

REPORT TO: POLICY AND RESOURCES COMMITTEE - 27 OCTOBER 2008

REPORT ON: BURGESS TICKETS

REPORT BY: CHIEF EXECUTIVE

REPORT NO: 508-2008

1. PURPOSE OF REPORT

To propose the introduction of Burgess Tickets and to recommend a process for how this should be administered.

2. RECOMMENDATIONS

It is recommended that the Council:

- i) agree, in principle, to the issuing of Burgess Tickets, on the basis that these will be issued to people living or working in the city or who have ancestral, historic or significant links to the city and are involved in:
 - charitable works
 - business and the professions
 - community and civil life.
- ii) delegate decisions on the issuing of Burgess Tickets to a new Charitable body, to be chaired by the Lord Provost and comprised initially of the Chair plus six members, three female and three male, invited by the Lord Provost to represent local organisations involved in
 - charitable works
 - business and the professions
 - community and civil life.
- iii) require that the new Charitable body should:
 - adopt a constitution which will ensure charitable status and which is acceptable to Dundee City Council and includes, in particular, a commitment to equality and diversity, reflected in a gender balance being maintained on the body
 - appoint from within its membership a Secretary, responsible for record keeping and maintenance of the Locket Book/Register, and Treasurer, responsible for control of the organisations own bank account and financial records
 - purchase a new Locket Book/Register, with the original being retained by the City Council
 - obtain charitable status from OSCR
- iv) authorise incorporation of the City's crest in design of the Burgess Ticket and authorise the Lord Provost to sign the document.

3. FINANCIAL IMPLICATIONS

It is recommended that the new Charitable body should set such fees for the issue of Burgess tickets as is required to fully cover the administrative costs involved and to ensure that a donation is made each year to appropriate charities operating in the city. The fees should be set at affordable levels so that the cost would not be a deterrent to any applicant.

4. MAIN TEXT

4.1 The practice of issuing Burgess Tickets has continued, or been re-introduced, in the other three main Scottish cities. In Glasgow, entry to the Burgess Roll is achieved simply by paying a fee with no real criteria or qualification being applied. In Aberdeen and Edinburgh, applicants are required to show involvement in activities of benefit to the community, and it is suggested that this would be a more appropriate model to follow in Dundee. It is recommended, therefore, that the Council agree, in principle, the issuing of Burgess Tickets, on the basis that these will be issued to people living or working in the city or who have ancestral or historic links to the city and are involved in:

- charitable works
- business and the professions
- community and civil life.

4.2 It is proposed that the administration of Burgess tickets be delegated to a new Charitable body, chaired by the Lord Provost and including representatives of local organisations involved in:

- charitable works
- business and the professions
- community and civil life.

It suggested that, initially, the new Charitable body should be comprised of six members, three female and three male, invited by the Lord Provost as representatives of organisations involved in charitable work. The six members should come from a wide range of organisations working in the city.

4.3 It is essential that the new Charitable body can demonstrate good governance. It is recommended, therefore, that the new Charitable body should be required to adopt a constitution which is acceptable to the Council and achieve charitable status from OSCR. This should include a commitment to equality and diversity, which should be reflected in a gender balance being maintained on the new Charitable body itself. The new Charitable body should also be required to appoint a Secretary and a Treasurer to carry out key functions such as record keeping, maintenance of the Locket Book/Register and financial accounting. The new Charitable body will also be required to open its own bank account, and to set fees for the issue of Burgess Tickets which cover its administrative costs. These costs will include the purchase of a new Locket Book/Register, as the Council will retain the original.

4.4 A draft design for the Burgess Ticket is appended by way of illustration. This includes a declaration that the Burgess will promote the interests of Dundee and its citizens and observe the principles of fairness, equality of opportunity and non-discrimination. Authorisation will require to be given for use of the Council's crest and for the Lord Provost to sign the Ticket and use the Council's seal.

5. **POLICY IMPLICATIONS**

This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. The major issue identified is the need to ensure that those admitted as Burgesses reflect the diversity of those who make a contribution to charitable work and who have links to the city. This is addressed by the requirement for a gender balance to be maintained on the new Charitable body; by the requirement to include a commitment to equality and diversity in the Committee's constitution; and by the terms of the declaration to be made by Burgesses.

6. **CONSULTATIONS**

The Depute Chief Executive (Support Services) and Depute Chief Executive (Finance) have been consulted on this report.

7. **BACKGROUND PAPERS**

None.

Alex Stephen
Chief Executive

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22/10/2008



At Dundee, the _____ day of _____ Two Thousand and Eight

HAVING RECEIVED the sincere and solemn DECLARATION of

That he will always

- Promote the interests of Dundee and its citizens
- Observe the principles of fairness, equality of opportunity and non-discrimination characteristic of those who have these interests at heart, and
- Deal justly with the citizens of Dundee and fellow Burgesses

hereby admits the same to be

a Burgess of the City of Dundee, Scotland

Lord Provost



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