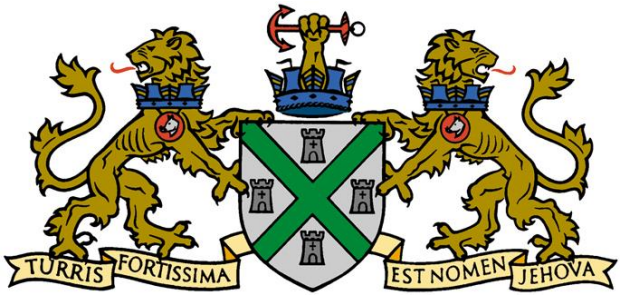
CIVIC HANDBOOK

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

PLYMOUTH CITY COUNCIL

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

CONTENTS

CIVIC HANDBOOK

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

Preamble

The purpose of this Civic Handbook is to inform the Lord Mayor what to expect during his/her year in office and to inform councillors, members of the public, voluntary groups, businesses and other organisations about the role of the Lord Mayor.

1. The Lord Mayoralty

1.1 History

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. The role of a mayor is covered by Section 3 of the Local Government Act 1972, which states that all local authorities must appoint a chairman. The only authorities who can use the alternative term 'mayor' are those which have been granted a Royal Charter and given the status of borough or city.

1.2 Plymouth's Lord Mayor

On 6 May 1935, King George V granted the dignity of Lord Mayor to the City of Plymouth:

'The King, on the recommendation of the Home Secretary, has been graciously pleased to command that in commemoration of his Majesty's Silver Jubilee, the Chief Magistrate, now and for the time being, of the City of Plymouth, shall bear the style and title Lord Mayor.'

1.3 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).

In Plymouth, it is traditional for the positions of Lord Mayor and Deputy Lord Mayor to alternate annually between the Conservative group and the Labour group (the two main political groups making up the council), irrespective of the overall political control of the council. If a third, or other, main political group(s) arise, alternative arrangements may be discussed and agreed at the appropriate time.

CIVIC HANDBOOK

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

1.4 Election of Lord Mayor

Each year the council appoints a Lord Mayor Selection Committee (composed of six members of the council) to receive a nomination for a suitable person to fill the position of Lord Mayor for the following year. The nomination, if accepted, is submitted to the full council for endorsement.

It is the practice in Plymouth for the Lord Mayor to nominate his/her Deputy Lord Mayor who, traditionally, is a member of the same political group as the Lord Mayor.

The election of the Lord Mayor takes place officially at the Annual General Meeting of the council which is held in the Guildhall, Plymouth, on the third Friday in May each year. Attendance at the ceremony is normally by invitation but, as this is a public meeting, members of the public may also attend (tickets are available from the Lord Mayor's office).

1.5 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.

<u>Guided tours</u>

Visitors can explore the elegant rooms of the former Astor family home and view its valuable historic memorabilia. The house is filled with artefacts, antiques and photographs from the Astors' time and a guided tour provides in-depth information about the house and the lives and history of its previous owners.

The tours are led by a Lord Mayor's Mace Bearer and include refreshments served in the drawing room.

The house is only opened for specific purposes, so guided tours must be booked two weeks in advance of the preferred date. A minimum of ten visitors and a maximum of fifteen are permitted.

The tours are free for children under ten years of age, £3 for children aged ten to sixteen and £5.25 for adults.

For more information or to make a booking contact the Lord Mayor's Secretary by calling 304858 or emailing lordmayor@plymouth.gov.uk

(The Lord Mayor may offer a guided tour to a local community or voluntary group and the costs will be borne by the official hospitality fund.)

CIVIC HANDBOOK

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

2 The Office of Lord Mayor

2.1 Introduction

This Civic Handbook will assist the Lord Mayor and the Deputy Lord Mayor to undertake their duties and will also help members of the public, councillors, council officers, voluntary groups, businesses and other organisations to understand how the Lord Mayoralty functions.

Any queries arising should be addressed to the Civic Support Coordinator, who is available to assist the Lord Mayor and/or Deputy and advise of requirements at particular events and engagements.

2.2 The role of the Lord Mayor

The Lord Mayor is the official representative of the Crown in the city. 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 Her 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. Her Majesty's Lord-Lieutenant for the county).

As the First Citizen of the city, the Lord Mayor represents not only the city but also the people of Plymouth. The Lord Mayor supports local people, organisations and businesses (in accordance with the criteria for civic engagements – see Appendix A) by launching, attending and hosting functions on behalf of the city council. All invitations for the Lord Mayor to attend an event must be sent to the Lord Mayor's office (see section 5).

The Lord Mayor undertakes all civic and ceremonial duties on behalf of the city, including attendance at civic services, Remembrance Day services, royal visits, Freedom of the City events, military home coming parades, Lord Mayor Choosing events (May), Lord Mayor's Day parade (May), the Fishing Feast (July) and the Lord Mayor's Christmas carol service and children's Christmas Carol services at the Minster Church of St Andrew.

The title of Lord Mayor is used, whether the incumbent is male or female.

The Lord Mayor chairs meetings of the full council. In the absence of the Lord Mayor, the Deputy Lord Mayor will chair a meeting of the full council. (The chair may have a second or 'casting' vote in the event of an equality of votes, even if they did not vote in the first instance.)

During the year in office, the Lord Mayor traditionally takes no active part in the political affairs of the council. (See also paragraph 4)

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

2.3 The role of the Deputy Lord Mayor

With the exception of instances where the Lord Mayor and the Deputy Lord Mayor are required to be in attendance at the same time, e.g. major ceremonies, civic church services, etc., the Lord Mayor and the Deputy Lord Mayor will not normally attend simultaneous engagements which require more than one car to be in use at any one time.

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.

During periods of major special events, simultaneous engagements will be allowed provided that any additional transport or staffing costs can be met from the existing budget.

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

2.4 The role of the Lady Mayoress, Consort or Escort

This is a title unknown in law and the office of Lady Mayoress has no legal standing. There is no legal obligation to select a Lady Mayoress, Consort or Escort but all Lord Mayors generally do, for support.

If the Lord Mayor is female:

- a male partner will be known as Consort (the Lord Mayor's husband) or Escort (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 Escort.

2.5 Civic Support Staff

Responsibility for the Lord Mayor's Parlour and the Lord Mayoral support staff lies with the Oversight and Governance Manager through the Civic Support Coordinator, either of whom should be informed immediately by the Lord Mayor or the Deputy Lord Mayor in the event of any difficulties arising involving support staff.

The Civic Support Manager has day to day responsibility for the support staff and the Mace Bearers work to a rota prepared on the basis of the agreed three week diary of engagements. Should the Lord Mayor want support staff to be available at other times, early engagement must be sought from the Civic Support Manager and requests will be considered if within budget.

Despite the nature of the engagements and the time that the Lord Mayor and Deputy Lord Mayor spend in the company of employees, it should be remembered that, on all occasions, staff will refer to the Lord Mayor, Deputy Lord Mayor and their partner/consort by their titles.

2.6 Civic Diary

The three week diary of civic engagements is normally issued, by the Lord Mayor's Secretary, on the Friday prior to the start of the diary. Additional invitations received after publication of the civic diary are normally refused.

Should the Lord Mayor become aware of a late request directly, this must be discussed with the Lord Mayor's Secretary before any commitment is given because of the implications this may have upon the work rota and availability of the support staff.

Where the Lord Mayor has requested that s/he attends an engagement at late notice, full details of the engagement should be received before final acceptance so as to ensure that the Lord Mayor's Secretary and the Mace Bearer are fully aware of the arrangements.

Most engagements are confirmed some considerable time before the actual date, and situations do arise when a subsequent invitation is received for what might be considered a more prestigious function. The Lord Mayor's Secretary will consult with the Civic Support Manager who will, if it is in the interests of the City Council and if the Deputy Lord Mayor can represent the Lord Mayor at the previously accepted event, authorise attendance at the subsequent engagement.

2.7 Engagements

It is essential that every invitation is referred to the Lord Mayors Secretary for action. Often, the Lord Mayor will be approached in person, by letter, over the phone, by representatives of a charity, or an organisation asking him/her to attend a function. The Lord Mayor's Secretary can advise on the availability of the Lord Mayor, inform the organiser of proper procedures and send out the appropriate form to be completed. This prevents the possibility of a clash of functions and helps greatly to plan the civic year.

If the Lord Mayor's Secretary is in any doubt on the question of whether or not an invitation should be accepted, the Civic Support Coordinator and/or the Oversight and Governance Manager will be consulted.

Engagements will be accepted if they fall within the agreed guidelines – see Appendix A.

It is not appropriate for the Lord Mayor to accept invitations sent solely for commercial or political purposes. Moreover, there are certain other invitations which it is perfectly appropriate for the Lord Mayor to decline in favour of the Deputy Lord Mayor. If there is any doubt, the Lord Mayor will refer to the Civic Support Coordinator and/or the Oversight and Governance Manager for guidance.

The Deputy Lord Mayor cannot accept any 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. If the Deputy Lord Mayor has a special interest, then this should be drawn to the

attention of the Lord Mayor. Similarly, if the Lord Mayor feels that a particular function is more appropriate to the Deputy Lord Mayor, the Deputy's availability will be confirmed in order for the invitation to be redirected. The Lord Mayor and the Deputy Lord Mayor will not, other than in exceptional circumstances, undertake engagements which require more than one car to be in use at any time.

In the event of neither the Lord Mayor nor the Deputy Lord Mayor being available, the Lord Mayor's Parlour will consider whether the Leader, a cabinet member, the immediate past Lord Mayor or other former Lord Mayors can attend before declining the invitation.

The Lord Mayor should attend punctually, and be ready to take his/her place at the appointed time, wearing chains and robes as appropriate. Failure to do so means that everybody at the function is affected.

There is no commitment on the part of the Lord Mayor, by virtue of acceptance of an invitation, to stay until the end of the function in question. Indeed, on many occasions it is desirable for the Lord Mayor to leave before the end, for two principal reasons, namely -

a) The Lord Mayor should have regard to the fact that the host may well have other guests requiring his/her attention, and

b) protocol demands that, at more formal receptions in particular, guests should not begin to leave before the Lord Mayor has departed, and at other functions guests frequently feel unable to leave before the departure of the Lord Mayor.

Where possible, invitations from the Lord Mayor's Parlour should stipulate the end time for engagements so as to allow guests to pre-book transport. This is particularly useful for guests attending a function at 3 Elliott Terrace for the first time and will also assist guests to know the approximate time they can leave engagements without worrying about offending the Lord Mayor.

It should be noted that it is neither necessary nor desirable for the Lady Mayoress to accompany the Lord Mayor on all occasions. Each case should be treated on its merits and the Lord Mayor's Secretary will advise as necessary. The Lady Mayoress/Lord Mayor's consort/escort does not represent the Lord Mayor if the latter is unavailable.

An engagement, once accepted, should not be cancelled unless there is an emergency or for exceptional reasons. All engagements are important, no matter how small and organisers often put in a lot of effort to make their events successful. The Lord Mayor's role in promoting their activity is vital. It is not acceptable for the Lord Mayor to change his/her mind if a later invitation is more to their liking.

2.8 Informal approaches during year in office

It is very likely that, during the Lord Mayor's year of office, and by virtue of the office, informal approaches will be made in regard to matters such as the Freedom of the City, Honours lists etc.

In all such instances, the Lord Mayor must exercise caution, and take care that no commitments or undertakings are given on behalf of the council. In such cases, an assurance must be given that the representations will be forwarded to the relevant authority.

Neither should the Lord Mayor commit the council by issuing invitations to foreign visitors, or delegations, to Plymouth without prior reference to the Civic Support Coordinator.
Similar situations can arise affecting the Deputy Lord Mayor, who should also follow the above advice.

2.9 Lord Mayor Briefings

In addition to opportunities for discussion which may arise during the course of normal day-to-day activities in the Lord Mayor's Parlour, the Civic Support Coordinator or the Lord Mayor's Secretary will arrange for regular meetings with the Lord Mayor to discuss invitations and diary commitments. The Lord Mayor's Secretary will be responsible for obtaining information about the requirements for each engagement from the organiser.

In the case of events organised by the council, Strategic Directors and/or Service Directors must notify the Lord Mayor's Secretary at least three weeks prior to an engagement and provide a draft of any speeches/remarks they wish the Lord Mayor to make at the event. It may also be necessary for Strategic Directors/Service Directors to brief the Lord Mayor in person prior to the event. A Strategic Director/Service Director will accompany the Lord Mayor at the engagement.

It is recognised that, occasionally, events are organised at short notice - in such circumstances the Strategic or Service Director/Heads of Service should liaise with the Civic Support Coordinator to agree the timetable for the provision of information.

More specific briefings are provided by the Civic Support Coordinator for major civic events such as Lord Mayor's Choosing and Remembrance Sunday.

2.10 Accommodation

2.10.1 The Council House

Any request made to the Lord Mayor for the use of accommodation within the Council House should be referred to the Civic Support Coordinator to authorise in accordance with Council policies.

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.

2.10.2 3 Elliot Terrace

3 Elliot Terrace may be used by the Lord Mayor and the Deputy Lord Mayor for hospitality purposes as an alternative venue to the Parlour, subject to its availability.

Whilst the Lord Mayor is given preference for the use of the house, it should be noted that an agreement exists with the Lord Chancellor's Office granting exclusive use to visiting Judges for periods each year.

In recognition of the demands placed upon the Lord Mayor, the Lord Mayor may use 3 Elliot Terrace for up to six weekends (two nights) per year on a full board basis, subject to availability. The cost of these weekends is met from the Official Hospitality Fund.

However, if the Lord Mayor wishes other members of the family, or friends, to join them on these occasions, the costs arising are the personal responsibility of the Lord Mayor through the Personal Allowance, at a true cost (to be reviewed each year).

When the Lord Mayor requires the use of 3 Elliot Terrace for such a weekend the Lord Mayor's Secretary will make the necessary arrangements.

The City Council's No Smoking Policy applies to all parts of 3 Elliot Terrace, including the balcony.

2.11 Lord Mayoral Allowance, Hospitality Budget and Special Functions

The approved budget provides for:

1) The Lord Mayor's and Deputy Lord Mayor's personal allowances
2) The Official Hospitality Fund
3) Special Functions

2.11.1 Personal Allowances

Personal Allowances are for expenses which arise as a result of holding the office and undertaking the duties.

The Personal Allowances are normally paid by monthly instalment on the first of each month, starting on 1 June. It is possible, however, for an advance payment to be made following the meeting of the council at which the nomination is confirmed, with subsequent monthly payments adjusted accordingly, *except in an election year when no payments will be made prior to the date of the election if the nominated Lord Mayor or Deputy Lord Mayor are standing for re-election.*

The Lord Mayor and the Deputy Lord Mayor are advised to keep records for the purposes of HM Revenue and Customs and to provide a quarterly statement setting out expenditure incurred through the personal allowances. The Civic Support Coordinator can be asked for further advice.

The personal allowance should be used to meet the costs of all subscriptions and donations to appeals, exhibitions, clubs and institutions incurred on official duties (for example raffle tickets/sponsorship/church collections/other collections), together with the costs arising from the invitation of any personal guests, family or friends to civic functions, together with the cost of any private events, e.g. luncheons and dinners. When appropriate, direct deductions from the monthly allowances will be made by the Service Director for Finance subject to the Lord

Mayor or Deputy Lord Mayor being advised in advance.

2.11.2 The Official Hospitality Fund

The Official Hospitality Fund will meet the costs of the following:

a) official luncheons, dinner and functions
b) all travel and hotel expenses associated with official business away from the city (on very rare and exceptional occasions)

Guest lists for official functions are drawn up in consultation with the Lord Mayor and the cabinet member with responsibility for the Lord Mayor's office and agreed by the Civic Support Coordinator. Guest lists may include the Lord Mayor, Lady Mayoress, Deputy Lord Mayor, Deputy Lady Mayoress, the Leaders of the two main political groups (or representatives), the Chief Executive (or representative), any relevant Chief Officers together with, if appropriate, representatives from each of the political groups (to reflect the political balance of the council). Any table plans for these functions are drawn up by the Lord Mayor's Secretary.

The Lord Mayor may, either personally or on advice from an officer, take the initiative in proposing what functions should be held and financed from the Official Hospitality Fund. The Civic Support Manager should be consulted prior to any arrangements being made and the function should be for a purpose associated with the activities or priorities of the City Council. If doubt arises as to the nature, form or size of a proposed function, the Civic Support Manager will consult with the Cabinet portfolio holder with responsibility for the Lord Mayor's office.

The official hospitality budget is very limited and the Lord Mayor should be wary of promising hospitality to any group or organisation (including other council departments) without first discussing the possibility with the Civic Support Coordinator.

2.11.4 Special Functions

The major ceremonial events include the election of the Lord Mayor, the Remembrance Sunday service on the Hoe, the Lord Mayor's Carol Service and the Fishing Feast and these are treated as commitments against the Special Functions budget. Other commitments within this budget are the Lord Mayor's Day and homecoming/ Freedom parades.

2.11.4 Private Lord Mayoral Luncheons/Dinner Parties

In the event of the Lord Mayor wishing to hold a private function, with a guest list of his/her own choosing, either in the Parlour or at 3 Elliot Terrace, advice should be sought from the Civic Support Coordinator prior to any arrangements being made.

In such cases, the Lord Mayor is not required to extend the courtesy of invitations to the Leader, Leader of the Opposition or the Chief Executive but s/he is responsible for meeting all of the costs of the function (including staffing/security costs) from the personal allowance. The Lord Mayor will not wear the chains of office and a Mace Bearer will not be on duty

Similar arrangements also apply to the Deputy Lord Mayor, who should first consult the Lord

Mayor.

2.11.5 Budget Monitoring

The monitoring of the Official Hospitality Fund and the Special Functions Budget is the responsibility of the Civic Support Coordinator. All payments from these budgets are authorised by the Civic Support Coordinator or the Oversight and Governance Manager subject to compliance with the Financial Regulations of the council.

2.12 The Lord Mayor's Charity

It is the practice (but not obligatory) for the Lord Mayor to nominate one or more charities to receive funds generated during their year in office. While the Lord Mayor is free to choose the beneficiaries, it is expected that these will be city based initiatives or organisations. The charity should already be established and registered with the Charity Commission. Due to the cost, the Lord Mayor is not advised to set up his/her own charity and the council will not be responsible for any such costs.

The focus of the civic support staff is on the council's civic programme and Lord Mayoral support rather than upon the Lord Mayor's charities and the civic office does not have the staff resources to act as fundraisers. However, assistance can be given in other ways:

- by adding the details of the charity/charities to civic engagement forms
- by adding details on civic Christmas cards/emails ie. *Spare a thought at Christmas for …*
- banking any funds received and paying bills (either from funds already raised or the council will be reimbursed once funds have been raised)
- report financial statements to the Lord Mayor's Charity Committee (see below)
- balance the account at the end of each Lord Mayor's year
- approve the content and wording of all tickets, posters, menus etc.

Before the Lord Mayor chooses a charity(ies), s/he may wish to set up a Charity Committee for the year (a local charity may already have enough volunteers to run the Charity Committee for the year).

It is the Lord Mayor's responsibility to convene his or her Charity Committee at the start the Lord Mayoral year – preferably, the committee members will have been identified earlier, once the Lord Mayor-Elect is identified in January/February.

The Charity Committee will:

- discuss ideas for a programme of events for the forthcoming year
- check the availability of the Lord Mayor
- be responsible for ensuring that sufficient people are available to run any event including actively promoting the event and selling tickets, buying the provisions required, making refreshments on the day, running stalls and so on
- find sufficient tombola/raffle prizes for events

The number of representatives who attend the committee meetings should be kept to a

minimum and other help called upon when needed. At least one member of the committee should, ideally, have some experience in fund-raising.

Having chosen a charity, the Lord Mayor will then call the inaugural meeting of the Charity Committee and elect a Chair (which could be the Deputy Lord Mayor) and a Secretary (the council's civic support staff are not available to fulfill these roles).

If a major event is planned such as, for example, a Lord Mayor's Ball or a Banquet, this should be referred to the Civic Office which has expertise at planning large scale events. A member of staff may advise the Charity Committee for such an event. The member of staff will assist in an advisory capacity only and will not be expected to undertake any of the tasks required to organise the event.

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

2.13 Catering

Civic catering is provided by outside caterers and such companies, in line with corporate policy, must be registered on the sell2plymouth website. The selection of caterers will comply with the council's procurement rules as set out in the constitution. Suggested menus for official functions are provided by the caterers and the Lord Mayor is consulted. It should be noted that the level of hospitality may vary from function to function and the Civic Support Coordinator will advise on the appropriate standard.

2.14 Official calls on the Lord Mayor in the Parlour

These fall into two main categories, as follows -

a) Official calls involving Government Ministers, visiting Heads from abroad, Civic Heads, etc. Whenever possible, the Lord Mayor should 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).

It should, however, be noted that not every visit to the council by a government member etc, will involve the Lord Mayor

b) Other official calls. Such calls do not normally require any attendance, save where the Lord Mayor requests.

2.15 Visits outside the city

Invitations to events and engagements held outside of the city of Plymouth will not normally be accepted, unless there is a specific and overriding factor.

2.16 Attendance at funerals

The Lord Mayor should make every endeavour to 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.

2.17 Royal Visits

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

Lord Lieutenant's spouse
High Sheriff and spouse
Lord Mayor and Lady Mayoress
Chief Executive and spouse
Member of Parliament and spouse
Chief Constable and spouse
Leader of the Council

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.

Her Majesty the Queen has ruled that these arrangements should apply also to official visits made by members of the royal family styled His or Her Royal Highness and their spouses.

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

The Civic Support Coordinator will advise on any arrangements from time to time agreed with the Lord Lieutenant.

All invitations to the Lord Lieutenant to attend any functions must be carefully considered and discussed with the Civic Support Coordinator before being issued. It should be borne in mind that, even if it is not the specific intention of such an invitation, the Lord Lieutenant must be treated as the principal guest.

2.18 Salute taking, March-pasts, etc.

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

If colours are being paraded, it is normal for the salute to be held whilst the colours pass.

On other occasions, if only chains or collarettes are being worn salutes should be taken in a similar manner.

When wearing the robes and hat, the 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

On all occasions, however, advice will be sought from the organisers of the event if the duration of the salute is not obvious from the information immediately available.

2.19 Lord Mayoral transport

Arriving or departing in a chauffeur driven car is a particularly visible use of public funds and is susceptible to comment. It is, therefore, essential that the car is used properly at all times and is never used for private purposes, but for purposes associated with the public duties of the Lord Mayoralty and which can be justified to the public.

The Mace Bearers are responsible for transporting the Lord Mayor in the civic car for official duties. Every effort is made to make maximum use of the vehicle so, as far as is possible, the car is also used for transporting the Deputy Lord Mayor upon official business - although the Lord Mayor's use takes precedence and alternative transport is occasionally necessary for the Deputy Lord Mayor. The car is not normally used by the Lord Mayor or Deputy Lord Mayor's consorts, except when associated with accompanying the Lord Mayor or Deputy on official business.

The Lord Mayor and Deputy Lord Mayor will normally travel to the Council House using their own or other transport and will meet the Mace Bearer at the Council House. If the official engagement is elsewhere, the Mace Bearer will collect the Lord Mayor/Deputy Lord Mayor from their home if it is expedient to do so i.e. the Lord Mayor's address is on the way to the official engagement. The civic flag is flown on the civic car only when the Lord Mayor is a passenger in the car.

If the Lord Mayor is meeting someone informally in the Council House and neither the robes nor the chains of office are required, the Mace Bearer will not be on duty.

Wherever possible, the Lord Mayoral party travels together in order to avoid the need for several separate journeys to and from events.

As the civic car is a business vehicle, it is against the law to smoke in the car and seat belts must be worn.

There are no hard and fast rules about the seating arrangements. However, it is recommended that the Lord Mayor sits behind the passenger seat as this enables him/her to step straight onto the pavement once the door has been opened by the Mace Bearer.

2.20 Clothing

The civic support staff will offer advice for each civic engagement if it is not clear from the

invitation; however the following is suggested as a guide.

The Chains of Office are heavy and must be correctly positioned on clothing. The Lord Mayor, Lady Mayoress, Deputy Lord Mayor and Deputy Lady Mayoress will need some 'loops' (beckets) sewn into any jackets that may be worn to avoid damage to clothing.

Male

Tradition used to favour morning dress; however, more recently, a lounge suit, usually black, dark grey or navy, is the most acceptable attire.

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 a cocktail dress is advisable, this can be knee length however long dresses are occasionally worn.

It used to be traditional for ladies to wear a hat for church services; however this is now 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.

Payment for clothing may come out of the Lord Mayor's and Deputy Lord Mayor's personal allowances and all receipts should be kept for tax purposes.

2.21 Dress Guidance

In attending events, ceremonies and services, the Lord Mayor should take into consideration diversity and the customs, traditions and religious representation of others.

2.21.1 Chain of Office/Collarettes

Chain of Office may be worn on the following occasions:

a) at all meetings of the city council
b) all engagements within the Parlour/Council House/civic buildings (including Elliot Terrace)
b) dinner/luncheon engagements outside the civic buildings
c) major ceremonial occasions, i.e. royal visits, degree conferment ceremonies, etc. irrespective of whether full robes are to be worn
d) other functions when accompanied by a Mace Bearer

For the Lord Mayor's safety and that of the chain it is advisable, particularly if the Lord Mayor is outside, that s/he does not stray from the Mace Bearer. Should the Mace Bearer feel that the Lord Mayor is at risk s/he will take immediate action – the Lord Mayor should be advised by the Mace Bearer.

The Civic Support Coordinator will advise the Lord Mayor with regard to those occasions when the Collarette of Office is the appropriate insignia to wear instead of the chains.

The same guidelines apply to the Deputy Lord Mayor when representing the Lord Mayor at functions. When accompanying the Lord Mayor, the Deputy Lord Mayor should wear a collarette apart from on major civic/ceremonial occasions when it is appropriate for the Deputy Lord Mayor to wear chains also. In such circumstances, the same obviously applies to the Deputy Lady Mayoress.

It is not appropriate to wear any floral decorations, other than a poppy, whilst wearing the Chains of Office. The Lord Mayor, on occasion, may be offered a buttonhole, lapel badge or ribbon whilst attending a function. It may be acceptable to wear it until the end of that engagement and remove it before attending the next one.

If the Deputy Lord Mayor (with the Deputy Lady Mayoress) is hosting a function in the absence of the Lord Mayor, the Lady Mayoress/Lord Mayor's Consort is not expected to be present, but if s/he is, s/he must be regarded as being present in an unofficial capacity.

The Lord Mayor should not wear the Chain of Office outside the city boundary without the express permission of the council being visited. The Lord Mayor's Secretary will seek that permission.

The Civic Support Coordinator will advise the Lord Mayor and the Deputy Lord Mayor with regards to insurance and security when wearing civic regalia.

With regard to visits overseas, the council has previously considered the practice concerning the wearing of Chains of Office by the Lord Mayor or the Deputy abroad, and has agreed that this will not be permitted and the appropriate collarettes should be taken instead. (Overseas visits will only be undertaken under very rare and exceptional circumstances).

2.21.2 Ceremonial Robes

The Lord Mayor wears the black and gold robes only on major ceremonial occasions such as Lord Mayor Choosing, Freedom events, Honorary Alderman ceremonies, royal visits, Fishing Feast, 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 may not eat or drink (with the exception of ceremonial toasts and water) whilst robed to avoid damage to the material.

2.21.3 Dress/Medals/Badges, etc.

Lord Mayoral/city council functions

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

Functions held within the Lord Mayor's Parlour, Dining Room or at 3 Elliot Terrace are subject to the Lord Mayor's personal wishes regarding dress.

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

This badge may be worn at:

a) ceremonial meetings of the city council when the Lord Mayor is robed
b) ceremonies or processions when the Lord Mayor is robed
c) civic dinners, receptions or other social functions of a civic nature within the city
d) any other civic function when requested by the Lord Mayor
e) 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.

2.21.4 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 and is no longer worn.

2.22 Gifts

2.22.1 Giving

The practice in regard to the making of gifts can vary widely. It is however, established that official gifts are presented by the Lord Mayor on 'twinning' visits, on major ambassadorial visits, to senior military figures on retirement/leaving office and to senior council officers on retirement/leaving the council.

A range of other gifts is held in stock and the staff will advise the Lord Mayor as to the availability and suitability of particular items as occasions arise. It should be noted that gifts are charged to the Official Hospitality Fund and that costs must be contained within available budgets.

Significant gifts for specific anniversaries or other major events are determined by the Civic Support Coordinator.

2.22.2 Receiving

The Lord Mayor should treat with extreme caution any offer of a gift, favour or hospitality. The person or organisation making the offer may be doing, or seeking to do, business with the council or may be applying to the council for planning permission or some other kind of decision.

The Lord Mayor is personally responsible for all decisions connected with the acceptance or offer of gifts or hospitality and for avoiding the risk of damage to public confidence in local government. A good guide is that gifts of more than a nominal value should be accepted on behalf of the council and not retained personally. Generally, minor tokens of goodwill or flowers can be accepted as personal gifts.

The code of conduct states: "A member must within 28 days of receiving any gift or hospitality over the value of £25, provide written notification to the Authority's Monitoring Officer of the existence and nature of that gift or hospitality." Advice on gifts and hospitality can be obtained from the Monitoring Officer.

In most cases the problem does not arise as the intention is perfectly obvious, but every effort will be made before the presentation to ascertain the intention of the donor of the gift.

The Lord Mayor must inform the Lord Mayor's Secretary of all gifts received and a list will be kept in the Lord Mayor's office.

The Lord Mayor is advised to send a letter of thanks for each gift. The office has a stock of gold edged cards which display the city crest – a handwritten note of thanks, introducing a

personal element and a specific comment about the engagement is always welcomed by the person/organisation responsible for the gift.

2.23 Speeches

The civic support staff do not write the Lord Mayor's speeches. However, the staff may assist the Lord Mayor with his/her research by using an internet search engine or by demonstrating how such information may be found.

On occasion, it will be appropriate for Strategic Directors, Service Directors or the council's corporate communications team to assist in this regard and to advise as to media liaison in the council's interests.

2.24 Verbal and Written Protocols

The correct style for addressing the Lord Mayor in writing is *The Right Worshipful the Lord Mayor of Plymouth, Councillor (first name) (surname)*. When starting a letter, the phrase '*My dear Lord Mayor*' should be used.

The Deputy Lord Mayor, though entitled to expect the same dignity as the Lord Mayor when undertaking official duties on his/her behalf, is not accorded the title *The Right Worshipful*.

Verbally, in formal situations, the style is *My Lord Mayor* though in less formal circumstances it is quite correct to use simply *Lord Mayor* and *Lady Mayoress*. Similarly, *Deputy Lord Mayor* is the correct oral style for the Deputy Lord Mayor.

2.25 New initiatives

Any new initiatives proposed by either the Lord Mayor or the Deputy Lord Mayor must be the subject of prior discussion with the Civic Support Coordinator.

2.26 Media

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

2.27 Patronages/Presidencies

The Lord Mayor is currently patron, president or has honorary membership of the following organisations:

<u>President</u>

Plymouth and District Association for Girls Welfare
Plymouth Pisces
City of Plymouth Children Fund
Plymouth Dog Training Club

Parkinson's UK Plymouth & District Branch
City of Plymouth Amateur Swimming Association
Plymouth Clarion Choir
Seafarers UK

Patron

Royal Naval Association – Plymouth
Plymouth District Scouts
Scoot-A-Long
City of Plymouth Festival
Friends of St. Andrew's
RAF & Allied Air Forces Monument Service Committee

Honorary Membership

Royal Plymouth Corinthian Yacht Club
Rotary Club of Plymouth
Old Plymouth Society

2.28 Training

Once the Civic Support Coordinator is aware of the nominations for Lord Mayor and Deputy Lord Mayor for the subsequent civic year, a series of meetings, training and briefing sessions will be arranged. Invitations to some of the meetings will be extended to the Lady Mayoress and Deputy Lady Mayoress when appropriate. Briefing/training sessions may include the following topics: media; protocol; writing speeches; public speaking; and civic handbook contents.

Preparation Checklist and Initial Actions for Lord Mayor Designate

The Lord Mayor designate should agree the following as soon as possible after the Lord Mayor's Selection Committee submits their nomination to full council:

- Choose a Lady Mayoress or Lord Mayor's Consort/Escort
- 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)
- Choose a charity or charities to be supported during the year and set up a Charity Committee
- Provide the Lord Mayor's Secretary with biographical notes (for display on the website and for media interviews/enquiries)
- Advise the Lord Mayor's Secretary of any dates of unavailability
- Familiarise yourself with the protocols for accepting invitations and conduct at engagements (see Appendix A)

See also the Local Leadership Academy member workbook, 'Joining the chain gang – Preparing for the role of civic mayor'. This is available on-line at: www.idea.gov.uk

CIVIC HANDBOOK

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

3 Chairing meetings of full Council

3.1 Introduction

Chairing Council meetings is one of the few legal duties that the Lord Mayor performs. The Lord Mayor's secretary will ensure that dates of all Council meetings are in the diary. If necessary, training in chairing Council meetings will be undertaken with the Lord Mayor at the earliest opportunity.

3.2 Preparation for Council Meetings

The Lord Mayor will meet with the Monitoring Officer and Oversight and Governance Manager prior to each Council meeting in order to be briefed on agenda items and other important business.

3.3 Chairing Council Meetings (from the Constitution and Plymouth Members' Skills Framework)

The following extract is taken from the Council's Constitution, Article 5, 'Lord Mayor and Chair of the Council':

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

- promote the purposes 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

4 Political neutrality

There is in Plymouth a long-standing convention, observed by all political groups, that the Lord Mayor will not participate in any party political activity and that the office holder will in all respects be politically neutral at all times throughout the term. The Lord Mayor should, therefore, take steps to ensure that political neutrality is maintained to avoid situations and to refrain from comments which might reasonably be construed as indicating support for or opposition to any political party. However, the exception to this is when the Lord Mayor is standing for election as a councillor – s/he may participate in campaigning not as the Lord Mayor but as an individual.

The Lord Mayor will be entitled to receive information affecting the ward for which s/he is elected in common with other ward representatives, but should avoid open involvement in any matters which may be regarded as politically controversial. Electors from the ward who approach the Lord Mayor for assistance should be referred to ward (or party) colleagues for assistance where necessary.

It is accepted that the retiring Lord Mayor is entitled to attend his/her political group's AGM for the following year.

The Lord Mayor, whilst legally entitled to vote during a Council meeting, has traditionally abstained from voting (on all matters other than non-contentious items where there may be agreement as to the desirability of a unanimous vote). (However, the legal position is that the Lord Mayor may vote and may also have a second or casting vote when an equal number of votes have been cast.)

Political neutrality is also expected from the Deputy Lord Mayor, although the Deputy Lord Mayor may, by convention, exercise the right to vote in Council meetings. The Deputy Lord Mayor is not normally expected to speak on contentious matters during council debate, although in exceptional circumstances where the Deputy Lord Mayor has particular knowledge of a matter or on a ward matter, a speech may be made.

The Deputy Lord Mayor should avoid being involved in political controversy in the same way as the Lord Mayor, during the term of office.

Special rules apply for 25 working days prior to the polling day, i.e. the day the election is formally called. This is known as the pre-election period. The council's powers, facilities and resources cannot be used for electoral campaigning or political purposes. The resources and facilities of the council may be used only in connection with or in support of council business.

At all times, regardless of an election, there is a prohibition of political publicity. The council's generated and funded publicity must be, and must be seen to be, politically neutral. Anything that could reasonably be regarded as giving a political candidate or their supporters or party an advantage in the election is not politically neutral.

The objective of this guidance is to prevent the council, as a corporate body, influencing, through its own publicity, support for any particular candidate or political party.

CIVIC HANDBOOK

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

5 Contact information

To invite the Lord Mayor to an engagement or an event, or to discuss any matter relating to the Lord Mayoralty, please contact:

The Lord Mayor's Secretary
The Council House
Plymouth City Council
PLYMOUTH
PL1 2AA

T: 01752 304858
E: lordmayor@plymouth.gov.uk

For background information about the Lord Mayoralty visit the council's website:

plymouth.gov.uk/lordmayoralty

If you would like to invite the Lord Mayor to a function, you can complete an on-line request form. Please note that at least three weeks notice for a request must be given.

councilanddemocracy/lordmayoralty/lordmayorrequestform.htm

CIVIC HANDBOOK

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

Appendix A

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, Atlantic day Blitz service, memorial/remembrance services etc
- Council meetings, Lord Mayor Choosing events, events relating to Freemen/Aldermen of the city, Citizenship Ceremonies, Remembrance Sunday, Fishing Feast, Armed Forces week, home coming parades
- Religious ceremonies and events of all denominations
- Twinning etc
- Traditional events i.e. Thanksgiving, Queen's Anniversaries, Scott 100
- 100th birthday celebrations and visits

Events the Lord Mayor will not normally attend:

- Purely commercial/business engagements
- Charity events, unless they support the city's/council's priorities
- Social events, which may include performances by theatre/ drama groups; ward members/other councillors'/ events; family occasions; dinners and dances
- Events held outside the city of Plymouth, unless 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 his/her charity events each year.