion period outlined above and at the end of the period undertake the role of Lord Mayor.
- 5.8 Once a Councillor has completed a period of suspension they will be placed on “the list” in accordance with their seniority.
- 5.9 In the year of a Local Government Election, it is possible that the next Councillor in line for the role of Lord Mayor / Deputy Lord Mayor either chooses not to stand for re-election or fails to get re-elected. In order to attempt to overcome this, the Constitution Working Group shall apply the appropriateness test to the next 5 Councillors in the list (Appendix D) who have confirmed that they intend standing in order to seek re-election. Please Note that Appendix D is not appended.
- 5.10 The appropriateness test for these other Councillors will only be a measure of their appropriateness at this current point in time. They will be the subject of a further appropriateness test if they are not elected to the role of Lord Mayor / Deputy Lord Mayor.

## **6. Constitution Working Group Report to Council**

- 6.1 Council shall receive the report of the Constitution Working Group regarding nominations for the Deputy Lord Mayor and Lord Mayor. The report shall nominate one Councillor for the role of Deputy Lord Mayor and one Councillor for the role of Lord Mayor.
- 6.2 In the year of a **Local Government Election**, there will be a third and fourth recommendation seeking a resolution to name the next 5 Councillors as being eligible should the initial nominations fail to be re-elected. These additional 5 Councillors shall be appointed in line with the Protocol.
- 6.3 When a Councillor is elected to the position of Deputy Lord Mayor, then that person would become Lord Mayor the following municipal year, subject to Paragraph 5.4 b) and 5.4 c) above.

## **7 Role of Council**

- 7.1 Council will receive the report of the Constitution Working Group regarding nominations for the Deputy Lord Mayor and Lord Mayor. It shall consider whether to accept the recommendations of the Constitution Working Group or not.

7.2 In the year of a **Local Government Election**, Council shall also be asked to accept the nominations of the next 5 Councillors under the Protocol in order to have an automatic fall-back position should the initial nominations fail to be re-elected. The automatic fall-back would mean that the next eligible Councillor who had been subjected to and passed the appropriateness test by the Constitution Working Group would be elected to the position of Lord Mayor / Deputy Lord Mayor as necessary.

7.3 Should Council not accept the recommendations of the Constitution Working Group, then the matter should be deferred to either the next Ordinary meeting of Council or to an Extraordinary meeting of Council in order for the appropriateness test to be considered for the next Councillor in line based on length of service by the Constitution Working Group.

## **8. Deferment of Term of Office**

8.1 If a Councillor chooses to defer their term of office, then it would only be allowed in exceptional circumstances and subject to approval from all Political Group Leaders e.g. in the case of illness of the Councillor or close member of their family.

8.2 If the Leader of the Council is scheduled to be Lord Mayor then the Leader of the Council shall have the opportunity to defer his / her term of office for as long as they deem necessary.

## **9. Behaviour of Lord Mayor / Deputy Lord Mayor during their Term of Office**

9.1 Should the behaviour of the Lord Mayor / Deputy Lord Mayor be brought into question during their term of office, then the behaviour should be reported to the Chief Executive, the Monitoring Officer, the Head of Democratic Services and to the relevant Political Group Leader.

9.2 However, if the alleged behaviour is considered to be a breach or potential breach of the Councillors Code of Conduct then the complainant should refer the matter to the Public Services Ombudsman for Wales or Police as appropriate.

9.3 The allegation will be passed to the Constitution Working Group for them to consider whether it requires any immediate action to be taken. The Group may also determine any sanction to be imposed (if any) pending the outcome of the Ombudsman's or Police investigation (if any).

## **10. Suspension from Office as a Councillor**

10.1 Should a Councillor be suspended from the Office of Councillor for a period of time following a breach of the Councillors Code of Conduct, the following actions are to be followed:

- 10.1.1 Suspension is for a period **Less** than the remaining term of office of the Lord Mayor / Deputy Lord Mayor
- i) The issue shall be automatically referred to the Constitution Working Group for it to consider what action, if any should be taken.
- 10.1.2 Suspension is for a period **Longer** than the remaining term of office of the Lord Mayor / Deputy Lord Mayor
- i) The Councillor will cease to serve as Lord Mayor / Deputy Lord Mayor with immediate effect.
- 10.2 The Constitution Working Group reserves the right to amend the sanction as it sees fit.
- 11. Behaviour of Lord Mayor's Consort, / Deputy Lord Mayor's Consort, Lady Mayoress / Deputy Lady Mayoress during their Term of Office**
- 11.1 Should the behaviour of the Lord Mayor's Consort, / Deputy Lord Mayor's Consort, Lady Mayoress / Deputy Lady Mayoress be brought into question during their term of office, then the behaviour should be reported to the Chief Executive, the Monitoring Officer, the Head of Democratic Services and to the relevant Political Group Leader.
- 11.2 The allegation(s) will be passed to the Constitution Working Group for them to consider whether it requires any immediate action to be taken. Action could include suspending the individual for a period of time or seeking a Council resolution to remove the individual from Office.



## Appendix 2

### Councillors Total Length of Services with the City and County of Swansea and each of its predecessor Authorities As at 17 February 2015

| Last Name      | First Name(s) | Total Time Served            | Municipal Year served as LM                     |
|----------------|---------------|------------------------------|---|
| Lewis          | Richard       | 41 years, 9 months, 7 days   | 2010-2011                                       |
| Thomas         | Des           | 39 years, 3 months, 17 days  | 1996-1997                                       |
| Owen           | Byron         | 31 years, 10 months, 23 days | 1991-1992                                       |
| Burtonshaw     | June          | 31 years, 9 months, 12 days  | 2002-2003                                       |
| Davies         | John          | 31 years, 9 months, 12 days  | 2000-2001                                       |
| Francis-Davies | Robert        | 31 years, 9 months, 12 days  | 2001-2002                                       |
| Black          | Peter         | 30 years, 9 months, 14 days  | Declined: 08.03.2007                            |
| Holley         | Christopher   | 29 years, 9 months, 15 days  | 2006-2007                                       |
| Richard        | Ioan          | 29 years, 3 months, 3 days   | 2011-2012                                       |
| Sullivan       | Gareth        | 27 years, 9 months, 10 days  | 2008-2009                                       |
| Stanton        | June          | 26 years, 9 months, 12 days  | 2013-2014                                       |
| Thomas         | Ceinwen       | 24 years, 9 months, 14 days  | Current Lord Mayor<br>Current Deputy Lord Mayor |
| Newbury        | John          | 24 years, 8 months, 11 days  |   |
| Hopkins        | David         | 23 years, 9 months, 15 days  |   |
| Phillips       | David         | 21 years, 9 months, 11 days  |   |
| Downing        | Philip        | 18 years, 8 months, 16 days  |   |
| Lloyd          | Paul          | 17 years, 10 months, 20 days |   |
| Marsh          | Keith         | 16 years, 8 months, 13 days  |   |
| Child          | Mark          | 15 years, 9 months, 11 days  |   |
| Day            | Mike          | 15 years, 9 months, 11 days  |   |
| Jones          | Mary          | 15 years, 9 months, 11 days  |   |
| Rees           | Huw           | 15 years, 9 months, 11 days  |   |
| Thomas         | Graham        | 15 years, 9 months, 11 days  |   |
| Stewart        | Robert        | 11 years, 9 months, 16 days  |   |
| Fitzgerald     | Wendy         | 10 years, 8 months, 7 days   |   |
| Hood-Williams  | Paxton        | 10 years, 8 months, 7 days   |   |
| Kirchner       | Erika         | 10 years, 8 months, 7 days   |   |
| Philpott       | Cheryl        | 10 years, 8 months, 7 days   |   |
| May            | Peter         | 8 years, 1 months, 27 days   |   |
| Matthews       | Penny         | 7 years, 6 months, 29 days   |   |
| Bradley        | Nick          | 6 years, 9 months, 16 days   |   |
| Colburn        | Tony          | 6 years, 9 months, 16 days   |   |
| Doyle          | Ryland        | 6 years, 9 months, 16 days   |   |
| Evans          | William       | 6 years, 9 months, 16 days   |   |
| Jones          | Jeff          | 6 years, 9 months, 16 days   |   |
| Jones          | Sue           | 6 years, 9 months, 16 days   |   |
| Meara          | Paul          | 6 years, 9 months, 16 days   |   |
| Morris         | Hazel         | 6 years, 9 months, 16 days   |   |
| Richards       | Christine     | 6 years, 9 months, 16 days   |   |
| Smith          | Paulette      | 6 years, 9 months, 16 days   |   |
| Jardine        | Yvonne        | 6 years, 8 months, 11 days   |   |
| Thomas         | Miles         | 4 years, 3 months, 27 days   |   |
| Bayliss        | John          | 2 years, 9 months, 14 days   |   |
| Clay           | Uta           | 2 years, 9 months, 14 days   |   |
| Cole           | David         | 2 years, 9 months, 14 days   |   |
| Cook           | Ann           | 2 years, 9 months, 14 days   |   |

| Last Name   | First Name(s) | Total Time Served          | Municipal Year served as LM |
|-------------|---------------|----------------------------|-----------------------------|
| Crouch      | Sybil         | 2 years, 9 months, 14 days |                             |
| Curtice     | Jan           | 2 years, 9 months, 14 days |                             |
| Davies      | Nick          | 2 years, 9 months, 14 days |                             |
| Evans       | Mandy         | 2 years, 9 months, 14 days |                             |
| Gordon      | Fiona         | 2 years, 9 months, 14 days |                             |
| Hale        | Joe           | 2 years, 9 months, 14 days |                             |
| Harris      | Jane          | 2 years, 9 months, 14 days |                             |
| Hennegan    | Terry         | 2 years, 9 months, 14 days |                             |
| Hopkins     | Beverley      | 2 years, 9 months, 14 days |                             |
| James       | Lynda         | 2 years, 9 months, 14 days |                             |
| Jones       | Andrew        | 2 years, 9 months, 14 days |                             |
| Lewis       | Andrea        | 2 years, 9 months, 14 days |                             |
| Lewis       | David         | 2 years, 9 months, 14 days |                             |
| Lloyd       | Clive         | 2 years, 9 months, 14 days |                             |
| Owens       | Geraint       | 2 years, 9 months, 14 days |                             |
| Raynor      | Jennifer      | 2 years, 9 months, 14 days |                             |
| Woollard    | Neil          | 2 years, 9 months, 14 days |                             |
| Smith       | Robert        | 2 years, 9 months, 14 days |                             |
| Tanner      | Gloria        | 2 years, 9 months, 14 days |                             |
| Theaker     | Mitchell      | 2 years, 9 months, 14 days |                             |
| Thomas      | Mark          | 2 years, 9 months, 14 days |                             |
| Tyler-Lloyd | Linda         | 2 years, 9 months, 14 days |                             |
| Walker      | Gordon        | 2 years, 9 months, 14 days |                             |
| Walton      | Lesley        | 2 years, 9 months, 14 days |                             |
| White       | Mike          | 2 years, 9 months, 14 days |                             |
| Clay        | Bob           | 1 years, 7 months, 13 days |                             |