

6. MAYORAL PROTOCOL

1. ROLE OF THE MAYOR

- 1.1 The Mayor is the first citizen and the Queen's representative in the Borough and, as such, takes precedence over all other citizens in the Borough. The only exception to this rule is when Royalty or the Lord-Lieutenant/Deputy Lieutenant are visiting the Borough.

The office of Mayor dates back as far as AD 451. The title is derived from the French, "Monsieur le Maire" and before that it probably originated from the Latin "Major".

Local authorities, which have been granted borough status by the crown, have no more powers than ordinary district councils, but the chairmen and vice-chairmen of borough councils have the right to be styled 'Mayor' and 'Deputy Mayor'.

Roles and Responsibilities

- 1.2 In carrying out the roles below the Mayor, Deputy Mayor, Mayoress, consort, or escort should consider the public nature of their office. Behaviour and manner will need to be appropriate at all times and not bring the Council into disrepute. Support should not be given to any organisation or person whose objectives are contrary to law and/or Council policy. The role is a civic role and should be politically neutral, it is advised that during the Mayoral Year the Mayor reduces their political profile.

Mayor:

- Chair meetings of the Council
- Act as ceremonial head of the Borough
- Attend functions as a representative of the Council
- Attend a variety of religious services of all denominations throughout the Borough
- Take military salutes
- Receive and welcome members of the Royal Family and other civic dignitaries/VIPs to the Borough
- Support charities – chosen charities to be announced at Mayor Making
- Appoint charity committee and chairman/secretary of committee
- Post to Mayor's Facebook and Twitter accounts

Deputy Mayor:

- Deputise for the Mayor when the Mayor is unable to attend functions
- Support the Mayor at civic events, at the request of the Mayor or through arrangements between the hosts and Mayor's Office

Mayoress/Consort/Escort:

- Personal support to the Mayor
- Accompany the Mayor on engagements
- Observe civic protocol

Mayor’s Chaplain:

The Mayor will be expected to select a Chaplain that will be appointed at annual Council. The role will include:

- Taking prayers at full Council meetings and Annual Council
- Leading the Service of Remembrance on Remembrance Sunday at Municipal Gardens
- Lead grace at the Mayor’s charity ball
- Lead prayers at other Mayoral events as required.

2. BEFORE ELECTION OF THE MAYOR

Accepting the Role of Mayor

2.1 Before accepting the role candidates should consider the effect the role will have on their life. Candidates should consider the time the role will take for the year and the effect it will have on their friends and family, job and political career. The commitment required for being Mayor is significant so any other appointments accepted during the year should also be considered carefully.

Initial Meeting with the Chief Executive

2.2 Before the Mayoral year begins, the Chief Executive and Head of Democracy and Community will meet with the Mayor-Elect to explain the broad responsibilities and conduct expected of Mayor’s civic role. This will include information about the main civic and town twinning events, mayoral allowances, transport, dress code and civic regalia.

2.3 The provision and nature of officer support available to the Mayor will also be outlined at this meeting (further details set out below). Following the initial meeting a further meeting will be held with the Democratic Services staff. This will usually take place in April where a Mayor-Elect will be expected to agree and sign this protocol.

2.4 Fundraising is a part of the Mayoral year but should not be the primary focus for the Mayor. Before being elected, the Mayor-Elect will be expected to have chosen their nominated charities for the year. There would normally be a local focus on the charities selected or a local branch of a national charity.

2.5 The Mayor-Elect may also wish to consider establishing a Mayor’s charity fundraising committee for the purposes of charity fundraising for the year. The Council does not provide administrative support for the Charity Committee although the Head of Democracy and Community may attend occasionally.

Mayoral Support

2.6 There is no dedicated Mayoral support service. The Democratic Services support staff work across a number of service areas. In-person visits to Democratic Services’ staff to discuss Mayoral support matters are welcome, subject to reasonable notice and availability.

The role of the support staff is to:

- provide general advice and liaise with Mayor/Deputy Mayor
- provide letterheaded paper and notelets for the Mayor/Deputy Mayor's use
- organise up to four events per year for the Mayor
- maintain the Mayor's and Deputy Mayor's diary of engagements.

3. DIARY MANAGEMENT AND CORRESPONDENCE

Diary Engagements

- 3.1 Invitations to events will generally be received either by post, from the online invitation form on the Council's website (www.rushmoor.gov.uk/mayor), or by email to mayor@rushmoor.gov.uk. Any invitations received directly to the Mayor's personal or Rushmoor councillor email should be forwarded to mayor@rushmoor.gov.uk and any paper invitation received by post to their home address should be passed to the Mayoral support staff to be entered into the Mayor's calendar.
- 3.2 All appointments and information relating to the appointment will be entered into the mayor@rushmoor.gov.uk electronic diary and then sent to the Mayor's Rushmoor councillor email. The Mayor will then either accept or decline the invitation depending on their availability. The Mayor is responsible for communicating details of any arrangements with the Mayoress or Consort. The Mayor is encouraged to read the detail included in the diary appointment and note requirements of the event.
- 3.3 The office will liaise with the event organiser to advise them whether the Mayor is able to attend. If the Mayor is unable to attend the Mayoral support will ask the organiser if they would like the Deputy Mayor to attend. An appointment will then be entered into the deputy.mayor@rushmoor.gov.uk electronic calendar and then sent to the Deputy Mayor's Rushmoor councillor email.
- 3.4 Preference should be given to appointments in the Borough. Appointments will be accepted on a first come first served basis and once an appointment has been accepted it should only be cancelled in an emergency. All engagements are important, no matter how small. Organisers often put in a lot of effort to make their event successful and the Mayor's role in promoting their activity is vital, it is not acceptable for the Mayor to 'change their mind' if another invitation is more appealing.
- 3.5 If there is any doubt as to the suitability of any event for attendance by the Mayor, advice should be sought from the Head of Democracy and Community.
- 3.6 Meetings with the Mayoral support staff will be offered to the Mayor to take place as required to raise any issues arising from engagements and run through engagements coming forward.

Correspondence

- 3.7 The Mayor will be provided with electronic and paper letterhead and notelets, to send out thank you letters. The Mayor will be expected to produce their own thank you letters and send out their own notelets. Advice and guidance can be provided from the Mayor's office if required. The Mayor should only use Mayoral headed paper to send out letter that relates to the Mayoral function, not general Council business.

4. FUNCTIONS AND EVENTS

- 4.1 During their term of office, the Mayor will attend many engagements. These may include:

- Meeting royalty
- Visiting other local authorities
- Various events in partnership with the military
- Visiting schools
- Welcoming overseas visitors
- Opening fêtes
- Supporting charity events

4.2 Annual Council/Mayor Making

The Mayor is formally elected to the office of Mayor at the first meeting of the Council in the municipal year. This meeting is more of a ceremonial event and is normally referred to as 'Mayor-making'.

The Mayor also chairs full meetings of the Council during the Mayoral year in accordance with standing orders, and should conduct the meeting in a fair and impartial manner. A pre-meeting is usually arranged on the day of the full Council meeting with the Chief Executive and Head of Democracy and Community to run through the order of the meeting.

As Mayor, they cannot be a member of the Cabinet, although they may be a member of any of the Council's standing committees. This is in their capacity as an ordinary Member of the Council.

4.3 Annual Civic/Mayoral Events

There are a number of events held on an annual basis which the Mayor is expected to attend, these will be put into the Mayor's diary and sent to the Mayor's personal email address once the date has been confirmed.

May	Annual Council The Gurkha Cup Farnborough Donkey Derby
June	Royal Garden Party Victoria Day Lord Lieutenants Annual Reception for New Mayors Rotary Kids Out Step by Step Sleep Out Armed Forces Day

July	Rushmoor in Bloom Finals Day Tour
September	Merchant Navy Day Canal Zoners Church Service and Parade Battle of Britain Church Service and Parade
October	Poppy Appeal Launch Rushmoor Rose Bowl
November	Remembrance Sunday Christmas Lights Switch-On (Aldershot and Princesmead) St Andrews Tide Service
December	Christmas Eve Carol Singing Frimley Park Hospital
January	Youth Speaks - Rotary Public Speaking Competition Holocaust Memorial Service

4.4 **Charity Fundraising Events**

The Mayor will hold events throughout the year to raise money for the Mayoral charities. Up to four events will be supported by Mayoralty support staff, which traditionally have been the Mayor's Charity Ball, Mayor's Golf Tournament and two coffee mornings or afternoon teas. The incumbent Mayor is able to choose their own four events.

Mayoral support will include booking venues, sending out invitations, arranging refreshments/food and booking entertainment for the four events chosen by the Mayor.

Other events are arranged by the charity committee throughout the year and will not receive support from Democratic Services except for liaison and information purposes. The Mayor is advised to nominate an individual member of the charity committee to take responsibility for each event with support provided from the rest of the charity committee.

4.5 **Presentations to Schools/Scouts/Guides**

The Mayor may be invited to give presentations to voluntary and community groups including schools and scout groups on the topic of the role of the Mayor. Where invitations are accepted, Mayoral support staff would not usually expect to accompany the Mayor, but can attend on an occasional basis and not more than four times a year – two during the day and two in the evening. The events will normally be held in the Council Chamber at the Council Offices when Mayoral support staff are in attendance.

4.6 **Citizenship Ceremonies**

The Mayor may be requested to deputise for the Lord-Lieutenant's office and preside over the citizenship ceremonies held in Aldershot. The team at Hampshire County Council that arrange the ceremonies will provide the speech and paperwork required. The Mayoral Support team will put the dates in the Mayoral diary if required, this is usually in August.

5. EXPENSES

Mayoral Transport

- 5.1 There is no mayoral car. Set out below are the events when a Chauffeur driven private hire vehicle or taxi can be provided. For all other events the Mayor will be expected to drive themselves or use public transport.
- 5.2 Mileage and public transport costs can be reimbursed – the Mayor will need to submit a mileage claim form listing the journey and distance being claimed. Receipts for public transport should be retained and passed to the Mayoral support team to be processed. Taxis or private hire vehicles used for events outside those listed below will be paid for from the Mayor’s allowance.

Chauffeur Driven/Taxi	Own/Public Transport
Mayor’s Charity Ball Royal Garden Party Remembrance Sunday Events at Winchester Cathedral/Serle’s House Formal military/other events behind security gates Airport for formal civic twinning engagements Non civic engagements which Royalty is present	All other events

- 5.3 A Rushmoor car flag is provided to be used when a Chauffeur driven car is provided. The Mayor will take responsibility for the flag at the start of the mayoral year and take to be used on the Chauffeur driven car when appropriate.

Mayor’s Allowance

- 5.4 The Mayor’s allowance is £8,250 and is to cover all items of expenditure during the Mayoral year which are wholly and exclusively related to the Mayor, not for personal use. These include:

- Hospitality (including parlour drinks)
- Mayoral Christmas cards
- Tickets to charity events
- Donations made at events
- Providing support to Mayoral/civic events (eg raffle prizes)
- Personal expenses – parking, postage, transport

To be reimbursed for personal expenses you will need to provide a valid receipt or proof of purchase where possible. The Mayoral support team can provide the necessary forms for claiming personal expenses.

Gifts

- 5.5 The Mayor should be cautious of 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. The Mayor is personally responsible for all decisions connected with the acceptance or offer of gifts or hospitality. If a gift is of more than a

nominal value it should be accepted on behalf of the Council and not retained personally. For reasons of transparency the Mayor should declare gifts and hospitality over an estimated value of £50 within 28 days of receiving them.

- 5.6 Gifts may be purchased to be presented to civic dignitaries or taken to the Council's twin towns on civic visits. Discussion should be held with Head of Democracy and Community on the type of suitable gift and whether a gift needed to be purchased. The purchase of such gifts would come from the Mayors allowance.

6. PROTOCOL

- 6.1 In the role as the civic head of the Borough, the Mayor represents the Borough at all civic ceremonial events.

- At major civic events, such as ceremonies relating to the granting of the Freedom of the Borough, the Mayor wears the robe, chain and badge of office and is preceded by the Macebearer with the mace
- On other formal occasions, the Mayor will wear the chain and badge of office
- For most functions attended the Mayor will wear the badge of office on a ribbon, it is the badge that is the symbol of the Mayor's authority at these events.

Robes and Chain

- 6.2 The Mayor is responsible for the care and safety of the civic regalia when they are worn to events. Although the Chain and Badge are insured, they should be kept safe and locked away whilst in their possession. The Mayor will be given the Mayoral Badge to take care of throughout the Mayoral Year. The Mayor's Office will need to be satisfied that the Mayor has made adequate arrangements for the safekeeping of the Chains if they are worn to an event. The Robes will generally be kept at the Council Offices or the Mayor can on occasion take them home if they are needed for any visits.

GENERAL RULES FOR WEARING ROBES, CHAINS AND BADGES	
OCCASION	WHAT TO WEAR
Special and public functions connected with the business of the Council at which Royalty is present	Robe, chain and badge
Civic Receptions	Chain and badge
Non-civic functions within the Borough at which Royalty is present	Chain and badge (Robe if desired by the organisers)
Non-civic functions within the Borough at which Royalty is not present	Badge on ribbon

Functions outside the Borough for which a formal invitation has been received	Badge on ribbon (the Mayor's Office will ring the relevant authority to ask for badge permission). The Chain should only be worn outside the Borough in exceptional circumstances and with the permission of the Head of Democracy and Community and the Mayor of the relevant authority.
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A chain and badge, or badge are not worn with Service uniform nor the uniform of a Lord Lieutenant or Deputy Lieutenant, but may be worn with academic dress or the canonicals of a clergyman. Civic robes are not worn with any form of ceremonial dress.

The Mace

6.3 The Mace is the emblem which shows the Mayor's authority and immediately precedes the Mayor on official occasions. The Mace is used at official ceremonies and certain other events, in particular:

- Full Council meeting
- Mayor Making
- Formal civic services
- Remembrance Sunday
- Military parades and events
- Freedom of the Borough events

The Mace will not be used at other events. The Macebearer will normally accompany the Mayor to those events where the mace is present.

Badges of Office

6.4 **The Deputy Mayor** should only wear their badge at events where the Mayor **is not** present and they are representing the Mayor. The exceptions to that when both the Mayor and Deputy Mayor are in attendance are Annual Council meeting and Remembrance Sunday (badge, chain and robes) and Council meeting (badge only).

Ex-Mayor's Badges should be worn only at:-

- a) meetings of the Council when the Mayor and Deputy Mayor are robed;
- b) all ceremonies or processions when robes are worn;
- c) civic dinners/receptions or other special civic functions within the Borough;
- d) other civic functions within the Borough at the request of the Mayor;
- e) civic functions in another Authority's area at the invitation of the Mayor or Chairman concerned.

Medals are not worn on robes except at Remembrance Day, Battle of Britain Sunday or any other commemorative Services when full medals should be worn. On these occasions they should be worn on the left breast of civic robes. Miniature medals should only be worn on full evening dress or dinner jackets when stated on the invitation.

7. SPEECHES

7.1 The Mayor will be asked to make a number of speeches at events attended throughout the Mayoral year. All information received regarding events being attended will be included in the diary appointment to assist with putting together a speech. Speeches come across much better when they are written in the words of the person delivering the speech. The Mayoral support team do not normally write speeches; however, support and advice can be given if required.

8. REPUTATION OF THE COUNCIL/THE PRESS

8.1 The role of the Mayor is a very privileged position. The post holder should be aware that they are representing the Council at all times during their Mayoral year. People will know them as the Mayor whether they are attending engagements or just going about their daily life. This is a non-political role and care should be taken when dealing with the press. Officers in the Communication Team should be asked for advice if approached by the press.

The Mayor is responsible for the post on the Mayors Facebook and Twitter accounts. The Communications Team can set up access to these accounts and give advice on the type of information to include in posts.

9. MAYOR'S CHARITY FUNDRAISING COMMITTEE

9.1 The purpose of a Mayor's fundraising committee is to help raise funds for the Mayor's charities by organising and running fundraising activities. The Mayor will invite representatives to sit on the committee and agree a Chairman. The committee would usually comprise local fund-raising people, including representatives from the Mayor's nominated charities, who are willing to provide practical support for fundraising activities.

9.2 A fundraising committee is independent, and the Council does not provide administrative support for its meetings. However, Democratic Services will assist the Mayor to book meetings into electronic diaries and book a meeting room but agenda preparation and minute taking is the responsibility of the committee.

9.3 The first meeting of the committee would usually be held early in the Mayoral year, if not just before the Mayor's investiture. The agenda for the meeting would expect to include:

- Planning the programme fundraising events for the year
- agreeing roles and responsibilities for the first event(s) (including a chairman and secretary for the meetings)
- agreeing the schedule of future committee meetings