ARTICLE 3
THE CEREMONIAL COUNCIL

1. Legal Status

1.1 The Ceremonial Council is a committee established under Section 101 of the Local Government Act 1972. Whilst it comprises all Members of the Council it is not a meeting of the Council as defined in Section 8 and Schedule 12 to the 1972 Act and as such its role should not be confused with that of the Assembly. The only exception to this is that the Ceremonial Council may assume the role of Council for the purposes of appointing the Mayor.

2. Role

2.1 The Ceremonial Council is, as the name suggests, the ceremonial arm of the political structure. Its role includes awarding:

- the Freedom of the Borough to those who have given outstanding long service to the community, and
- the status of Honorary Alderman to:
  
  (i) former Leaders of the Council; and
  (ii) former elected Members of the Council who have given at least forty years' service;

subject to there being no more than four serving Aldermen at any one time.

3. Membership

3.1 All Members of the Council.

4. Quorum

4.1 Thirteen Members.

5. Chair and Deputy Chair

5.1 The Ceremonial Council shall appoint the Mayor as Chair and the Chair of the Assembly as Deputy Chair.

6. Frequency of Meetings

6.1 As and when required plus the Annual Meeting.

6.2 The Mayor and Chair of the Assembly, in consultation with the Leader and Deputy Leader of the Council, will be consulted on meeting dates having regard to statutory requirements.

7. Venue and Time

7.1 The Town Hall, Barking or other suitable venue as agreed by the Mayor
7.2 Friday at 7.00 p.m. unless otherwise determined by the Mayor

8. **Terms of Reference**

8.1 See Scheme of Delegation in Part C of the Constitution for details.

9. **Agenda Planning**

9.1 An agenda planning meeting is held between the Mayor, the Leader of the Council and the Chief Executive or their nominee at a suitable time before the agenda is despatched.

9.2 In the absence of the Mayor and/or the Leader of the Council, the Chief Executive or their nominee is responsible for agenda planning.

10. **Appointment and Accountability**

10.1 Appointed by and accountable to the Assembly. The Ceremonial Council will advise the Assembly of matters requiring the latter’s approval.

11. **Annual Meeting of the Ceremonial Council**

11.1 **Timing**

11.1.1 The annual meeting will be held in May.

12. **Role**

12.1 The annual meeting will appoint the Mayor and the Mayor's Chaplain.

(Contact Officer: Group Manager, Democratic Services: Tel: 020 8227 2135)