

# MAYORAL PARTY PROTOCOL



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## **1. GENERAL PRINCIPLES**

### **Role of the Mayoralty**

- 1.1 These notes are intended to help the Mayor and members of the Mayoral party to understand some of the intricacies and issues that may arise during a term of office.
- 1.2 As the First Citizen of the City, The Mayor personally and through the use of the Mayoral Insignia and traditions of the Office, has the prestigious role of representing the whole City during their term of office. As its representative, they can influence public perception and enhance the image of the Council.
- 1.3 It must be remembered that undertaking the role of Mayor is a Civic Office and not a personal one. When fulfilling engagements, the Mayor has the opportunity to act as a link between the various groups and organisations visited and has a unique overview of the needs and concerns of the community they serve. The Mayor is also in a position to take out to the community the message and aims of the Council. When attending functions great care must be taken about making any comments or passing any remarks that may be construed as being City policy. Equally, it is important not to commit the Council in any way or to incur any funding without reference to the Chief Executive or Cabinet Member(s). In particular, the Mayor should not extend invitations to individuals or organisations that might not be in the best interests of the Council.
- 1.4 Advice on the roles, responsibilities processes and procedures related to the Mayoralty is also available from the Mayor's Office, which provides consistency and continuity and helps to ensure that it is a successful year.

### **Role of Deputy Mayor**

- 1.5 The role of the Deputy Mayor is to deputise for the Mayor when the latter is not available to attend a function or if there is more than one invitation for the same date and time. For this reason, the Deputy Mayor should endeavour not to be away or otherwise unavailable at the same time as the Mayor, e.g. Town Twinning visits. The Deputy Mayor's role is not to act as Mayoral support or to make up a Mayoral party. Under no circumstances should staff be asked to obtain additional tickets should the Mayor wish the Deputies to accompany them to a function, or vice versa.
- 1.6 There will be several functions during a year to which all or specific members of the Mayoral party are invited. Equally, it may be that the Mayor will wish to pass to the Deputy Mayor an invitation that it may be more sensible for them to attend because of their special interest.
- 1.7 When the Mayor is unavailable to attend a function and the Deputy Mayor is required to attend, then the Deputy Mayor will have use of the civic car and Chauffeur.

1.8 However, if the Deputy Mayor is attending a function at the same time as the Mayor, then it will be normal practice for the Deputy Mayor to drive them self to the event.

1.9 On occasions, owing to the nature of the event e.g. a Civic service, it may be more appropriate for the Mayor's Office to arrange a chauffeur driven car to be hired for the Deputy Mayor.

## **2. NEUTRALITY**

2.1 The Mayoralty will traditionally adopt a neutral role in Council affairs. The Mayor will be expected to take the Chair at Council meetings in absolute impartiality. Councillors will support the Mayor in this, and respect their neutral position.

2.2 It may be advantageous to ask a fellow ward or adjoining ward Councillor to deal with certain aspects of Council business during the Mayor's year of office.

2.3 It is important that (so far as possible) Mayors are non-political and should not attend party political functions as Mayor.

## **3. FORM OF ADDRESS**

3.1 As set out in the Mayoralty Rules, the usual form of address for the Mayor is "Mr Mayor" if male and "Madam Mayor" if female. Staff are expected to address the Mayor formally. The Mayor's partner will be addressed as "Mayoress" or "Mayor's Consort". The Deputy Mayor will be addressed as "Deputy Mayor" and the Deputy Mayor's partner would be addressed as "Deputy Mayoress" or "Deputy Mayor's Consort".

## **4. ATTIRE AND USE OF THE MAYORAL REGALIA**

4.1. The Office of Mayor is a formal role, like the Lord Lieutenant and High Sheriff, and casual clothes are inappropriate when the Chain is worn. The type of dress to be worn at functions is usually given on the engagement form or invitation and, if very formal, will be included on the invitation card. It is hoped that Ladies in the Mayoral party will wear hats at some functions, e.g. in the presence of Royalty or when the Lord Lieutenant is attending as the Queen's representative (investitures, Queen's Award for Industry, etc). Members of the Mayoral Party should never be afraid of being over-dressed – much better than appearing under-dressed.

4.2 Male Mayors, for most occasions, should wear a dark suit with a white/light coloured shirt and tie. For less formal occasions, for example when taking part in charity walks etc. it may be acceptable to be more casually dressed, e.g. in a jacket rather than suit. On such occasions the Mayor should wear the badge and corporate collarette rather than the Chain of Office. The Chain should always be worn over a jacket and never in short sleeves. The Mayor should only be without a jacket if the weather/heat means it is unsuitable. On occasions where the

Mayor has had to resort to short sleeves, the badge and corporate collarette should be worn.

- 4.3 Female Mayors should similarly be formally dressed and will, in any case, find that the chain will 'sit' better on a jacket or coat of heavier material. The chain itself is too heavy to wear properly and comfortably over lightweight materials.
- 4.4 If unsure the Mayor should consult the Mayor's Office for advice on the appropriate form of dress for a particular event or occasion.
- 4.5 Experience has shown that prolonged wearing of the chain will result in some discomfort as the longer it is worn, the heavier it will seem to become. It may be that wearing the badge on the corporate collarette is more appropriate. Please seek advice from the Mayor's Office if required.
- 4.6 The engagement sheet will give instructions as to whether the Chains/Badge and corporate collarette should be worn and Appendix A gives further guidance on the wearing of the Civic Regalia. It should be noted that only those members of the mayoralty sworn in at Annual Council can wear the badges. If the Mayor or Deputy is escorted at an event by a guest who is not their partner/was not sworn in at Council, then they do not wear a badge of office.

## **5. EVENTS**

- 5.1 These are divided into four main categories as follows. Additional details as to what is expected and how the events will be organised is also provided below.
  - a) annual civic events;
  - b) those promoted or organised by the Council, or the Mayor, or at which either act as hosts; and
  - c) those which the Mayor is expected to attend;
  - d) those which the Mayor may be invited to attend.

### **Annual Civic Events**

- 5.2 There are a number of annual civic events that are organised by the Mayor's Office and it is important to realise that these are Civic events and not the Mayor's events. Further details of the Civic Events can be found in Appendix B, paragraph 7, but these include:
  - a) Reception after the Annual Meeting
  - b) Civic Service
  - c) Remembrance Sunday
  - d) Tree Planting
  - e) Christmas Reception
  - f) Civic Lunch
  - g) Community Evening
  - h) Civic Carol Service

- 5.3 For Civic Events, guest lists, speakers and the sequence of speeches, where appropriate, will be agreed by the Mayoral Working Group.

#### **Events Promoted by the Council or the Mayor**

- 5.4 The Mayor is not expected to be involved in all Council promoted events. It is, however, well established that the Mayor (together with the relevant Cabinet Member) will be invited to officiate in all major “openings”, “unveilings” and other special occasions of major civic significance. Less significant events, e.g. a cheque presentation, are often more appropriately dealt with entirely by the relevant Cabinet Member although the Mayor may, for various reasons, also become involved in such events.
- 5.5 When an event is identified as one in which the Mayor is to be involved, the organising Council officer should liaise with the Mayor’s Office with regard to the planning of the event.
- 5.6 The Mayor’s involvement in Council sponsored events can be as “host” or as “guest” but it is not usual for the Mayor to be a guest when the event takes place in the Mayor’s Parlour.
- 5.7 Council promoted events attended by the Mayor can vary widely and it is not possible to prescribe the procedures that will meet all occasions but guidance which covers most eventualities is found at Appendix B. The following are categories most typically encountered:
- a) events at which the Mayor is to unveil;
  - b) events at which another VIP is to unveil;
  - c) events at which a joint unveiling is to take place;
  - d) events in the Mayor’s Parlour;
  - e) events away at Council owned venues;
  - f) visits to Chelmsford by VIPs.
- 5.8 In all cases, the organiser of an event should ensure there is an adequate and timely briefing of the Mayor and others taking an active part in proceedings.

#### **Events which the Mayor is expected to attend**

- 5.9 There are a number of external annual events which the Mayor is expected to attend on behalf of the City and the most important of these are included under Paragraph 8 of Appendix B.

#### **Events which the Mayor may be invited to attend within Chelmsford**

- 5.10 The number of engagements fulfilled by a Mayor is not an indication of quality. The Mayoralty must not seek out invitations. The soliciting of invitations does neither the office of the Mayor nor the Mayoralty any credit. If the invitation provides more than one date, then the Mayor must chose a date to attend; alternative dates cannot be offered to the Deputy Mayor.

- 5.11 Invitations for the Mayor to attend functions are for the Mayor and other members of the Mayoral Party only. It is not expected that other family members or friends will attend unless specifically invited; soliciting invitations for family members or friends will not enhance the status and reputation of the office. It is potentially embarrassing for the organisation involved or for Council staff who may be asked to arrange for such invitations to be extended.
- 5.12 Most invitations will usually start with a telephone call/email to the Mayor's Office to ascertain if the Mayor is free on a certain date and time; this will be pencilled in the diary and the enquirer will be asked to send a written invitation to the Mayor's Office. This will then be considered by the Mayor and the Mayor's Office and if accepted will be confirmed in the diary. An engagement form is then sent to the inviting party for completion and should be returned to the office no later than 14 days prior to the event.
- 5.13 This procedure applies equally to events organised by other Council Services. If officers approach the Mayor with an invitation to attend an event, the officer should be asked to refer the request to the Mayor's Office so that all necessary procedures can be followed.
- 5.14 Mayors and Deputy Mayors must not accept invitations personally. The Mayor's Office has produced business cards, which may be handed to those wishing to invite the Mayoralty to an event. The Mayor's Chauffeur will have these available.
- 5.15 It is important that Mayors and Deputy Mayors arrive for functions at the appointed time. Late and early arrivals are to be avoided. Close liaison with the Chauffeur and reference to the engagement form is necessary to achieve precise timing whenever possible. The Mayoral Party should not get out of the Civic Car until the Chauffeur has ensured that those who have been nominated to receive the Mayoral Party are in place and the Chauffeur can, therefore, hand custody of the Mayoral Party over to the host of the event.
- 5.16 The Mayor's Office occasionally receives requests for the Mayor to send a card to mark a special birthday or anniversary. The Mayor's Office will make the necessary arrangements for this. It may also be that the Mayor is invited to attend a function to mark the special day and the normal protocol would be to accept invitations to Diamond (60<sup>th</sup>) Wedding Anniversaries but not Golden (50<sup>th</sup>) Anniversaries and similarly to attend 100<sup>th</sup> Birthday celebrations but not a 90<sup>th</sup> Birthday party, unless the person or persons concerned are a friend of the Mayor.

#### **Visits outside the City**

- 5.17 The Mayor's office will sometimes receive invitations to events outside of the Chelmsford area. If the event has no direct links to Chelmsford then these will usually be declined. The exception would be the Queen's Garden Party (if the Mayoralty have never attended before), civic functions held by the principal neighbouring Mayors/Chair of Essex and the Costermongers event in London.

- 5.18 Invitations received by the Town/Parish Mayors/Chair outside of Chelmsford will be declined. Only invitations from South Woodham Ferrers Town Council will be accepted.
- 5.19 If the Mayor attends a function outside of Chelmsford it is customary for the Mayor's Office to seek the permission of the "host" authority for the Mayor (or a member of the Mayoral party, as appropriate) to wear the chain or badge of office.
- 5.20 Conversely, a Mayor or Chair of another authority attending a function in the City of Chelmsford will seek our permission to wear their chain/badge. Permission would normally be given for the visiting dignitary to wear the same regalia as our Mayor, if in attendance e.g. if the Mayor of Chelmsford is in attendance then other Mayors can wear their chains, however if the Deputy Mayor is in attendance then other Mayors will be asked to wear their badge of office.

### **Precedence**

- 5.21 The question of precedence on the occasion of a Royal visit has often been the subject of comment and enquiry. Section 3(4) of the Local Government Act 1972 established the precedence to be enjoyed by the Chair (Mayor) of District (City) Councils but did not prejudicially affect the exercise of the Royal prerogative in this connection.
- 5.22 The legislation provides that "the chair of a district council shall have precedence in the district, but not so as prejudicially to affect her Majesty's royal prerogative."
- 5.23 Therefore where a City (District) matter is the purpose of a Royal visit to a county, the Mayor (Chair) of the City (District) will take precedence as provided in that section. Her Majesty has, however, made it clear that on other official Royal visits to a county the order or precedence should place the Chair of the County Council before the Chair (or Mayor) of the City (District) Council. On such an occasion the order of presentation by the Lord Lieutenant to the Royal visitor will normally be:
- a) Lord Lieutenant's spouse
  - b) High Sheriff and spouse
  - c) Chair of County Council and spouse
  - d) County Chief Executive and spouse
  - e) Mayor (Chair) or City (District) Council and spouse
  - f) City (District) Chief Executive and spouse
  - g) Member of Parliament and spouse
  - h) Chief Constable and spouse
- 5.24 After these presentations, the Lord Lieutenant will present the principal organiser of the event to which the visit is being made and other necessary presentations may be deputed to the organiser.



- 5.25 Her Majesty has ruled that these arrangements should apply also to official visits by those members of the Royal Family styled His or Her Royal Highness and their spouse.

#### **How to Address Dignitaries at Events**

- 5.26 When addressing dignitaries verbally, it is considered acceptable to refer to them by their title. This protocol is also acceptable when referring to them in conversation when the word "The" will precede the title, e.g. The Lord Lieutenant, The Bishop (of.....).
- 5.27 Any queries about forms of address prior to attending an event, or for correspondence, should be addressed to the Mayor's Office who will be happy to provide guidance.

#### **Organisation of Engagement paperwork**

- 5.28 Each week an engagement list showing the following two weeks' engagements is prepared. This gives information on the date, time and venue of each engagement, the organisation and the time of collection by the Chauffeur.
- 5.29 Engagement lists are emailed to the Mayor and the Deputy Mayor each week, together with copies of engagement forms and supporting documents for the coming week. A copy is also given to the Chauffeur with any invitation cards/tickets/car parking passes that may be required. Lists are also distributed to a number of Council officers, councillors, CCTV, the police, local press, radio and television.

### **6. EXPENSES OF THE MAYORALTY, GIFTS & HOSPITALITY**

- 6.1 The Mayor and the Deputy Mayor each receive a personal allowance which is intended to meet expenses incurred by the Mayor and spouse, the Deputy Mayor and spouse by virtue of the office, e.g. clothing, footwear, wardrobe necessities, accessories, hairdressing, spending at the many fund-raising events attended during the year, occasional gifts, gratuities, and visits to twinning partners, etc.
- 6.2 When the Mayoralty is required to provide their own transport to official engagements, and they are attending in the capacity as the Mayor or Deputy Mayor, then they will be entitled to claim for the mileage expenses in accordance with the relevant provisions of the Member's Allowances Scheme.
- 6.3 However, when the Mayoralty attend functions which are not classified as official functions and where they are not required to wear any regalia e.g. weekly meetings, Mayoral Working Group meetings, Council meeting rehearsals etc, then mileage claims cannot be made.
- 6.4 The major costs of civic entertaining and hospitality are met from the Hospitality Budget that is administered by the Mayor's Office.

## **Gifts**

- 6.5 During the Mayor's term of office it is likely that gifts will be received from organisers of events or from visitors to the Parlour. It must be remembered that these gifts belong to the City and will be recorded in the Register of Civic Gifts (held by the Mayor's Office, the Chelmsford Museum will also need to log all items) and are kept in the Parlour.

## **Use of the Civic Car**

- 6.6 The civic car is for the use of the Mayor, Deputy Mayor and their escorts. It is not available to transport other members of the Mayor's or Deputy Mayor's family, friends or guests, except in very special circumstances.
- 6.7 There may be occasions when the car is required for other civic use such as Ministerial visits, meeting VIPs at airports, etc. The car will only be used on such occasions if it is not required for use by the Mayor or Deputy Mayor and such use will require approval from the Chief Executive.
- 6.8 In connection with external engagements, the Chauffeur will collect the chain(s) from the Civic Centre. At the conclusion of the function the Chauffeur is responsible for returning the chain(s) to the Civic Centre. There may be an occasion when it is necessary for the chains to be retained overnight, e.g., overseas visits, town twinning, overnight visits. In such cases, the Mayor's Office will inform the Section 151 Officer for the Council's insurers to be notified.
- 6.9 It is normal for the Mayor and Mayoress to require assistance in becoming attired. The Chauffeur (and macebearer, if present) usually provides this assistance.
- 6.10 The Civic Car is for the use of the Mayor and Deputy Mayor and their Escorts to transport them to and from engagements (see paragraph 2 in connection with the use of the Civic Car by the Deputy Mayor).
- 6.11 However, for functions and meetings taking place at the Civic Centre, the Mayor and Deputy Mayor will normally be expected to drive themselves. The exception to this will be for meetings of the Council.
- 6.12 The pendant/flag is only to be used when the Mayoral car is carrying the Mayor or the Deputy Mayor. For security reasons the shield should be removed from the car once it is parked and should not be used on the car when speeds of 50mph will be exceeded.
- 6.13 The Deputy Mayor is provided with a shield for the top of their own car on the occasion that the Mayor is attending an alternative function and the Deputy is therefore representing the Mayor and driving themselves. For security reasons the shield should be removed from the car once it is parked and should not be used on the car when speeds of 50mph will be exceeded.
- 6.14 Please note that if the Mayor and Deputy are both attending the same function then only the Mayoral car should display the shield (and flag).

## **7. THE MAYOR'S CHARITY**

- 7.1 The role of Mayor is a civic office and not a fund-raising one and any charitable work should be regarded as an incidental and not a major function of the Mayoralty. A Mayor may choose to nominate a charity (or sometimes two) to receive mayoral support during the year but it must be remembered that Civic Services staff should not be asked to assist with the organisation of any charitable events. However, the Mayor's Office should be informed of fund-raising events organised by the Mayor's charity.
- 7.2 The Mayor would be well advised to form a small working group with the charity to organise various fund-raising events using their name. The Mayor's office will be able to give guidance on using a separate bank account for all charity funds. This account will be administered by the Mayor, Mayoress or charity to ensure that any monies received can be accounted for. Any expenses incurred on behalf of the Mayor's charity should be made from the Mayor's charity account.
- 7.3 It has become the custom in recent years for the Mayors/Chair of other Essex Authorities to invite the Mayor to attend fund-raising events in support of their own charities. Such invitations should be declined as they are of no relevance to the Office of Mayor of Chelmsford. However, if the Mayoral party wishes to support such an event, it is suggested that a personal donation is made to the charity. Sometimes Charity events are promoted as Civic events which can make it difficult to determine whether the Mayoralty should attend. The Mayoral Working Group agreed that if a monetary payment to a charity is required then this would be classed as a charity function and should be declined.
- 7.4 Whilst it is not the role of the Council to be involved in the day to day administration of the Charities account, it is desirable that there be an overview of the financial position on the account during the Mayoral year. It has been agreed that the Mayoral Working Group should perform that role by receiving twice-yearly reports on income and expenditure within the account to enable a degree of independent monitoring.

## **8. PATRONAGE AND OTHER SUPPORT**

- 8.1 The Mayor, by virtue of the office, may be a Patron, President or Member of a number of organisations during the year of office. These include:
- a) President Chelmsford Theatre Association
  - b) President Town Twinning Association
  - c) President Chelmsford Silver Band
  - d) Patron Chelmsford French Circle
  - e) Patron Chelmsford and North Essex British Limbless Ex-Service Men's Association (BLESMA)
  - f) Trustee John Henry Keene Memorial Homes

g) Custodial Trustee Chelmsford Cathedral Appeal

8.2 The most active of these is the John Henry Keene Memorial Homes Trust, which meets four times a year. Mayors are asked to return to the office for filing agenda, minutes and other papers from meetings attended as Patron, etc, so that their successors can have background information.

8.3 The Mayor is specifically requested not to agree to invitations to act as patron as this may put the Council in a difficult situation.

## **9. MAYOR'S SPIRITUAL SUPPORT**

9.1 The Mayor may appoint a suitable person to act as the Mayor's Chaplain during the Mayor's term of office. The Chaplain would normally be someone who is an official of a religious group, reflecting the Mayor's own religion.

9.2 Irrespective of the Mayor's personal beliefs, it is undoubtedly worthwhile for a Chaplain to act as a focal point for religious groups in the area and to advise the Mayor on religious matters. Whatever religion the Chaplain comes from, what is important is that the support given to the Mayor helps the Mayor to understand and lead all sections of the Community.

9.3 The Mayor's Chaplain will be expected to open all meetings of the Council with suitable prayers and attend/officiate at the following planned events:-

- a) Civic Service
- b) Remembrance Sunday Parade and Service
- c) Tree planting
- d) End of Term Service

9.4 The Mayor's Chaplain may also be invited to attend other events during the year at the request of the Mayor.

## **10. CORRESPONDENCE AND SEALING OF DOCUMENTS**

### **Speeches and Letter Writing**

10.1 The engagement form or original invitation will give an indication as to whether the Mayor will be asked to make a speech. Most speeches will be relatively short and informal – words of welcome, appreciation or thanks at the start or conclusion of a function. However, the Mayor should ensure that the words have meaning and substance stating, for instance, what was gained from the event or why it was so enjoyable; other functions may require a longer, more formal speech. Mayors are expected to write their own speeches but background information is often supplied by the inviting party or the Mayor's Office.

10.2 Mayors will also be asked to:-

- a) write “thank you” letters after engagements;
- b) write a foreword or letter for certain publications;
- c) write letters of greeting to mayors of overseas towns being visited by local organisations;
- d) send messages to members of the Royal Family or others on special occasions.
- e) write letters of condolence;
- f) make their own arrangements if they wish to keep a scrapbook.

10.3 Care should be taken when writing correspondence so as not to commit the Council to any action or expenditure without consultation with the Mayor’s Office. Correspondence should be written on the Mayoral stationary which can be obtained through the Mayor’s Office.

**Correspondence**

10.4 All correspondence addressed to the Mayor is normally delivered to the Mayor’s office and opened by the Civic Services Manager. Mayors will be asked to give guidance on the opening of items marked private, confidential or personal.

10.5 Any correspondence addressed to the Mayor, which relates to the business of the Council, should be acknowledged by the Mayor’s Office and then passed to the relevant Manager/Director for a detailed reply/action.

**Sealing of Documents**

10.6 The Mayor is one of two signatories to the many documents to be signed on the Council’s behalf each year. Mayors are also expected to sign/seal letters or forms of residence, etc required by foreign governments for, inter alia, the payment of pensions to their nationals living in the City. These signatories are done weekly and usually take place during the weekly meeting with the Mayor’s Office. It is usual for correspondence, engagements, etc to be dealt with at the same time (see below). The Civic car is not provided to transport the Mayor to these weekly meetings.

**11. TOWN TWINNING**

11.1 The Town Twinning Association is responsible for twinning arrangements with other towns and during the course of the year there may be requests for the Mayor to attend events in either Annonay or Backnang. Some of these requests may be from the Twinning Association either locally or in Annonay or Backnang.

11.2 Invitations to the Mayor should come from the Mayor of Annonay or Backnang and not the Twinning Association and a clearly defined Civic objective for the visit should be established. The invitation will then be taken to the Mayoral Working Group who will determine if the visit is appropriate.

- 11.3 Those in the Mayoral Party participating in visits to Chelmsford's twinning partners would normally be expected to meet the costs associated with those visits, including travel, accommodation and subsistence.

## **12. MAYORAL OFFICE & SUPPORT STAFF**

- 12.1 The following staff of the Mayoral Team provide, where possible, day to day support for the Mayoralty and to members of the Council generally:

- a) Civic Services Manager
- b) Mayor's Chauffeur & Macebearer

- 12.2 Attention is drawn to paragraph 13 where it is emphasised that staff resources are not available for significant fund-raising activities.

## **13. USE OF THE MAYOR'S PARLOUR**

- 13.1 The use of the Parlour is generally at the Mayor's discretion but only for duties directly related to the Office. However, there may be occasions when it is required for non-mayoral, but civic use.

## **14. ROLE OF THE MAYORAL WORKING GROUP**

- 14.1 The Mayoral Working Group comprises the following:

- a) Mayor
- b) Deputy Mayor
- c) Leader of the Council
- d) Opposition representative(s)
- e) Chief Executive
- f) Mayor's Office representatives

- 14.2 The Mayoral Working Group will meet at regular intervals during the year to discuss Civic matters and will be available to meet on an ad hoc basis should the need arise.

- 14.3 The following items come within the remit of the Mayoral Working Party:

- a) Mayoral Protocol
- b) Mayoral Engagements
- c) Civic Events
- d) Honorary Freeman and Freedoms
- e) Town Twinning

- 14.4 The Mayoral Working Group will also meet with the Mayor designate to provide guidance for the forthcoming year.



**REGALIA- USE AND CUSTODY**

1. The Council determined in November 1977 (Min 1, 347, 1977) that the Mayor, Deputy Mayor and the Chief Executive would robe on the following occasions:
  - a) All meetings of the Council\*
  - b) The Civic Service
  - c) Remembrance Sunday
  - d) The Justice Service
  - e) Visits of Royalty (unless otherwise requested)
  - f) Such other occasions as the Mayor may consider necessary
2. The Chief Executive now robes only for Annual Council.
3. Robes may also be worn on exceptional occasions such as the death of a Lord Lieutenant or a former holder of that office. However, this must be agreed by the Mayoral Working Group.
4. The Mayoral Working Group has also agreed that the Mayoralty is able to wear their robes at the Costermongers Harvest Festival in London and also the Writtle and Anglia Ruskin University Graduation (when the Professors will also be robed).
5. Robes, so far as the Mayor and Deputy are concerned, comprise the gown, jabot, gloves and hat (the last two items are generally carried but when the hat is worn the embellishment is worn on the right).
6. The Ceremonial Chain of Office is over 100 years old; it is fragile and costly/difficult to repair. For this reason it is only worn on civic occasions when the robes are worn and also when the Mayor is in the presence of Royalty or the Lord Lieutenant. If there is a risk of its security at any of these events it should not be worn. For all other occasions a second Mayoral Chain has been purchased which will be worn for the majority of Mayoral engagements.
7. Taking account of the above, the general principles relating to the wearing of regalia are as set out in the following table.



	EVENT	APPROPRIATE REGALIA
(a)	Council organised civic events, e.g. Civic Lunch for Mayors/Chair of Essex Authorities, Civic Service, Community Evening including occasions as set out above when the Mayor is robed (Royalty not present)	Mayoral Chain and badge
(b)	Opening of public buildings, unveiling of plaques, etc. or any function connected with the business of the Council	Mayoral Chain and Badge
(c)	Non-civic dinners, luncheons and receptions	Mayoral Chain and Badge
(d)	Non-civic functions within the City at which Royalty/Lord Lieutenant is present (Lieutenancy Office to be informed)	Mayoral Chain and Badge. Robe if requested by the organisers.
(e)	Cathedral and Church services, (excluding Civic service and where Royalty not present)	Mayoral Chain and Badge
(f)	Charity events, fetes, bazaars, garden parties, meetings, etc., within the City	Normally Mayoral Chain. Otherwise, Badge on corporate collarette
(g)	Functions outside the City	<p>The Mayoral Working Group has agreed that the Mayor is able to wear their robes and ceremonial chain to the Costermongers Harvest Festival in London.</p> <p>If the Mayor/Chair of the City/District is hosting a function and requests for the Mayor to wear robes etc. then this is acceptable.</p> <p>The Mayoral Chain and Badge as requested by the organisers and agreed by Mayor/Chair of the City/District where function is held.</p> <p>If any other requests are made for the Mayoralty to wear robes outside of the City then this must be agreed by the Mayoral Working Group.</p>
(h)	Royal Garden Parties	As advised by the Lord Chamberlain's Office. Please note if the Mayoralty has

		already attended the Royal Garden Party in any capacity then they will be unable to attend again. This is stipulated on the invitation by Lord Chamberlain's Office.
(i)	Funerals of Members of the Council/Past Mayor's	<p>Under no circumstances will the Mayor's Office approach the family of the deceased to enquire if they would like the Mayor to attend the funeral in their position as Mayor. This is seen as putting undue pressure on the family to host the Mayor.</p> <p>If the Mayor is not formally invited to the funeral, but wishes to attend, they will attend as a councillor and will not wear any chains/badges and will drive themselves.</p> <p>However, if the Mayor is formally invited to attend the funeral of a member of the Council or a Past Mayor (in their position as Mayor) the Mayor's Office will enquire whether the family would like the Mayor to wear their ceremonial chain and badge or badge and corporate collaret. Only if it is confirmed that they do, will they wear these. The Mayor will also only be chauffeur-driven to the funeral where they have been asked to attend in that official capacity.</p> <p><u>The Mayor will on no occasion wear full robes.</u></p>

8. When attending regular meetings of the organisations of which the Mayor is Patron, it is not appropriate for the Mayor to wear any regalia.
9. When not in use, the robes (Mayor's and Deputy Mayor's) and ceremonial chains (Mayor's and Mayoress'/Consort's) are kept under secure conditions in the Mayoral Safe. On appropriate occasions, regalia and robes are on view to visitors in the Civic Centre. Regalia and robes should not usually be removed from the Civic Centre for viewing elsewhere.
10. The Mayor, Mayoress/Consort, Deputy Mayor, Deputy Mayoress/Consort are responsible for the safe keeping of their mayoral chains, badges and corporate collarettes. These should be kept in their case/pouches at all times, when not in use. In the event of any of the Mayoral party being away from home for more than a few days, the chains and badge(s) should be returned to the Mayor's Office for safe keeping.

**Past Mayor's Badge**

11. At the end of the Mayoral Year, the Mayor and Mayoress/Mayor's Consort will be presented with Past Mayor and Past Mayoress/Mayor's Consort Badges.
12. Past Mayor's Badges should only be worn at civic events when the Mayor is in attendance as below:
  - a) Reception after the Annual Council Meeting
  - b) Civic Service
  - c) Remembrance Sunday
  - d) Tree Planting
  - e) Christmas Reception
  - f) Community Evening
13. Should any other occasions or events arise during the course of the Mayoral year, then the invitation or notification will clearly show that Past Mayor's Badges may be worn if appropriate.

## EVENTS AND PROCEDURES

### **1. Procedure when Mayor is to Unveil**

- 1.1 In the case of a City function such as an “Opening”, a “Presentation” or an “Unveiling” the following procedures are suggested.
- (i) An officer will be nominated to be responsible for ensuring that all necessary introductions are made either before the event begins or at a later appropriate point.
  - (ii) When the guests are assembled an officer should call for silence.
  - (iii) The Mayor should make a brief welcoming address and may touch briefly on the reason for the gathering and perhaps express his/her personal pleasure at being present.
  - (iv) The appropriate Cabinet Member then makes the core speech of the occasion, since he/she will normally have the most thorough knowledge of the reasons for, and the background to, the occasion.
  - (v) The Cabinet Member invites the Mayor to “Unveil”, “Present”, or “Cut the Ribbon” etc. This is the point when photographs may best be taken. The Press Officer attending will be responsible for determining what photographs are to be taken. The Cabinet Member should be included in official photographs and the Press Officer should brief the press accordingly. (However, it is recognised that the press may wish to limit the number of people appearing in the photograph.)
  - (vi) The Cabinet Member makes a final comment and thanks the Mayor for “doing the honours”. Presentations of flowers, et al, to the Mayor/Mayoress may be made.
  - (vii) Mayor thanks people for coming and/or invites them to join him/her for refreshments.

### **2. Procedure when the VIP is to Unveil**

- 2.1 The procedure will be as in paragraph 1.1 with substitution of the following for 1.1 (v) and 1.1 (vi) respectively:
- (v) The Cabinet Member invites the VIP to speak and then “Unveil;”, “Present”, or “Cut the Ribbon”. The Cabinet Member and the Mayor

should be included in photographs.

- (vi) The Cabinet Member makes closing comment and thanks both the Mayor and VIP for their part. Presentations to Mayor, Mayoress and/or VIP and/or spouse may take place.

### **3. Procedure when a Joint Unveiling is to take place**

- 3.1 The procedure will be as in paragraph 1.1 except that both the Mayor and VIP will be invited to “Unveil”, “Present”, or “Cut the Ribbon” together.

### **4. Events at the Civic Centre (Mayor’s Parlour)**

- 4.1 Where the event is held in the Mayor’s Parlour then:

- (i) At the beginning of the event the Mayoral Party would normally greet guests, individually, as they arrive; and
- (ii) At the end of the event the Mayor will normally remain until all or nearly all guests have departed. VIPs will depart before the Mayor departs.

### **5. Events away from the Mayor’s Parlour**

- 5.1 If the event is away from the Civic Centre (but nevertheless on City Council premises), e.g. museums, theatres or tree planting then:

- (i) The guests should assemble before the Mayor arrives.
- (ii) The Mayor should be greeted by a senior officer or the appropriate Cabinet Member; and
- (iii) The Mayor departs at the conclusion of the event – but a degree of judgement may need to be exercised over the timing of the departure.

### **6. Visits to Chelmsford by VIPs**

- 6.1 Subject to paragraph 6.2 below, in the case of visits by VIPs at the invitation of the City Council (including, for example, a Government Minister acting in their official capacity) the following procedures are suggested:

- (i) The Mayor’s Office should be consulted at the initial stage.
- (ii) The Mayor should normally be the first person to greet the VIP formally on City Council premises or at a City Council event but see paragraph 10 of the Notes. It may be appropriate for a senior officer to meet the VIP at the station or helicopter landing site and escort them to the Mayor.

- (iii) Mayor introduces the VIP to principal Council representatives, e.g. Cabinet Member, Chief Executive and Director.
- (iv) Cabinet Member introduces other relevant persons.
- (v) The official programme should begin with a brief welcome address from the Mayor.
- (vi) The Cabinet Member should then continue to lead the visit.
- (vii) The Mayor should accompany the VIP throughout the visit.

6.2 Where the purpose of the visit or part of the visit involves the making of representations or the carrying out of negotiations on behalf of the Council it will not be usual for the Mayor to be involved.

## 7. Council Arranged Annual Events

The expenditure for these events is met from the Mayor's Hospitality Allowance managed by the Civic Services Manager.

### 7.1 Reception after the Annual Council Meeting

Councillors, Chief Executive, Directors, Past Mayors, Widows/Widowers of Past Mayors, Designated Independent Person, Honorary Freeman, Parish councillors who help on committees.

The Mayor and Deputy Mayor may invite personal guests to attend the Reception. The maximum that can be accommodated is approximately 150.

### 7.2 Refreshments after Council meetings

Light refreshments are provided in the Civic Foyer after Council Meetings for Councillors, Chief Executive, and Directors.

### 7.3 Christmas Reception

Councillors, Chief Executive, Directors and their spouses are invited.

#### 7.3.1 Civic Service

The Civic Service is a formal occasion held at the Cathedral shortly after the Mayor takes office. The Order of Service is determined by the Mayor and Dean, or other Minister, via the Mayor's Office. Invitations are sent to Dignitaries, MPs, Councillors, Chief Executive, Directors, Past Mayors, Widows/Widowers of Past Mayors, Honorary Freeman, Neighbouring Civic Heads, representatives from local organisations e.g. Health Service, Police and

personal guests of the Mayor and Deputy. Guests are invited back to the Civic Centre for refreshments.

#### 7.3.2 End of Term Service

The service will usually be held in the church managed by the Mayor's Chaplain towards the end of their term of office.

The End of Term Service is not a Civic event and is an informal occasion with no procession.

The Mayor's office has limited involvement in the organising of the event. It will however assist with sending invitations to Councillors, Chief Executive, Directors, members of staff, Neighbouring Mayors (that have shared the same term of office) and personal guests. The Mayor's Office will also assist with coordinating replies.

The Order of Service is produced by the Mayor and his/her Chaplain and the Mayor's office will coordinate and fund the printing of these. However, no other cost will be incurred by the Mayor's Office.

The Service is normally followed by coffee and biscuits which are provided by the host Church; if the Mayors requires something more substantial they would need to cover the cost themselves.

#### 7.4 Community Evening (March)

The theme of the event, guest list, format and menu choices are usually chosen by the Mayor and agreed with the Mayoral Working Group. The guest list includes dignitaries, Councillors, nominees made by Councillors based on the Mayor's theme and any other specific guests the Mayor would like to invite based on their theme. No personal guests are invited to this occasion.

#### 7.5 Remembrance Day (Second Sunday in November)

The Mayor's Office coordinates a planning meeting in September at the Civic Centre, this is attended by ex-service organisations, police and others. Detailed arrangements are well-established. The Dean usually conducts the Service.

It is usual to invite 2 or 3 military officers to join the Mayoral Procession from the Parlour to the front steps. A police officer usually accompanies the Mayor when the salute is taken.

After the Service refreshments are served in the Civic Foyer.

#### 7.6 Tree Planting

This is usually held at the end of November/beginning of December to coincide with National Tree Week. The Mayor is consulted on choice of site and tree with advice from Parks and Green Spaces Services. The Ceremony is usually followed by coffee, biscuits etc. in a local village hall. The Mayor's Chaplain is involved in the Ceremony, along with the Cabinet Member for Public Places. Guests include Councillors and personal guests.

#### 7.7 Visits to Parlour

These arise in two ways:

- (i) At the request of an organisation, school, foreign students or visitors on an exchange visit to a local school or group; or
- (ii) At the invitation of the Mayor to an organisation or, for example, a school where the Mayor may be a Governor.

In the case of school children, students or those of similar age, the visits comprise:-

- a talk in the Mayor's Parlour about the history of the Office of Mayor, the Regalia etc.
- a further talk in the Council Chamber (if available) on what the Council and Committees do, how they work, where various Members, etc. sit
- photographs in Council Chamber or Mayor's Parlour
- refreshments served in the Foyer.

#### 8. **External Annual Events**

The Mayor is also expected to attend many external events, by invitation of the organisations concerned. Of these, some of the more important are as follows and attendance should be given priority over any other event:

##### 8.1 Royal Garden Party (July)

As mentioned in Appendix 5.4.h if the Mayoralty has already attended the Royal Garden Party in any capacity then they will be unable to attend again. This is stipulated on the invitation by the Lord Chamberlain's Office.

##### 8.2 Justice Service (October)

(Detailed arrangements are made by the Under Sheriff)