

MAYOR'S CADET POLICY AND PROTOCOL

AGENDA ITEM No. 13

MEETING: FULL COUNCIL

DATE: 22ND APRIL 2026

REPORTED BY: TOWN CLERK

1.0 Purpose of the Report

1.1 The purpose of the report is to request members' approval of a new Mayor's Cadet Policy and Protocol.

2.0 Background Information

2.1 Members will recall that the Council received a request in October 2025 from the 1407 Newton Aycliffe Squadron Air Cadets requesting the consideration of the establishment of a Mayor's Cadet role.

2.2 A copy of this request is attached at Appendix 1

2.3 The Council resolved at the meeting that:

"Officers are authorised, with the Mayor, to hold further discussions with 1407 Air Cadets to establish this initiative".

3.0 Current Situation

3.1 Officers and the Mayor have met with representatives of the 1407 Air Cadets to progress this initiative ahead of the new Mayoral Year with a view to launching the initiative and having the first Mayor's Cadet in position for the 2026/27 year.

3.2 In order to document the protocols and procedures for the Mayor's Cadet initiative, a Mayor's Cadet Policy and Protocol has been prepared by the Town Clerk and agreed with the 1407 Air Cadets.

3.3 The policy covers:

- Overview of the Mayor's Cadet Role
- Objectives of the Mayor's Cadet Initiative
- Eligibility Criteria and Nomination Process for the Mayor's Cadet
- Appointment Process and Ceremony
- Term of Office
- Badge of Office
- Duties and Responsibilities
- The Role of the Mayor
- Welfare and Safeguarding
- Review and Monitoring

3.4 The Mayor's Cadet Policy and Protocol is attached for the approval of the Council at Appendix 2.

3.5 Interviews for the appointment of the Mayor's Cadet are due to take place shortly and the Mayor has been invited to participate in this process.

3.6 This will then allow the Mayor's Cadet to be officially appointed at the Annual Council Meeting.

4.0 Impact on Great Aycliffe Town Council

4.1 Approval of the Mayor's Cadet Policy and Protocol will help to formalise and document the arrangements for the Mayor's Cadet Initiative.

5.0 Policy Implications

5.1 This report complies with the Council's Strategic Aims 1, 6 and 7:

Aim 1: To provide good quality governance and management of the council.

Aim 6: To help and encourage partnership working to improve the services and facilities for the residents of Great Aycliffe.

Aim 7: To encourage the residents of Great Aycliffe to become involved in local democracy.

6.0 Staffing Implications

6.1 The Town Clerk and Senior Administration Officer will be responsible for managing and administering the initiative in partnership with 1407 Newton Aycliffe Squadron Air Cadets officers.

7.0 Financial Implications

7.1 There are no direct financial implications for the Council other than officer time.

7.2 The 1407 Newton Aycliffe Squadron of the Royal Air Force Air Cadets are supplying an official cloth brassard embroidered with the Mayor's Cadet badge.

7.3 The Council may wish to consider offering a small commemorative gift at the end of the mayoral year in the same way it does the outgoing Mayor. This would be funded from the Civic Hospitality Budget.

8.0 Crime and Disorder Implications

8.1 None.

9.0 Equal Opportunity Implications

9.1 The selection process is overseen by the 1407 Newton Aycliffe Squadron Air Cadets and is subject to specified eligibility criteria and a robust process assessment process, ensuring equality and fairness.

10.0 Environment, Biodiversity and Climate Change Implications

10.1 None.

11.0 Risk Assessment

11.1 It is not considered that the matter contained in this report poses a risk to health and safety of staff or to the financial or public standing of the Council to a degree that a risk assessment should be appended to this report.

12.0 General Data Protection Regulations (GDPR)

12.1 Is any personal or sensitive data required for this proposal which may have any implications for GDPR? NO

13.0 Recommendations

13.1 It is recommended that Members:

- i) Receive the report.
- ii) Approve the attached Mayor's Cadet Policy and Protocol.