



## Mayoral Protocol

November 2023 –V1. Incorporating recommendations from the Mayoral Working group.

# 1. Introduction

**This revised version of the protocol includes amendments (highlighted) made in response to the recommendations of the Mayoral Working Group from 2 November 2023.**

## The Mayor

The Mayor of the Borough is the community's First Citizen. This is not a party political role and the incumbent should always be mindful of the dignity and neutrality of the office. This protocol has been developed to provide information and guidance during the term of office to the Mayor and the civic party. This protocol is a working document and is subject to revision.

## 2. Duties and Responsibilities of the Mayor

The following are the main civic duties that the Mayor **is required** to carry out:

- Preside over council meetings and the annual meeting, ensuring that the agenda is correctly followed.
- Have the casting vote in the event of a tie.
- Ensure that legal advice is properly considered at council meetings.
- Uphold the constitution and the standing orders of the Council.
- Attend a pre-council briefing with the Chief Executive and Democratic Services prior to each council meeting.
- Promote and raise awareness of the Council's main objectives and priority issues (please refer to the Council Plan).
- Preside over Alderman ceremonies
- Receive distinguished visitors to the borough.
- Act as host on behalf of the Council and the citizens of the borough at major civic functions. These include the annual Armed Forces Flag raising ceremony, freedom of the borough events and ad-hoc events relating to major civic matters, such as the death of a monarch, a coronation, a funeral of a major civic figure, investiture of a Bishop of Blackburn, investiture of a Lord Lieutenant (this list is not exhaustive).
- Represent the borough at one of the Remembrance Sunday parades/services.
- Nominate a charity/charities for any donations received. This must be a registered charity.

The following are duties the Mayor **may carry out at their own discretion**:

- Hold an annual Civic Sunday event.
- Arrange and hold an annual charity ball/dinner.
- Arrange fundraising events for their nominated charity.
- Attend the Royal Garden Party (if invited).
- Accept invitations from community groups, event organisers or internal Wyre events (not listed above). This includes award ceremonies, galas, Christmas lights switch on's, charity events, and religious services (this list is not exhaustive).
- Accept any invitations to other Lancashire Mayors' events, balls or fundraisers.
- Organise visits to the civic centre for schools or other organisations.

## **2.1 Deputy Mayor**

The Deputy Mayor is expected to deputise for the Mayor when they are unavailable, this could be owing to the Mayor already attending another event, or personal reasons/illness. The Deputy Mayor is also expected to chair full Council meetings in the Mayor's absence, including if the Mayor is suddenly aware of an interest that would preclude them from chairing a particular item.

If the Deputy Mayor is unavailable, the Mayor can agree deputisation by another Councillor, normally the lead member for the relevant area.

## **2.2 Form of address**

When formally announcing the Mayor, it should be "The Worshipful, The Mayor of Wyre, Councillor XXXX XXXXXXX", thereafter when addressing the Mayor, the correct term is 'The Mayor, Councillor XXXXXXXX or The Mayor.

## **2.3 Consort**

This role is usually bestowed on the spouse or partner of the Mayor and Deputy Mayor. However, they may choose to appoint a spouse, partner, friend or relative. In carrying out their roles the Mayoral party should consider the public nature of their office.

## **3. Mayor's Parlour**

The Mayor's Parlour is for the Mayor's use to meet with guests and to have meetings, when required. The Deputy Mayor can use the Mayor's Parlour when deputising. No one else should use the Parlour without seeking the Mayor's permission unless in exceptional circumstances and always with the permission of the Chief Executive or the Civic Officer.

## **4. Civic Functions**

The Mayor is the presiding member at all civic receptions/functions or in the absence of the Mayor, the Deputy Mayor. Other councillors can be informed or invited as appropriate. Civic functions can be requested by councillors for constituents or groups deemed worthy of recognition.

## **5. Precedence at Civic Events**

The Mayor takes precedence over all persons in the Borough. The only exceptions are if His Majesty's Lord Lieutenant or a member of the Royal Family is present. At civic events organised by the council the normal order of precedence will be as follows.

1. Mayor (and Consort if present);
2. Deputy Mayor (and Deputy Consort if present);
3. Member of Parliament;
4. Mayor's Chaplain (where appropriate);
5. Chief Executive.

In the event of any need to amend this order the order of precedence will be determined by the Chief Executive, with the advice of the Civic Officer if required.

## **6. Mayor's Engagements**

### **6.1 Invitations**

All invitations are received in the Civic Office and routed through the Civic Officer. This includes invitations that arise internally from Officers or Elected Members. The Mayor should not solicit invitations nor accept any invitations verbally but rather refer the requestor to the Mayor's Office. The Mayor and Civic Party are not expected to deal with any correspondence or communicate directly with an organiser to arrange invitations, otherwise the invitation will not be treated as an 'official' engagement.

Invitations must be received no later than 14 days before the event. Any invitations received after this time will only be accepted on an exceptional basis.

The National Association of Civic Officers (NACO) advise that each event attended by the Civic Party is 'scored' depending on the type of activity. NACO recommends that engagements are scored in the following way;

- Promoting the borough (5)
- Community (5)
- Civic Hosting (3)
- Council/statutory/traditional (3)
- Charities (2)
- Social (1.5)
- Civic Circuit (1)

Therefore in Wyre it is recommended that priority is given to invitations on the following basis:

- Events promoting the local borough
- Events organised by local community, school, voluntary or charity groups;
- Civic events for Wyre;
- Events for the Mayoral Charity;
- Events promoting the wider Fylde Coast or Lancashire;
- Civic events in other authorities.

### **6.2 Booking Form**

The Mayor's Office produces a form (Request for the Attendance of the Mayor) which aims to cover all the information required for the Mayor to attend an event. The form is available on the council's website: [Request the Mayor form](#)

### **6.3 Mayor's Diary**

The Mayor's electronic diary is managed by the Civic Officer. The Civic Officer enter invitations in the Mayoral Diary and the Mayor will accept or decline. When accepting an invitation the Mayor will be asked to indicate whether they wish to be accompanied by their Consort (if the invitation does not explicitly say). If the Mayor

declines the invitation, the Mayor will be asked to indicate whether they wish for the invitation to be extended to the Deputy Mayor instead.

## **6.4 Weekly engagements**

Weekly engagements will be distributed electronically together with copies of any relevant online form/scanned images to the Mayor, Deputy Mayor and attendant. These are usually sent on the Thursday one week prior to first event, i.e. 10 days in advance of the first event.

## **6.5 Mayoral Car**

The Mayoral car and attendant are available to the Mayor for all engagements with the exception to the Royal Garden Party where train tickets will be provided.

The time for collection by the attendant will be arranged by the Mayor/Deputy Mayor in conjunction with Peter Hutton, the Mayor's attendant.

When the Mayoral car is committed with the Mayor at another engagement, the Deputy Mayor will be expected to make their own way to any engagements which fall at the same date/time. When accepting any such invitations this needs to be considered. However if the Deputy Mayor is representing the Mayor at an engagement and the Mayoral car is available, the Deputy Mayor can use it.

The Mayoral car cannot be used to provide transport for any other person or journey. Exceptions may be agreed but only with prior agreement from the Civic Officer. The Mayor should be mindful of the budget implications of any excessive use of the Mayoral car and schedule its use accordingly.

## **6.6 Speeches**

The Mayor's Office does not write the Mayor's speeches. However the Civic Officer can provide a template speech to assist the Mayor. The Mayor is unlikely to be required to make many speeches beyond welcoming attendees to an event, or to thank attendees for coming to an event.

# **7. Civic Regalia**

## **7.1 Chains of Office**

During the Mayor's term of office the Mayoral chains are worn when carrying out official duties including:

- Attendance at civic events organised by the council.
- Attendance at events where an official invitation has been issued to the Mayor in advance and details of the event have been supplied to the Civic Officer.
- Attendance at events organised by other councils as requested.
- At full meetings of the Council.

There may be exceptional circumstances when it is appropriate for both the Mayor and the Deputy Mayor to wear their chains of office at the same event. Typically usually Remembrance Sunday and full Council only.

The Chain of Office is not worn when attending the Royal Garden Party.

## 8. Civic Support

Operational support on a day-to-day basis is provided by the Civic Officer. The Civic Officer provides an administrative and advisory support service for the Mayor and Deputy Mayor and is the first point of contact for the Mayor in relation to diary management, engagements, Mayor's events and general queries.

The Civic Officer will ensure that there is regular liaison with the Mayor to meet their requirements.

Contact information for the Civic Officer is: Debra Thornton, Email: [Debra.thornton@wyre.gov.uk](mailto:Debra.thornton@wyre.gov.uk) and Tel: (01253) 887236.

The Chief Executive and Democratic Services representative will meet the Mayor prior to full Council meetings to brief her on the Council agenda and the procedure rules for the council meeting. These pre-Council meetings usually occur a few days prior to the Council meeting and will be arranged at a time of mutual convenience.

### 8.1 Mayor's Chaplain

The Mayor can appoint a chaplain as appropriate. The Mayor's Chaplain is expected to participate not only at each full Council meeting, but also Civic Sunday (if the Mayor wishes to hold a Civic Sunday Service) and the Remembrance service held at Marine Hall.

## 9. Mayor's Charity and Mayoral Allowance

### 9.1 Choosing a charity

It is the Mayor's responsibility to choose a charity or charities to receive any unsolicited donations received during the term of office at the beginning of the mayoral year.

When considering a charity to support, the Mayor may wish to consider the following:

- Are other grant funding opportunities available;
- Priority is given to urgent good causes;
- Donations should not be made which directly benefit an individual, political party or organisation not open freely to the general public;

Charitable assistance should not be given where it would have a detrimental impact on other council work or its reputation.

### 9.2 Charity Support

The primary role of the Civic Officer is to ensure the smooth running of the Mayor's many civic engagements. The Civic Officer **does not** organise or run fundraising events for the Mayor's charity. However they **will**:

- produce tickets/posters for a charity event;
- use the council's social media channels to promote a charity event;
- be responsible for any ticket sales or monies arising from such events and pay into the appropriate council held account;
- maintain a spreadsheet of monies raised, a copy of which can be provided to the Mayor on request;
- liaise with the Financial Services Team on all financial matters as required.

**The matter of fundraising for nominated charities is entirely at the Mayor's discretion and is NOT mandatory.**

If they do choose to fundraise, The Mayor may nominate several councillors, in addition to family and friends, to be appointed as their Fundraising Support Group. There is an expectation that this will include at least two current councillors.

Full guidance regarding the Mayor's responsibilities regarding fundraising are outlined in **Appendix 1** of this document.

Please note that requests for all printed materials including posters and tickets must be made via the Civic officer and Electoral Services Manager in order that budget control can be maintained.

### 9.3 The Mayor's Allowance

The Mayor will receive an annual allowance of £9,423, to be paid monthly and can be used by the Mayor at their discretion. The Mayoral allowance is usually used to pay for tickets if the Mayor is invited to charitable events, raffles at such events, make charitable donations, purchase clothing for the Mayor and consort's Mayoral year, and sometimes raffle prizes for Mayoral charity events.

The Deputy Mayor receives an annual allowance £1,848 paid monthly.

The allowances are subject to national insurance and tax.

### 9.4 Mayor's Charity Ball

If the Mayor decides to hold this event, it usually takes place in March or early April each year. The Civic Officer will circulate the date early to other Lancashire Civic Support officers to try to avoid clashing events and maximise ticket sales. It is important to stress that the Mayor's Charity Ball must be self-financing.

The Mayor's Ball is the pinnacle of the Mayor's fundraising events and no other fundraising events should be organised after this point. This allows for the Mayor's charity fund to be collated and checked in plenty of time prior to the Annual Council meeting.

## 10. Mayoral Hospitality

The provision of hospitality by the Mayor is discretionary and may take a number of forms depending on the nature of the event. For example (this list is not exhaustive):

Event	Example	Description	Arrangements made and provided by	Officer cover at event
Meet the Mayor	Hosting visits from schools, groups, recognising local achievement	Held in council building Limited hospitality (beverage/snack) Photo opportunity	Civic Support; liaising with other service areas if required	Member of civic support team or appropriate council department
Mayoral reception	Recognising regional/national achievements or	Held in Mayor's Parlours	Civic Support; liaising with other service	Member of Civic Support team and/or

	significant contribution to the Borough	Light refreshments (drinks, sandwiches, finger buffet) Photo opportunity	areas if required	officer from another department leading
Mayor's Charity Events	Concerts, dinners	Can be hosted in external venues or council building Hospitality offered at Mayor's discretion normally paid for through ticket sales	The Mayor in partnership with their Fundraising Support Group, the Charity and administrative support from the Civic Officer	Usually none
Delegations / Conferences		As for Meet the Mayor		
Courtesy Visits	VIP visitors to Borough	As for Mayoral Reception		

## 11. Other Matters

An official Mayoral portrait will be taken at a convenient point in the Mayoral Year.

The Mayor will be asked for the name (full name, initials etc.) they wish to appear on the 'roll of honour' board in the Civic Corridor.

The Mayor and Consort are usually invited to attend the Royal Garden Party, unless they have already previously attended. When the dates are provided the Civic Officer will liaise with the Mayor for their preferred dates. The Mayor and Consort will be provided with standard rail travel and standard accommodation for two nights (at the expense of Wyre Council). Travel and accommodation arrangements will be finalised six weeks prior to travel.

The outgoing Mayor should make a speech of thanks at the end of their term of office and welcome the new Mayor.



## APPENDIX 1 - ORGANISATION/ADMINISTRATION OF MAYOR'S CHARITY EVENTS

### **RESPONSIBILITIES OF THE MAYOR IF THEY CHOOSE TO CARRY OUT FUNDRAISING.** **PLEASE NOTE THIS IS NOT A MANDATORY PART OF THE ROLE.**

1. The Mayor may nominate several councillors, in addition to family and friends, to be appointed as their Fundraising Support Group. There is an expectation that this will include at least two current councillors.
2. Once a decision has been reached by the Mayor or their Support Group on the type of event(s) to be held, the details of the Event Organiser/Venue should be passed to the Civic Officer to arrange any ordering of supplies/services (if payment is required). Details such as type of event, venue, date, time etc., should also be forwarded to the Civic Officer so that they can organise posters and tickets to be printed.
3. Fundraising events should not be organized in the 10 week window around a major election. **At least 8 weeks' notice of an event should be given to Civic Officer.**
4. It is the responsibility of the Mayor to arrange assistance from Support Group members on the day of an event itself. It is up to the Mayor to provide raffle prizes and to seek donations for prizes. A list of prize donations and their supplier should be kept.
5. For ticketed events, tickets should only be available for sale via the Civic Officer. Detailed records of ticket sales will be kept by the Civic Officer and monies will be regularly paid into the Mayor's Charity Account by the Civic Officer. In the case of tickets being available for sale 'on the door' of an event, records should be kept on the day as to whom tickets have been sold and any tickets which are not sold should be handed back to the Civic Officer for retention. It cannot be stressed enough that accurate records MUST be kept relating to ticket sales for reconciliation purposes and may be subject to internal checks.
6. At the conclusion of an event, any cash made on the day, should be counted and verified by two persons and a detailed record should be completed and signed. Any ticket, raffle, tombola, cake stall etc., donations should be kept separately.
7. A review of the Mayor's Charity and General Donations by Audit and Risk Management in October 2012 stated that records kept by the Civic Officer were accurate and regularly reconciled to the ledger. However records of monies received by others and passed to the Civic Officer for payment into the Mayor's Charity Budget Code were often handwritten and the review identified that adequate audit trails were not being demonstrated. Therefore a signed cash breakdown should be completed at the end of each event and submitted to the Civic Officer.
8. **It is important to note if the situation arises where income does not meet expenditure, the shortfall would have to be met by the Mayor themselves.**
9. For higher profile Mayor's Charity Events such as the Mayoral Ball, for example, this guidance is not relevant as the organisation of this event is fully coordinated by the Civic Officer. All that would be required from the Mayor's Support Group would be to arrange a raffle to take place on the night.