

# Draft Mayoral Protocol

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For review: Date



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## Mayoral Allowance

Payment of allowances to the Mayor and Deputy Mayor is authorised by Section 3(5) and 5(4) of the Local Government Act 1972. The Mayor receives an allowance to reimburse the Mayor and Mayoress/Consort for the expenses they may incur in undertaking their duties.

For 2017/18, the Mayoral allowance is £5,812 for the Mayor. The Deputy Mayor will receive a £500 advance from their Mayoral Allowance. Mayoral allowances are paid net of tax.

The allowance is normally increased in line with any Member allowance increases.

A £1000 payment from the Mayor's allowance is paid in May to cover up front costs ie clothing, subsequently a purse system will be operated by the civic office to cover expenses. This can be handled in 2 ways by arrangement with the civic office at the start of the civic year;

- a) Expenses are claimed each week retrospectively and reimbursed in cash as soon as practicable
- b) The civic office allocates an amount of money each week to cover the likely expenses of the following week. Any overspend to be claimed as per method a).

The advance for the Deputy Mayor is paid as a single instalment upon taking office in May.

The allowances are intended to cover:-

- ◆ **Reasonable** costs of necessary clothing and associated items, e.g. hats, footwear, dry cleaning costs, for the Mayor and Deputy, and their Mayoress/Consorts.
- ◆ Official Christmas cards and postage. These can be produced quite cheaply in-house if required (usually about £100).
- ◆ Hospitality after the Christmas Council Meeting (usually about £100 for drinks and nibbles).
- ◆ Reasonable costs of hospitality for personal guests visiting the Mayor's Parlour (includes stocking the mayoral drinks cupboard).
- ◆ Donations and collections at church services and charity events.

- ◆ As a general guide a donation to church collections or at charity events should not exceed £5 per couple.
- ◆ Tickets and raffles at galas, fetes, charity or other fund raising events.
- ◆ Refreshments.
- ◆ Admission.

On occasions when the Council requests the Mayor or Deputy Mayor to host visits to the Parlour, the costs of hospitality are met by the Council, for example a visiting delegation from a twin town.

The expenses of the Annual Council Meeting, Mayoral Dinner and Mayor's Civic Service are currently met by the Council.

Actual expenditure should be accurately recorded by the Mayor and Mayoress and the Deputy Mayor and Deputy Mayoress/Consort and receipts provided for items of expenditure. A form is provided by the Members and Civic Support Officer for this purpose. This allows the Council to keep under review the adequacy of the mayoral allowance to meet costs incurred.

The Mayoral Allowance must not be used for any expenditure relating to nominated charities, this includes the purchase of tickets for events or for non-related mayoral expenditure.

**Please note:-** The allowance is public money and is, therefore, open to scrutiny and Freedom of Information Requests.

## **Annual Council Meeting and Civic Dinner**

The Annual Council Meeting takes place usually on the second Wednesday in May, in the Council Chamber.

At this meeting the retiring Mayor and Mayoress are thanked for their year's contribution to the life of the Borough and presented with their former Mayor badge and a record of their Mayoral year. A formal vote of thanks is given at the Annual Business Meeting which usually takes place two weeks before the Annual Council Meeting. The new Mayor is proposed and seconded, and elected by Members of Council. The Mayor then reads a speech on the State of the Borough, highlighting the main recent achievements and future plans for the Council. The Mayor's Chaplain is also appointed at this meeting.

After the meeting official photos of the Mayor, Mayoress/Consort and their family are taken, before the Mayor, Members of Council and guests leave the Town Hall for the venue of the civic dinner.

At the chosen venue there is a half hour drinks reception, followed by dinner and entertainment. The reception is an opportunity for the Mayor to circulate and to meet representatives of local organisations and invited guests. Invited guests include Members of Council and their partners, Aldermen and Freemen, civic heads of North East Derbyshire District Council, Derbyshire County Council, Bolsover District Council, the local MPs, Lord Lieutenant and Duke and Duchess of Devonshire.

The Mayor chooses the menu, identifies someone to propose the Toast to the Mayor and also suggest musicians to play during the meal. The Chief Executive identifies the person who will propose the Toast to the Borough. The Mayor can invite 10 guests on a complimentary basis, any additional guests must be paid for at the ticket price agreed for that year.

Transport is provided for the Mayor, Mayoress/Consort and Deputies, to and from the venue. Transport is also provided from the Town Hall to the venue for guests and Members of Council.

These events are the first opportunity many local people will have to meet the new Mayor.

## **Civic Service**

Before taking office the Mayor elect meets with the incumbent Vicar of Chesterfield and if appointing an alternative, their chaplain/advisor, to consider the Order of Service, suitable hymns and readings. They may also agree to do one of the readings, or if not, may nominate another person to do it.

The Civic Service takes place during the morning of the first Saturday after Mayor-making in a non-Borough Council election year. Invitations are issued to the same people who attended the Annual Council Meeting and additional Mayoral guests and local organisations.

It begins with a brief reception for distinguished guests in the Mayor's Parlour, followed by a parade, with participation from local uniformed units including cadets, scouts and guides, St John Ambulance and the Territorial Army, as well as standard bearers. The Mayor leads this parade from the Town Hall to the Church. On arrival at the Church, the Mayoral party is greeted by the Vicar of Chesterfield, enters the church through a guard of honour made up of standard-bearers, and the Mayoral and civic parties are then shown to their reserved seats near the front of the church.

After the service the parade forms up again outside the Church and proceeds back to the Town Hall via the Market Place. The purpose of these parades is to show the new Mayor to the townspeople, and this is why it is held on a day when many people are in the town centre.

When the parade reaches the Town Hall, the Mayoral and civic parties form up on the Town Hall steps, so that the Mayor can take the salute as the rest of the parade marches past, before dismissal.

The parade is followed by a civic reception for all guests and representatives of the participating organisations. The Mayor may announce their nominated charity and may call upon a representative of the organisation to say a few words about the cause to be supported.

## **Managing Engagements**

A full set of engagement sheets will be provided by the Members and Civic Support Officer every week, to discuss future events and look back at the previous week's engagements. This usually follows the legal signing meeting.

The engagement sheet gives details of the event and any relevant background information, correspondence and speeches will be attached.

Chauffeurs are also provided with engagement sheets, so that they have all the necessary information about times, venues, refreshments and parking.

### Invitations

The Mayor should not accept verbal invitations. They should ask the person to contact the Members and Civic Support Officer by either writing a letter or an email, giving full details of the event and of the expected role of the civic head, this should include all their contact details.

The Mayor is provided with a Mayoral business card which details the office contact details. These can be given to anyone who asks about invitations. A response can then be made, after the Mayor has had chance to consider this event, during the weekly discussions with the Mayoral and Civic Support Officer.

Invitations are considered in order of priority. The engagement must be relevant or appropriate to the Borough, the community or the mayoralty. In particular for engagements outside of the Borough there must be evidence of a clear value or benefit to the Borough from the Mayor's attendance.

Therefore each engagement will be judged against the following criteria:-

1. Does it represent the Borough in a civic leadership role within the community?
2. Does it support the council's vision and objectives?
3. Does it show support for a particular local community, charity or project within the Borough?
4. Does it promote community and social cohesion?
5. Does it promote the heritage and civic traditions of the Borough?
6. Does it promote involvement in the democratic process?

An engagement will normally only be accepted if at least 3 of the above criteria are met. Any exceptions will be at the discretion of the Assistant Director – Policy and Communications.

Invitations to purely commercial events, or to any event that could be seen as party political, need very careful consideration, and you may need to seek further advice.

Once an invitation has been accepted by the Mayor, subsequent invitations for the same date and time may be offered to the Deputy Mayor. This is the decision of the Service Manager.

Most invitations are for the Mayor and Mayoress/Consort, but occasionally the Mayor will be invited alone. Invitations to the Mayoress/Consort only, do occur and the Mayoress/Consort may be asked to make a speech.

If an invitation specifically excludes the Mayoress/Consort on the grounds of gender then the invitation will normally be declined. Any exceptions will be at the discretion of the Service Manager.

All declined invitations will be filed, with the reason recorded. This may be useful if there are any future questions about why an invitation was declined. Mayors should refer such questions to the Civic Office.

It may be more appropriate for other Members of Council to represent the Borough at some events, e.g. the Leader of the Council, and Executive Members. This could include events of a political nature or events where they would be required to speak on behalf of the Council.

Requests are also received for organisations or societies to visit the Town Hall. These should be treated in the same way as any other invitation, and referred in writing to the Mayoral and Civic Support Officer, for consideration.

The Mayor may issue invitations to individuals and organisations to visit the Parlours, but anyone wishing to make such a visit should first liaise with the Members and Civic Support Officer over dates and confirm the details in writing.

If the Mayor wishes to invite friends, family or colleagues to visit the Parlour, refreshments may be provided but the cost should be paid from the mayoral allowance. On occasions when the Council requests the Mayor or Deputy Mayor to host visits to the Parlour, the costs of hospitality are met by the Council.

### Invitations outside the Borough

Generally only invitations to events within the Borough are accepted, but there are some occasions where attendance at events outside the Borough is possible, these are:-

- ◆ the Royal Garden Party

- ◆ certain civic events for Derbyshire Civic Heads
- ◆ events where there is some Chesterfield involvement or relevance

Guidance should be sought before attending any events outside the Borough.

In some cases it will be suggested that the civic head of the relevant local authority be invited instead of the Mayor of Chesterfield.

If the inviting authority charges for their civic dinners, this cost will be met by the Mayor from the Mayoral Allowance.

### Charity Events

Invitations to certain fund-raising events arranged for mayoral charitable appeals in other parts of Derbyshire may be accepted, but any costs e.g. tickets, donations and transport to the venue must be met from the Mayoral Allowance.

The Chains of Office will not be permitted to be worn on these occasions.

### Civic and Charitable Out of Borough Events

The Mayor receives regular invitations from Mayors and Chairs of other principal Derbyshire authorities (i.e. Districts and County Council) to civic and charitable events. Where these are purely civic events, e.g. church services or civic dinners, for North East Derbyshire District Council or Bolsover District Council these are treated as engagements that the Mayor may attend and for which civic transport will be provided, subject to a normal limit of two engagements per authority.

Invitations from other authorities for civic events would not be regarded as official Mayoral duties. The Mayor may choose to attend but the cost of transport must be met by the Mayor from the Mayoral Allowance. The Chains of Office will not be permitted to be worn on these occasions.

The Chains of Office and the Robes if appropriate may be worn to other authorities' civic occasions, with the necessary permissions being given by the inviting authority.

If the inviting authority charges for attendance at the civic event this cost will be met by the mayor from his/her mayoral allowance.

For invitations from another authority to attend a charitable event the cost of transport must be met by the Mayor and not from the Mayoral Allowance.

The mayoral chauffeur/attendant and the part-time chauffeurs take their instructions from the Member and Civic Support Officers.

## **Chains of Office**

The Chains of Office refer to the Mayoral chain and Mayoress' collarette. These are stored for safety in the Council's vault, and the Council is responsible for their safe keeping.

The Members and Civic Support Officer or Mayor's Attendant, as appropriate, will assist the Mayor and Mayoress in the placing of the Chains.

Placement of the Chains can take place either:-

- ◆ In the Town Hall, for engagements taking place in Parlour/Council Chamber etc
- ◆ in the Town Hall, before onward travel to an external engagement
- ◆ at the Mayor's home, only if appropriate
- ◆ at the venue, if appropriate

The Mayor's Attendant is responsible for the protection of the Chains of Office and will request their removal if they consider there is inappropriate use or risk to the Chains.

The Members and Civic Support Officer is responsible for arranging for any repairs that may be needed.

## **Nominated Charities**

The Mayor may choose a suitable local charity or charities (normally no more than three) to be the recipients for funds donated or raised by the Mayor. The involvement of the Mayor would be to raise the profile of the nominated charities by attending events the nominated charity would organise but not to personally actively fund raise.

The announcement of the chosen charity or charities will be made at both the Civic Dinner and after the Mayor's Parade in May.

The Members and Civic Support Officer holds the independent bank account for any donations or funds raised for the Mayor's chosen charities.

It is not the role of the Mayor to actively fund raise and if any decision to hold an event i.e. Christmas Coffee Morning is made, then a small group of experienced selected volunteers, should be formed especially to organise the event.

The Mayoral and Civic Support Officer will not provide administrative services for fund-raising, rather decision-making and the fund-raising work should be done by those selected to help for these occasions.

## **Royal Garden Party**

Every year Chesterfield Borough Council receives an invitation through the Local Government Association from the Lord Chamberlain's Office giving dates of the Royal Garden Parties in May or June, to which the civic heads are invited.

Invitations are issued for a specified number of people, based on the population of the local authority area. Chesterfield is usually offered two places.

Applications must be sent, with names, by a date in January each year. This will be done by the Members and Civic Support Officer. No alterations or substitutions are possible after that date.

All nominees should be British or Irish citizens, resident in the UK. Children are allowed to attend only if they are aged between 18 and 25 and unmarried. Elderly or infirm people should be accompanied. If a person is disabled this should be indicated on the application form. Only people who have never attended one of these royal garden parties are eligible to be nominated. All representatives from the same council should attend on the same date.

Detailed advice is provided each year on how to complete the online application form. This is at <http://gardenparties.lga.gov.uk/>

Based on the information submitted in January, invitations to approved nominees will be sent directly from Buckingham Palace two weeks before the event.

The event is intended to recognise the contribution to society made by civic heads and council employees. The Mayor will attend the Royal Garden Party, along with the Mayoress/Consort, following the end of their year in office in recognition of their service. Employees with over 25 years' service will be entered into a prize draw for the second invitation as a reward and in recognition of their service to the council. The consent of the employee will be sought prior to entering their name into the draw. The employee will be able to invite a guest of their choice.

Civic transport is provided to take the Borough Council party to and from London.

The Borough Council pays a lunch allowance for the Mayor and Mayoress, because of the distance and duration of the journey. The subsistence allowances for Members of Council do not cover this event, since it is not an approved duty. The Borough Council classes it as a mayoral duty, and pays an allowance at the prevailing rate for Members' lunchtime subsistence. Other expenses should be met from the mayoral allowance.

## **Twinning Activities**

As civic head, the Mayor may play a key role in twinning activities. The Mayor, as First Citizen, is seen as the natural host for incoming visits.

In most countries the Mayor has an executive role, and civic twinning visitors expect that English Mayors have the same remit. It is usually necessary to explain how a civic Mayor in the UK differs from a European, Chinese or Namibian Mayors, to avoid misunderstandings and assumptions about the power vested in Chesterfield Mayors.

Each year the Mayor and Mayoress/Consort are invited to Darmstadt, to attend a European Weekend for the civic heads of Darmstadt's twin towns. This includes an information-sharing seminar on a local government topic, a church service, an evening social event, a tour of Darmstadt and participation in the Grenzgang, a walk around the boundaries of the town, in which large numbers of citizens also participate.

Interpreters are provided by Darmstadt council, to assist with communication, and Darmstadt council staff translate the visit programme and ensure that the programme for the visit runs smoothly. The Council funds the cost of transport to and from Darmstadt and basic expenses during travel. Darmstadt provides accommodation and all meals during the weekend. Any additional nights must be paid for by the Mayor and cannot be claimed from the Mayoral allowance.

When twin town civic representatives visit Chesterfield the Mayor may host them in the Parlour, and attend any public and social events.

Community-based twinning groups are also welcomed into the Parlour by the Mayor, if their hosts request a reception. A visit to the Town Hall to meet the Mayor may be the highlight of a twinning visit, and it demonstrates that the Borough Council endorses the twinning activities of local community-based groups.

The Mayor sends Christmas cards to the Mayors of the twin towns, and also to Chesterfield Missouri, a town with an informal relationship with Chesterfield. New Year cards are sent to Yangquan's Mayor, and also the Consul General and the local Chinese Community Association.