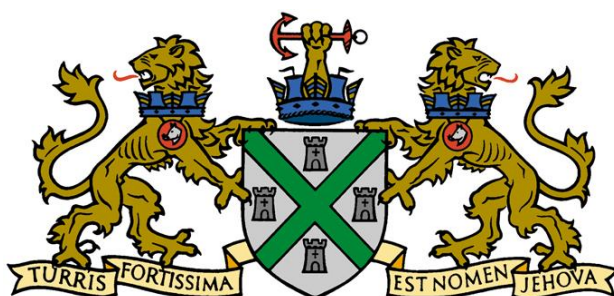


The role of the Lord Mayor and the Deputy Lord Mayor of Plymouth



CIVIC HANDBOOK

The role of the Lord Mayor and the Deputy Lord Mayor of Plymouth

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1 The Lord Mayoralty

1.1 Plymouth's Lord Mayor

Plymouth is one of 28 Cities within England, Wales and Northern Ireland to be granted the dignity of having a Lord Mayor as Civic Head. Plymouth was granted this dignity on 6 May, 1935 by King George VI¹. The title of Lord Mayor is used, whether the incumbent is male or female.

The official annual Lord Mayor Choosing Ceremony² occurs on the third Friday in May. This is usually held at the Plymouth Guildhall. The date for the Lord Mayor's Choosing Dinner is at the Lord Mayor's discretion. Traditionally this is held on the same date, however for the past few years a number Lord Mayors have chosen to combine this with their Charity Dinner later in their year.

2 Roles of the Lord Mayor³

There are two distinct roles of the Lord Mayor:

- Chair of Plymouth City Council
- First Citizen of the City of Plymouth.

2.1 Constitutional Role⁴

Chairing of City Council meetings is one of the few legal duties that the Lord Mayor performs. The Lord Mayor's Civic Support Coordinator and Professional Assistant ensure that dates of all Council meetings are in the diary.

Preparation for Council Meetings

The Lord Mayor and Deputy Lord Mayor meets with the Monitoring Officer and Head of Governance prior to each Council meeting in order to be briefed on agenda items and other important business.

¹ The history of The Lord Mayoralty is included in Appendix 1.

² The Lord Mayors choosing process and protocols are set out in Appendix 2.

³ For more information see Appendix 3 - Lord Mayor Role Profile

⁴ More detailed information relating to the Lord Mayor's Constitutional role can be found in the [Council Constitution](#)

Chairing Council Meetings

The Lord Mayor and, in his or her absence, the Deputy Lord Mayor, chairs Council meetings. The Lord Mayor must:

- promote the purpose of the constitution
- interpret the constitution
- get the business done efficiently but pay attention to the rights of all councillors and the interests of local people
- make Council a place for discussing the concerns of local people
- encourage the public to take part in the Council's activities

As chair of Council meetings the Lord Mayor should undertake the following duties:

- determine that meetings are properly constituted
- preserve order of conduct
- confine discussion within limits require by the business
- rule on admissibility of motions and amendments put in debate by Council members
- adjudicate on points of order
- adjourn the meeting should the circumstances justify or require it

At City Council meetings, the Lord Mayor's interpretation of the constitution will be final. When interpreting the constitution, the Lord Mayor will consider the purpose of the constitution and the advice of the Monitoring Officer.

At City Council meetings, votes are decided by a simple majority unless stated otherwise in the constitution. If there is an equality in the number of votes, the Lord Mayor has the casting vote. The Lord Mayor can silence or remove disruptive councillors, adjourn meetings if needed, and ask disruptive members of the public to leave.

2.2 Civic Role

As the First Citizen of the City the Lord Mayor undertakes all Civic and ceremonial duties on behalf of the City, including attendance at:

- Civic services
- Remembrance Day services
- Royal Visits

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- Freedom of the City events and military home coming parades
- Lord Mayor Choosing (AGM)
- Lord Mayor's Christmas carol service and children's Christmas Carol services
- Holocaust Memorial Service
- Community and Multi-Faith events

In this role the Lord Mayor speaks and acts in multiple capacities, as ambassador, facilitator, promoter and encourager. It is the Lord Mayor's ceremonial role that most people are familiar with.

3 Role of the Lady Mayoress or Consort

The Lord Mayor designate will be asked to appoint a partner for their term of office. This partner traditionally plays a supporting role to the Lord Mayor and as such equally act as an ambassador for the Council and City for the year.

If the Lord Mayor is female:

- a male partner will be known as Consort (this can be the Lord Mayor's husband, an unmarried partner, relative or friend)
- a female partner will be known as the Lady Mayoress

If the Lord Mayor is male:

- a female partner will be known as the Lady Mayoress.
- a male partner will be known as Consort.

The Lady Mayoress or Consort will accompany the Lord Mayor on engagements where possible and wear the chains of office.

There is no legal obligation to select a Lady Mayoress or Consort, however most Lord Mayors generally do, to support them in their role.

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4 Support for the Lord Mayor

Oversight of the Civic Office and civic support lies with the Head of Service, with line management responsibility being undertaken by the Chief Executive (CEX) Practice Manager. The civic office must be informed immediately by the Lord Mayor or the Deputy Lord Mayor in the event of any issues arising.

4.1 Support for Constitutional Role

The Lord Mayor meets with the Monitoring Officer and Head of Governance, prior to each Council meeting to be briefed on agenda items and other important business.

During City Council meetings the Head of Governance sits at the dais with the Lord Mayor and will be on hand to provide any constitutional advice and guidance should this be required during the full Council proceedings.

4.2 Support for Civic Role⁵

The Lord Mayor and Deputy Lord Mayor are supported in their civic roles by the civic support office.

The civic office comprises of:

- Civic Support Coordinator – 1 FTE
- Professional Assistant (PA) – 1 FTE
- Macebearer/Chauffeur – 1.3 FT

The Civic Support Coordinator is responsible for delivering the Lord Mayor's and Deputy Lord Mayor's induction and events programme. They also hold the day to day responsibility for the Macebearer's rota. They work closely with the Professional Assistant (PA) to schedule and ensure that the Macebearer's hours are managed across a three-week diary in line with civic events, invitations, engagements. They are also responsible in making sure that all resources are spent within budget.

For civic diary management the PA is the first point of contact for the Lord Mayor. They are responsible for the management of the Lord Mayor's diary⁶ and mailbox.

⁵ For contact details of the civic office staff see Appendix 6 – Civic Office Support

⁶ For the 2024 civic events calendar- please see Appendix 5

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The Macebearer's support the Lord Mayor at official engagements and civic ceremonial functions. The Macebearer's also drive the Lord Mayor to their official civic engagements.

5 Civic Support

5.1 Civic Diary

The Lord Mayor's PA will work with the Lord Mayor to prepare a rolling three-week diary of civic engagements. The schedule is issued every Friday to the Lord Mayor and Deputy Lord Mayor via email or in person if the Lord Mayor chooses to do so.

Additional invitations after the diary's publication will be considered on merit and will be discussed with the PA and the Civic Support Coordinator before confirming with the event organiser..

Most engagements are confirmed in advance. However, if a more urgent invitation is received, the PA with the Civic Support Coordinator will discuss and confirm with the Lord Mayor any amendments to the diary. The Deputy Lord Mayor may be asked to attend the previously accepted event.

5.2 Engagements⁷

All invitation must be referred to the Lord Mayor's PA, who will advise on availability, inform organisers of procedures, and send out the required forms. All matters arising from any invitation CEX Practice Manager and/or Head of Service will be consulted.

Engagements will only be accepted when they meet the guidelines. Invitations for commercial or political purposes which might be deemed inappropriate will be referred to the Head of Service for guidance.

All invitations received by the Deputy Lord Mayor must be directed to the PA who will discuss with the Lord Mayor in the first instance. If the Deputy has a special interest, the Lord Mayor will confirm the Deputy Lord Mayor's attendance.

Simultaneous events can be attended by both the Lord Mayor and Deputy, with the Lord Mayor having priority access to the car and Macebearer. If neither is available, the civic office will consider immediate past Lord Mayors before declining.

⁷ See Appendix 7 for events and engagements

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The Lord Mayor must always be punctual and wear appropriate chains and robes. There is no obligation to stay until the end of an event, and it is often preferable to leave early to allow the host to follow protocol at formal receptions.

The Lady Mayoress or Consort does not need to accompany the Lord Mayor on all occasions; each case is assessed individually.

Once confirmed, engagements will not be cancelled except in emergencies or exceptional circumstances. All engagements are important, and the Lord Mayor's role in promoting them is vital.

5.3 Informal approaches during year in office

During the Lord Mayor's year of office, informal approaches might be made with regard to matters such as the Freedom of the City, Honours lists etc.

The Lord Mayor and Deputy Lord Mayor will exercise caution and will not commit or undertake any decisions on behalf of the Council. However, in such cases, assurance must be given that the representations will be forwarded to the responsible officer and elected member.

Invitations from foreign or delegates will be referred to the CEX Practice Manager or Head of Service.

5.4 Lord Mayor Briefings

The Civic Support Office will schedule regular meetings with the Lord Mayor to discuss invitations and diary commitments.

For Council-organised events, Strategic or Service Directors must notify the civic office at least three weeks in advance and provide a draft of any speeches. They will also need to brief the Lord Mayor in person and accompany them at the event.

For short-notice events, Directors should coordinate with the Civic Support Coordinator to agree on the timetable.

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The Civic Support Coordinator will provide specific briefings for all civic events, and the Lord Mayor will need to attend rehearsals.

5.5 Visits outside the City

Promotion of the Lord Mayor outside of the City is important. Invitations to events and engagements outside of the City of Plymouth will be considered on merit.

5.6 Attendance at funerals

The Lord Mayor should, whenever possible, attend official funerals accompanied by the Chief Executive (or representative).

Funerals of all Freemen, Honorary Aldermen, former Lord Mayors and Deputy Lord Mayors, serving Members of the City Council and former senior or long-serving Members of the City Council will be notified as a matter of course to all members of the City Council, Aldermen, Strategic Directors, etc.

5.7 Royal Visits

On an official Royal visit, the order of presentation by the Lord Lieutenant to the Royal visitor will normally be:

1. Lord Lieutenant's guest
2. High Sheriff plus 1
3. Lord Mayor and Lady Mayoress/Consort
4. Chief Executive plus 1
5. Member of Parliament plus 1
6. Chief Constable plus 1

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 deputised to the organiser.

His Majesty the King has ruled that these arrangements should also apply to official visits made by members of the Royal Family given His or Her Royal Highness designations and their spouses.

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In cases of doubt, the civic office will consult with the Lord Lieutenant's office for guidance.

All invitations for the Lord Lieutenant to attend any functions will be carefully considered and discussed with the civic support office before being issued.

5.8 Official calls on the Lord Mayor

For official calls involving government ministers, visiting Heads from abroad, Civic Heads, whenever possible, the Lord Mayor will be supported by the Chief Executive (or representative) and, where appropriate, also by the Leader and Leader of the Opposition of the City Council (or their representatives).

5.9 Salute taking, March-pasts and Parade Inspection

When it is necessary for the Lord Mayor to take the salute, or to be in attendance when a Senior Service Officer is performing such a function.

- a. If colours are being paraded, it is normal for the salute to be held whilst the colours pass.
- b. On other occasions, if only chains or collarettes are being worn salutes should be taken in a similar manner.
- c. When wearing the robes and hat, the Lord Mayor should remove the hat when:
 - Acknowledging salutes
 - During the playing of the National Anthem
 - In the presence of a member of the Royal Family
 - During March Pasts, the Mayor should remove and replace the hat
 - As each section passes the salute
 - When the Colours pass
 - On an Inspection when the Mayor passes the Colours
- d. On all occasions, advice will be sought from the organisers of the event.
- e. Where the Lord Mayor has been invited to make inspection they precede the Commanding Officer who is usually one pace behind the Lord Mayor's right. If there Lord Mayor is accompanying the Inspecting Officer, the Inspecting officer precedes, the Commanding Officer

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is one pace to his rear on the right, and the lord Mayor is immediately behind the Inspecting Officer

5.10 Travel and the civic car

The Lord Mayor's car can only be used for official duties and not for private purposes. The Macebearer transports the Lord Mayor and, when possible, the Deputy Lord Mayor. However, the Lord Mayor's takes precedence. It must be noted that the Macebearers are part-time and may not be available at short notice.

The civic flag is flown when the Lord Mayor or Deputy Lord Mayor is in the car. The Lord Mayoral party should travel together to minimize separate journeys.

Smoking is prohibited, and seat belts must be worn in the civic car. The recommended seating arrangement is for the Lord Mayor to sit behind the passenger seat for easy access to the pavement.

The Lord Mayor and Deputy Lord Mayor will make their own arrangements to travel to the Council House. Travel expenses incurred (including mileage, fuel, taxi and bus fares) are covered by member allowance and special responsibility (SRA). The use of the civic car and services of the Macebearer can only be used once agreed with the civic office.

Where the Lord Mayor or Deputy Lord Mayor use their own vehicle they are permitted to park in the Council House car park (if space is available), alternatively they can park in any Plymouth City Council owned car park. Further guidance in relation to Councillor parking and permits can be found within the Councillor Parking Policy.

Where the Macebearer and civic car are unavailable and the Lord Mayor/Deputy Lord Mayor wish to attend an engagement outside of the city boundary, the Lord Mayor/Deputy Lord Mayor are entitled to claim mileage.⁸

⁸ See Appendix 10 – Cllr Allowances

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5.11 Royal Garden Party

Every year we receive four invitations to the Royal Garden Party from Buckingham Palace. The outgoing Lord Mayor and Deputy Lord Mayor usually attend and take one guest each. Train travel is funded by the civic office. The Lord Mayor/Deputy Lord Mayor are required to pay for their own accommodation if they wish to stay overnight in London.

5.12 Electric Pool Cars

Electric pool cars are available at both Ballard House and Prince Rock depot. These can be used by the Lord Mayor or Deputy Lord Mayor providing:

- their driving licence are checked and approved by the Head of Governance. Licence details will then be forwarded to the council fleet team for final approval.
- they have attended a briefing session conducted by a member of the concierge team to familiarise themselves with the vehicle.

Pool cars can be booked through Facilities Management facilities.bookings@plymouth.gov.uk

5.13 Accommodation

The Council House

The civic office and Lord Mayor's Parlour are both situated in the Council House. Any request made to the Lord Mayor for the use of these offices must be referred to the civic support team who will confirm bookings in accordance with council policy.

In order to maintain the visual appearance of the Lord Mayor's Parlour and the offices generally, any desire to display any gift, painting or plaque etc. must be first referred to the Civic Support Coordinator and CEX Practice Manager.

3 Elliot Terrace⁹

3 Elliot Terrace can be used by the Lord Mayor and Deputy Lord Mayor for hospitality. The Lord Mayor may use it for up to three weekends (or equivalent) per year. Please see examples below:

⁹ See Appendix I – History of Elliot Terrace

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**Weekend stay:**

Friday	Friday night	Saturday
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Or

Saturday	Saturday night	Sunday
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Weekday stay:

Monday	Monday night	Tuesday
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Confirmation is subject to availability and must be booked via the civic office. If family or friends join the Lord Mayor, the Lord Mayor must notify the civic office make arrangements to cover any additional costs.

The Lord Mayor's Professional Assistant will arrange the use of 3 Elliot Terrace. The City Council's No Smoking Policy applies to all areas, including the balcony.

5.14 Catering

Where catering is required for engagements, external caterers will only be used in exceptional circumstances. The level of hospitality may vary from function to function and the Civic Support Coordinator will advise on the appropriate standard.

The civic office should where possible cater 'in house' by purchasing items such as cakes and pastries. The Lord Mayor and Deputy Lord Mayor may also purchase their own catering if they wish.

Where 'in house' purchasing is agreed hygiene standards must be adhered to at all times. Allergens advice must also be followed when preparing and serving food, this can include the labelling of foods highlighting common food allergens where appropriate.

6 Chains, Robes, Clothing and Ceremonial Badges

6.1 Clothing

The civic office will offer advice appropriate clothing for engagements where it is not clear from the invitation; however the following is suggested as a guide.

The Chains of Office are heavy and should be properly positioned on clothing. The Lord Mayor, Lady Mayoress, Deputy Lord Mayor, and Deputy Lady Mayoress should have loops sewn into jackets to prevent damage.

When attending events, the Lord Mayor should consider diversity and respect the customs, traditions, and religious practices of others.

Male

A suit, usually black, dark grey or navy, is the most acceptable attire, and dinner jackets are usually worn for important dinners.

A good quality dark overcoat and/or raincoat for inclement weather are advisable

Female

The general advice is to dress “up” rather than ”down” i.e. wear a smart suit, skirt or trouser, rather than casual dress. Civic occasions should be regarded as similar to a wedding with a suit or jacket and dress, or other traditional outfit.

For evening wear an evening dress maybe worn, this can be knee length however long dresses are occasionally worn.

Hats can be worn for church services; however this is a matter of personal choice.

Due to the chains of office, ‘off the shoulder’ evening wear is not advisable. It is not customary for the Lord Mayor/Lady Mayoress to wear any necklaces with the chain of office.

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Receipts for payment for clothing that come out of the Lord Mayor's and Deputy Lord Mayor's personal allowances must be kept for tax purposes. All receipts must be submitted to the Civic Support Coordinator at the end of the Lord Mayoral term.

6.2 Chain of Office/Collarettes

Chain of Office may be worn on the following occasions:

- All meetings of the City Council
- All engagements within the Parlour/Council House/civic buildings (including Elliot Terrace)
- Dinner/luncheon engagements outside the civic buildings
- Major ceremonial occasions, i.e. royal visits, degree conferment ceremonies, etc. irrespective of whether full robes are to be worn
- Civic church services
- Civic wreath laying ceremonies
- Other functions when accompanied by a Macebearer.

For safety, the Macebearer must ensure that they stay in close proximity to the Lord Mayor. The Macebearer will take immediate action, if circumstances permit, if they feel the Lord Mayor is at risk.

The Civic Support Coordinator will advise when to wear the Collarette of Office instead of the chains. The same guidelines apply to the Deputy Lord Mayor. When accompanying the Lord Mayor, the Deputy should wear a collarette, except at major civic events where chains are appropriate, or where the Lord Mayor has given the Deputy Lord Mayor permission to do so.

Floral decorations, except poppies, should not be worn with the Chains of Office. Temporary items like buttonholes or badges may be worn during an event but should be removed before the next one.

If the Deputy Lord Mayor hosts a function in the Lord Mayor's absence, the Lady Mayoress or Consort is not expected to attend.

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The Lord Mayor must not wear the Chain of Office outside the City without permission from the council they are visiting, which the Civic Support Coordinator will obtain, who will also advise on insurance and security for civic regalia taken outside of the city boundaries.

For overseas visits, the Chains of Office are not permitted to be worn; collarettes should be worn instead.

6.3 Insurance

On the occasion where a Macebearer is unavailable and the Lord Mayor/Deputy Lord Mayor wish to wear the chains to attend an engagement within the city boundary there is a strict protocol to follow.

For full insurance coverage purposes, the Lord Mayor/Deputy Lord Mayor before taking office must complete Insurance Information Form.¹⁰

The regalia, including but not limited to chains of office, and any associated items, shall remain fully insured under the Council's/Authority's insurance policy when temporarily stored at the Lord Mayor's and Deputy Lord Mayor's registered home address (home addresses declared upon taking office).

Scope of protection

The insurance policy shall provide coverage against **loss, theft, accidental damage, fire, and any other perils specified within the policy terms**. This coverage shall remain valid whether the regalia is stored, in use, or in transit to and from official engagements.

Security and Safeguarding Measures

The Lord Mayor and Deputy Lord Mayor shall take reasonable precautions to ensure the security of the regalia while in their possession. This includes:

- Storing the regalia in a **secure and designated area** within the registered home address.
- Ensuring the home address has **adequate security measures**, such as locks, alarms, or safes where necessary*.
- Not leaving the regalia unattended in unsecured locations.

*refer to document completed and signed by the LM and DLM before taking office

¹⁰ See Appendix 8 – Regalia Insurance Document

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Reporting of Incidents

In the event of **theft, damage, or loss**, the LM and DLM must notify the **Head of Service** as soon as possible, providing any necessary documentation to facilitate the claims process.

Temporary Custody and Return

The regalia shall remain **the property of the Council/Authority** and must be returned upon request, at the end of the term, or in the event of a change in office.

Liability Exemption

The Lord Mayor/Deputy Lord Mayor shall not be held personally liable for any insured losses, provided that the outlined security measures have been followed. Any **negligence or failure to take reasonable care** may result in a review of the claim under the insurance policy terms.

6.4 Ceremonial Robes

The black and gold robes are only worn on major ceremonial occasions such as Lord Mayor Choosing (AGM), Freedom of the City events, Honorary Alderman ceremonies, Royal visits, Civic Church Services, major military occasions, Degree conferment ceremonies, etc.

It is a tradition that the red robe is worn at the annual Lord Mayor's Carol Service at the Minster Church of St Andrew and when presiding over meetings of the City Council. The Civic Support Coordinator will advise when the red robe should be worn at lesser civic functions. The red robes may be worn for display purposes when undertaking school or similar visits, should the Lord Mayor wish.

It should be noted that the Lord Mayor and Deputy Lord Mayor should avoid eating or drinking where possible (with the exception of ceremonial toasts and water) whilst robed to avoid damage.

6.5 Dress/Medals/Badges

Lord Mayoral/City Council functions

The normal dress for receptions is lounge suit (or equivalent) unless, of course, the reception precedes a dinner or similar function where other dress requirements are stipulated.

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Dress protocols for functions held in the Lord Mayor's Parlour, Dining Room or at 3 Elliot Terrace are subject to the Lord Mayor's personal wishes or the requirements of the event.

Other functions

In accepting engagements elsewhere, the Lord Mayor should conform to the dress requirements set out in the invitation.

Medals

Miniature medals are worn on full evening dress or dinner jackets only when the invitation states that decorations may be worn. For city council functions, it has been the practice to request such decorations only when the occasion has a military 'flavour'.

It is not normal for medals to be worn on civic robes, except for Remembrance Day when full medals (not miniatures) should be worn on the left breast of the robes.

Commemorative badges

At the Annual Lord Mayor Choosing Ceremony (AGM), the retiring Lord Mayor is traditionally presented with a badge (on blue ribbon) commemorating the year of office.

This badge may be worn at:

- ceremonial meetings of the City Council when the Lord Mayor is robed
- ceremonies or processions when the Lord Mayor is robed
- Civic dinners, receptions or other social functions of a civic nature within the City
- any other civic function when requested by the Lord Mayor
- Civic functions in another local authority's area at the express invitation of the Mayor or Chairman of that authority

The above provisions apply also to the badges worn by Honorary Freemen and Honorary Aldermen, although in cases where more than one badge is held by an individual, only one of these should be worn at any one time.

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7 Budget, Allowances, Hospitality and Gifts

7.1 Budget Monitoring

The monitoring of the civic Office budgets is the responsibility of the CEX Practice Manager and Head of Service.

7.2 Lord Mayor's Special Function Budget

The Special Functions budget for the Lord Mayor's office covers spend for the following:

- Lord Mayor's Choosing ceremony
- Remembrance Sunday Service
- Lord Mayor's Carol Service
- Holocaust Memorial Day

Other commitments within this budget are for flag raising ceremonies, homecoming and Freedom parades.

The Lord Mayors Official Hospitality budget is limited and any promise of hospitality, to any group or organisation (including other Council departments), will need to be discussed with CEX Practice Manager or Head of Service.

For current budget (2024-2025), as an example, please see Appendix 9.

7.3 Personal Allowances

Allowances for elected members are governed by the Local Government (Members' Allowances England) Regulations 2003. These are reviewed regularly. Personal allowances cover expenses from holding office and are paid in addition to the basic allowance.

If the Deputy Lord Mayor also holds another role, they receive only the highest allowance.

A small 'out of pocket' budget can be considered for expenses such as clothing alterations.

Personal allowances are paid monthly from 1 June, with possible advance payments after council confirmation, except in election years if the nominee is standing for re-election.

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The Lord Mayor and Deputy Lord Mayor should keep records for HM Revenue and Customs (HMRC) and provide quarterly expenditure statements. The Civic Support Coordinator, with assistance from a finance officer will offer advice spend receipts and HMRC.

Personal allowances cover costs for subscriptions, travel, donations, and inviting personal guests to civic functions, as well as private events¹¹.

7.4 Gifts

Giving

Official gifts are presented by the Lord Mayor during 'twinning' visits, major ambassadorial visits, and to senior military and council officers upon retirement or leaving office.

These gifts are charged to the Lord Mayor's Official Hospitality budget, so costs must stay within budget limits.

Significant gifts for special anniversaries or major events are determined by the CEX Practice Manager or Head of Service.

Receiving

The Lord Mayor should be cautious with any offers of gifts, favours, or hospitality, as they may come from those doing or seeking business with the council. The Lord Mayor is responsible for decisions on accepting gifts to maintain public confidence. Gifts of more than nominal value of £25 will be accepted on behalf of the council and declared. Minor tokens or flowers can be kept personally.

According to the Councillor Code of Conduct, any gift or hospitality over £25 must be reported to the Monitoring Officer within 28 days of receipt. The Civic Support Coordinator must be informed of all gifts as they will be the officer responsible in reporting to the Monitoring Officer. A complete register of gifts will be kept in the civic office.

The Lord Mayor can send a thank-you letter for each gift, using stationery containing the city crest.

¹¹ See Appendix 10 – Councillor Expenses

8 The Lord Mayor's Charity

8.1 Charity Guidance and Support

The Lord Mayor typically nominates one or more established, city-based charities to receive funds during their term. These charities must be registered with the Charity Commission.

The chosen charities are usually announced at the Lord Mayor's Choosing Ceremony (AGM).

The main focus of support for the civic office led by the Civic Support Coordinator is the Council's Civic program. They are also responsible for:

- administrative support for charity events
- adding charity details to engagement forms and social media
- including charity details on Christmas cards/emails
- banking funds received and paying bills
- reporting financial statements to the Lord Mayor's Charity Committee
- balancing charity accounts at the end of the term
- approving content and wording of tickets, posters, and menus.

8.2 Charity Committee

The Lord Mayor should set up a Charity Committee for the year to assist with fundraising. This committee can be formed from local charity volunteers.

The Lord Mayor should convene the Charity Committee at the start of their term, ideally once the Lord Mayor designate is identified in February. The committee will help with:

- Generating ideas for the year's events
- Ensuring enough volunteers are available for events
- Seeking sponsorship and raffle or auction prizes

After selecting a charity (or charities), the Lord Mayor will call a Charity Committee meeting to elect a Chair (possibly the Deputy Lord Mayor) and a Secretary (not from the Council's civic office staff).

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8.3 Charity Dinner

If a major event is planned such as, a Lord Mayor's dinner or banquet, the civic office will provide support as they have expertise at planning large scale events. The Lord Mayor may choose to combine their annual dinner with a charity dinner and hold this later into their term of office and not on the day of their choosing ceremony.

8.4 End of Year for Charity

It is normal for the Lord Mayor to report to Council at the Annual Meeting the total amount raised for the charity appeal during the year and make a presentation to the charity/charities just prior to the end of the term of office.

9 Induction and Training

The Lord Mayor will receive training and induction prior to taking office and will cover both constitutional and civic (ceremonial) elements of the role.

9.1 Constitutional Role

The Monitoring Officer and Head of Governance will provide the Lord Mayor and Deputy Lord Mayor guidance and support related to the Constitutional element of their role during their term of office.

This will include:

- chairing skills training for City Council meetings
- constitutional advice and guidance

9.2 Civic Role

The Civic Support Coordinator and CEX Practice Manager will induct the Lord Mayor and Deputy Lord Mayor on the civic element of their role. This will include an introduction to the:

- civic handbook
- civic team
- civic protocol
- Professional assistants and how the diary is organised
- role of the Macebearers

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- civic events calendar, including dates for any important engagements already scheduled (such as anniversaries)
- budget and personal allowances

During the induction period the Lord Mayor will also be required to:

- choose a Lady Mayoress or Consort
- choose a Deputy Lord Mayor
- appoint a chaplain (an honorary position and usually a Minister from a church or other religious institution located in the Lord Mayor's ward)
- appoint a cadet (this will done via interview process)¹²
- choose a charity and set up a charity committee
- provide a biography
- advise the civic office of any dates you will be unavailable for the year of office
- provide the civic office with a personal guest list for important engagements and events

The Lord Mayor and Deputy Lord Mayor will receive the following training¹³:

- public speaking and speech writing
- induction for Civic Heads
- dealing with the media
- social media
- information management (including FOI's)

The Lord Mayor is often invited to become a Patron, President or is gifted honorary membership for local organisations. These memberships vary from year to year, and are reviewed on an annual basis.

9.3 Speeches

The Lord Mayor traditionally writes their own speeches, with the guidance from the Head of Communications. The Civic Support Coordinator will assist with specific research needs.

The civic office meet on a weekly basis to review the Lord Mayor's diary and to identify any engagements where speeches are required.

¹² See Appendix 11 – Appointment of Lord Mayor/Deputy Lord Mayor Cadet

¹³ See Appendix 12 – Local Government Association (LGA) – Top Tips for newly elected Civic Mayors

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9.4 Media

Requests for statements from or interviews with the Lord Mayor, Lady Mayoress, Deputy Lord Mayor or Deputy Lady Mayoress will be referred to the council's corporate communications team.

9.5 Social Media

The civic office runs social media accounts on behalf of the Lord Mayor on Facebook and X (Twitter). The Lord Mayor and Deputy Lord Mayor will be given access to both accounts so that they can post material relevant to the Lord Mayor's activities, including promotion for events.

The Lord Mayor and Deputy Lord Mayor must adhere to the Councillor Code of Conduct when dealing with all social media platforms. This can be found online in the Councillor Hub.

10 Safeguarding Responsibilities and Health, Safety and Wellbeing

10.1 Safeguarding

The Lord Mayor and Deputy Lord Mayor, upon taking office will be briefed by the council's Safeguarding team. In addition to this, resources and details of their responsibilities for safeguarding children and vulnerable adults can be found online in the Councillor Hub. The Lord Mayor and Deputy Lord Mayor must visit these resources so they can familiarise themselves with what they need to be aware of and what to do to protect children, vulnerable adults and themselves.

10.2 Health, Safety and Wellbeing

Health, Safety, and Wellbeing briefing will be given to the Lord Mayor and Deputy Lord Mayor by the Health, Safety and Wellbeing Head of Service. Training will include advice on personal safety, lone working and how to report incidents.

Additional resources are available online in the Councillor Hub and within the Personal Safety and Lone Working Guidance for Councillors.

Incidents or near misses must be reported to the Civic Support Coordinator and via the Health, Safety and Wellbeing Portal on the Councillor Hub.

Both Macebearers are qualified in first aid.

Anyone using Display Screen Equipment (DSE) for an hour or more should have a DSE Risk Assessment. The Lord Mayor and Deputy Lord Mayor will be given this assessment conducted by qualified council officer during their induction.

11 Political Neutrality

During the mayoral year, the Lord Mayor must remain politically neutral and avoid party political activities.

The exception is if the Lord Mayor or Deputy Lord Mayor are standing for election as a councillor, in which case they may campaign as an individual, however, they must ensure that they do not include any photographs of themselves in their robes and/or chains on any campaign materials.

The Lord Mayor should avoid involvement in politically controversial matters and where necessary refer ward-related issues to colleagues.

Political neutrality is also expected from the Deputy Lord Mayor, who may vote in Council meetings but should avoid speaking on contentious issues unless they have specific knowledge.

Special rules apply during the 25 working days before polling day (pre-election period), prohibiting the use of Council resources for political purposes. Council publicity must always be politically neutral.

The retiring Lord Mayor can attend their political group's AGM for the following year.

Appendix I – History

History of the Lord Mayoralty

In Britain, the civic office of mayor brings with it over 800 years of tradition and loyalty to the crown and a direct link to the monarch through parliament. The office of mayor was first introduced by the Normans in the eleventh century, and the word itself derives from the Latin 'magnus', meaning 'great'.

The first English mayor was the lord mayor of the City of London who took office in 1189. From 1835, the title of mayor was given to the head of each municipal Council, or 'corporation', in England, with the post holder being seen as the 'first citizen' who spoke for the whole town or City and gave it an identity.

In accordance with the Local Government Act 1972, the Lord Mayor shall have precedence in the Plymouth City area, but not so as to 'prejudicially affect His Majesty's Royal Prerogative'. In practice, this means that the Lord Mayor is accorded the status of the City's first citizen, only giving way in the presence of the Sovereign or his/her representative (i.e. His Majesty's Lord-Lieutenant for the county).

History of Elliot Terrace

Number 3 Elliot Terrace, The Hoe, was erected in the later part of the 19th century by John Pethick, a leading Victorian property developer and was acquired in 1908 by Waldorf Astor who had come to Plymouth as a Unionist Parliamentary Candidate.

Successful in the second of the General Elections of 1910, Waldorf Astor was again returned in 1918 but, following the death of his father Viscount Astor, he was forced to surrender his seat in the House of Commons.

In the resulting by-election, his wife, Nancy, agreed to stand and in 1919 became MP for Plymouth Sutton.

Nancy Astor made history as the first woman MP to take her seat in the House of Commons.

Waldorf Astor, like Sir Francis Drake before him, was appointed Mayor without being a member of the Council and held the Office between 1939 and 1944 during the war years. He was instrumental in bringing together the people to formulate the rebuilding of Plymouth leading to the production in 1943 of the 'Plan for Plymouth'.

Waldorf Astor died in 1952, Nancy in 1964. Before her death she gave 3 Elliot Terrace to the City of Plymouth and the house has become known as the Lord Mayor's residence. It is used for civic and other hospitality, and by visiting dignitaries and circuit judges.

Also, the Council seeks to use 3 Elliot Terrace to promote the City's priorities.

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Astor Diamonds

The Astor Diamonds were given to the city by Lady Nancy Astor and comprise a necklace, bracelet and earrings.

The jewellery used to be occasionally worn by the Lady Mayoress but the jewellery is now too fragile to be worn

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Appendix 2 – Choosing Process and Protocols

Candidates for Lord Mayor and Deputy Lord Mayor

Candidates for the positions of Lord Mayor and Deputy Lord Mayor must be members of the City Council (sections 3(1), 5(1) and 5(2) of the Local Government Act 1972)

<https://www.legislation.gov.uk/ukpga/1972/70/section/3>

Election of Lord Mayor

Each year, the Council appoints a Lord Mayor Selection Committee comprising six Council members, with representation proportional to political parties. This committee receives and considers nominations for the position of Lord Mayor for the following year. Once the committee accepts a nomination, it goes forward to the full Council for endorsement.

Following Plymouth's tradition, the Lord Mayor nominates their Deputy Lord Mayor, who customarily comes from the same political group. During their terms of office, neither the Lord Mayor nor Deputy Lord Mayor may serve in the Cabinet (executive) or act as Leader of a political party.

The formal election of the Lord Mayor occurs at the Council's Annual General Meeting, held in Plymouth's Guildhall on the third Friday in May. Whilst attendance at this ceremony typically requires an invitation, members of the public are welcome to attend, as it is a public meeting. Those wishing to attend may obtain tickets from the Lord Mayor's office.

Appendix 3 – The Role of the Lord Mayor

The Lord Mayoral Responsibilities include:

- **Ceremonial Duties:** Represents the City at official events, ceremonies, and functions.
- **Community Engagement:** Acts as a figurehead for local initiatives, charities, and community projects.
- **Civic Leadership:** Promotes the City, supports economic development, and fosters relationships with other cities and organisations.
- **Constitutional Role:** Presides over City Council meetings, ensuring they are conducted fairly and efficiently.

Other Lord Mayoral duties include:

- Receive members of the Royal family and other important dignitaries and visitors to the City of Plymouth.
- Making speeches at Civic Events and engagements.
- Leading Citizenship Ceremonies.
- Fund raising for chosen charity.
- Represent the City of Plymouth during times of sadness.

This list provides a general idea of the Lord Mayor's duties, but is by no means exhaustive.

Key Accountabilities:

The Lord Mayor must carry out the duties of the post fairly and without discrimination, and in accordance with the values of the Council.

During the year in office, the Lord Mayor traditionally takes no active part in the political affairs of the Council.

Appendix 4 – The role of the Deputy Lord Mayor

The Deputy Lord Mayor is nominated by the Lord Mayor designate following their appointment by the Lord Mayor's Selection Committee.

There are two elements of the role of Deputy Lord Mayor:

1. To deputise for the Mayor at their request when the Lord Mayor is unable to fulfil an engagement.
2. To support the Lord Mayor at major Civic Events organised by the Council.

With the exception of instances where the Lord Mayor and the Deputy Lord Mayor are required to be in attendance at the same time, such as major Civic Events. The Lord Mayor and the Deputy Lord Mayor will not normally attend simultaneous engagements unless previously.

The Deputy Lord Mayor cannot accept any direct invitation (other than in the circumstances mentioned above), on the principle that all invitations should be sent to the Lord Mayor in the first instance.

- **Support Role:** Assists the Lord Mayor in their duties and stands in when the Lord Mayor is unavailable.
- **Ceremonial Functions:** Represents the City at Civic Events and functions when delegated by the Lord Mayor.
- **Community Involvement:** Engages with local communities and supports the Lord Mayor's initiatives.

The Deputy Lord Mayor will abide by the Council's code of conduct for members.

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**Appendix 5 – Example of a Civic Events Calendar****CITY OF PLYMOUTH
CIVIC EVENTS 2024**

DATE	TIME	EVENT	Venue
JANUARY 2024			
Tues 30 January	9.30am	Holocaust Memorial Day	9.30 am Council House 11.15am Peace Garden, The Hoe
MARCH 2024			
Monday 11 March	10.30am	Commonwealth Flag Raising	Guildhall Flag Poles/Guildhall Steps
APRIL 2024			
Sunday 14 April	10.30am	Lord Mayor's Civic Church Service	Derriford United Reform
MAY 2024			
Friday 17 May	9.45am 7.30pm	Council AGM/Lord Mayor's Choosing Lord Mayor's Choosing Dinner	The Crowne Plaza
Sunday 19 May	10am	The Lord Mayor's Civic Church Service	The Minster Church of St Andrew
JUNE 2024			
Monday 24 June	10am	Armed Forces Flag Raising Ceremony	Guildhall Flag Poles
Saturday 29 June	9.00am	Armed Forces Day	The Hoe, Plymouth
NOVEMBER 2024			
Sunday 10 November	11am	Remembrance Sunday Laying of wreaths at the RN Memorial, Civilian Memorial & Polish Memorial	The Hoe, Plymouth
DECEMBER 2024			
Friday 13 December	7.30pm	The Lord Mayor's Carol Service	TBC St Andrews Church, Plymouth

Notable Dates in 2024

- Monthly (Tuesday)
- Friday 8 March
- Thursday 25 April
- Thursday 6 June
- Monday 11 July
- Thursday 15 August
- Thursday 3 September
- 13-14 August
- 15 September
- Citizenship
- Women's International Day
- ANZAC Day
- Anniversary of D Day Landings in June 1944
- Srebrenica Memorial Day
- VJ Day
- Merchant Navy Day
- Plymouth Pride
- Battle of Britain

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Flag Raisings in 2024:

- 10 February
- 23 April
- 14 June
- 2 June
- 24 August
- 3 September
- 1 September
- 1 December
- 1 December

Gdynia Day to commemorate twinning between Plymouth and Gdynia (Poland)
St George's Day
Falklands Belvedere Flag Pole, The Hoe
Philippines Independence day
Independence Day of Ukraine
Merchant Navy Day
9/11 Mayflower Steps
World Aids Day
Great Union Day (Romanian)

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**Appendix 6 – Civic Office Support Staff**

ROLE	NAME	CONTACT NUMBER	EMAIL ADDRESS
Head of Electoral Services	Glenda Favor-Ankersen	01752 398073	Glenda.Favor-Ankersen@plymouth.gov.uk
CEX/Electoral Services Practice Manager	Maddie Halifax	01752 398127 07785 474365	maddie.halifax@plymouth.gov.uk
Civic Support Coordinator	Elizabeth Olver	01752 304502 07464 651211	Elizabeth.Olver@plymouth.gov.uk
Professional Assistant (Monday & Tuesday)	Sarah Moore	01752 305658	Sarah.Moore@plymouth.gov.uk LordMayor@plymouth.gov.uk
Professional Assistant (Wednesday, Thursday & Friday)	Katie Busfield	01752 304858 07988 880093	Katie.Busfield@plymouth.gov.uk LordMayor@plymouth.gov.uk
Macebearer	Macebearer Office Kevin Graham Steve Mallinson	01752 305409 07795 666831 07711 539887	Kevin.Graham@plymouth.gov.uk Steve.Mallinson@plymouth.gov.uk

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Appendix 7 – Lord Mayor’s events and engagements

Plymouth City Council seeks to deliver value for money for its citizens, promote the Council’s objectives and support the local community and businesses.

Events the Lord Mayor will normally attend:

- Council initiatives/events that support the Council’s/the City’s priorities
- Community events – events organised by local people and attended by local people. This includes improving the representation and participation of minority groups
- Military events – Armed Forces Week, memorial and remembrance services
- Council meetings, Lord Mayor Choosing events, events relating to Freeman/Aldermen of the City, Citizenship Ceremonies, Remembrance Sunday, Armed Forces week, home coming parades
- Religious ceremonies and events of all denominations
- Twinning events
- Traditional events
- 100th birthday celebrations and visits
- Remembrance Festival

Events the Lord Mayor may consider attending (the Macebearer may not be in attendance):

- Commercial/business engagements only cleared by the specific Service Director
- Charity events if they support the City’s/Council’s priorities
- Social events, which may include performances by theatre/ drama groups; ward members/other Councillors’/ events; exceptional family occasions; dinners and dances
- Events held outside the City of Plymouth if there is a specific and overriding factor

These are the criteria. However, the Council will be flexible and will take a common sense approach to all invitations received by the Lord Mayor.

In addition to the above, the Lord Mayor may choose to attend, on one occasion each year, an event of his/her choice. The event will not necessarily accord with the agreed criteria for Lord Mayoral visits but it will not be in conflict with the Council’s or the City’s priorities. The event will not be outside the county of Devon. This is to recognise the demands placed upon the Lord Mayor during the Civic year of office. The Lord Mayor may also choose to be supported by a Mace Bearer at one of their charity events each year.

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**Appendix 8 - Regalia Insurance Document**

Regalia Insurance Document	
First Name	
Surname	
Full address including postcode	
Type of door lock: minimum 5 lever mortice deadlock (eg. BS3621)	
Are there window locks downstairs?	
Are there window locks upstairs?	
Is there a fire alarm?	
Is there an intruder alarm?	
Are there any additional security features?	
NAME:	
SIGNATURE:	
DATE:	

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**Appendix 9 – Civic Budget**

Cost Code	Cost Name	Class Name	Budget 2023/24 PI-13 LE	Budget 2024/25 PI-13 LE
5714	Lord Mayors Special Functions	Lord Mayors choosing ceremony	£10,000.00	£10,000.00
		Remembrance Day	£22,000.00	£22,000.00
		Lord Mayors Official Hospitality	£5,000.00	£5,000.00
		Alderman Ceremony	£500.00	£500.00
		LM's Charity Collection Account/Fund	£0.00	£0.00
			37,500.00	£37,500.00

Cost Code	Cost Name	Class Name	2023/24 PI-13 LE	2024/25 PI-13 LE
0043	Civic Events	Salaries Overtime	£0.00	£0.00
		Vehicle Hire Charges	£6,407.40	£6,407.40
		Motor Vehicle Premiums	£571.23	£571.23
		Purchase Of Clothing & Uniforms	£300.00	£300.00
		Laundry	£120.00	£120.00
		Other Income (Tours)	£600.00	£600.00
			£7,998.63	£7,998.63

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**Appendix 10 – Councillor Allowances 2024-25**

The payment of allowances to elected members of local authorities is governed by the Local Government (Members' Allowances England) Regulations 2003 ("the regulations"). This scheme is effective from 1 April 2024:

This scheme provides guidance in respect of:

- A basic allowance
- Special responsibility allowances

Allowance	£
Basic Allowance	£12,752.00
Lord Mayors Allowance	£17,715.00
Deputy Lord Mayors Allowance	£5,846.00
Committee Chairs	£12,752.00
Vice Chair Planning	£6,376.00
Vice Chair Licensing	£3,188.00

Travel Allowances

Car, Motorcycle and Bicycle Allowance Rates are set in lines with those paid to officers of the authority. Existing travel and subsistence arrangements will continue, i.e. that Members are entitled to claim such allowances necessarily met in carrying out their official duties as councillors outside of the city boundary (in line with the officers' scheme).

Travel within Plymouth and peninsula (counties of Devon, Cornwall, Somerset and Dorset)

HMRC RATE:

- 45p per business mile up to 10,000 miles
- 25p per business mile over 10,000 miles

'Out of Peninsula rate':

- 25p per business mile

Low emission car rate (travel within Plymouth and Peninsula)

- Cars with up to 110g/km CO2 emissions, and/or in tax band A or B:
- 50p per business mile up to 10,000 miles
- 29p per business mile over 10,000 miles

HMRC passenger rate:

- 5p per business mile per passenger

Note: All allowances are subject to annual increase in line with staff pay awards. 2024/25 not yet applied.

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Appendix 11 – Lord Mayor/Deputy Lord Mayor Cadet

Each year the Lord Mayor and Deputy Lord Mayor appoint a Cadet. The successful cadet/s are the face of the Police/Army/Air and Navy Sea Cadets in Plymouth, and will accompany the Lord Mayor and Deputy Lord Mayor on a number of official duties throughout the year playing a key role in important occasions and Civic Events including the Lord Mayor’s Choosing Ceremony, Armed Forces Week and the Remembrance Sunday service.

Becoming the Lord Mayor’s Cadet is an amazing opportunity for any young person to gain experience in “Civic Life” and will be an excellent role model to junior cadets allowing individuals to develop their interpersonal skills.

Recruitment Process

1. Cadet units are invited to submit their nominees
2. The Lord Mayor and Deputy Lord Mayor designate are invited to meet with the Lord Mayor’s PA to shortlist applicants and invite them for interview.
3. The Lord Mayor and Deputy Lord Mayor form part of the interview panel alongside a member of the Civic Support Team.
4. The successful Cadet/s are notified and officially appointed at the Lord Mayor’s choosing ceremony.

Appendix 12 – Tips for newly elected Lord Mayors**Top Tips for newly elected Civic Mayors**

1. Please ask for help when you need more information. We recognise that this is a new position to you that you might not have been in before and we as civic officers are there to support and help you in your role.
2. Be innovative. You do not need to follow in your predecessor's footsteps. You are now in this role and you can try out new things and ways of working.
3. Remember that you are the mayor 24/7. You must always remember that the way you act, dress and behave might impact on the council.
4. Have clear aims and objectives of what you want to achieve during your year as mayor. Best is to start backwards and think about where you want to be in 12 months' time. That way you can hit the ground running and bring value to the council.
5. Use training opportunities as these will further enhance your skills, knowledge and networking.
6. Practice both speaking and listening skills. You will be required to speak in public at both announced and unannounced times, but you will also be required to attend events where you need to be the listener.
7. Don't worry so much about fundraising as this is only a small part of your job as mayor. Fundraising is more than money; it is also about being the link and the value that it brings to communities and the council.
8. Be careful and mindful about time management. You have the right to a personal life and your well-being is very important. We do not want you to burn-out during your time as mayor!

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9. Allow your deputy to deputise. Learn to delegate with trust. This will encourage succession planning and you will be a good mentor to your deputy.
10. Be reliable and consistent. Do not cancel accepted appointments if you get another invitation that looks more lucrative or exciting! This creates problems and do not look good to those who have been left in a lurch!
11. When you attend functions or appointments, do your homework and know the protocol that goes with this appointment. Get to know your communities and what matters to them. Get to know their religious days and festivals as well as their protocol to ensure you do not offend some community members.
12. Lastly, have fun being the mayor!