

## PART 5.4

# MAYORAL PARTY RULES

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5.4.0 **GENERAL PRINCIPLES**

5.4.0.1 These Rules establish the principles under which the Mayoral Party will carry out their duties and responsibilities. In particular the Party must observe Part 2, Article 5 of the Council's Constitution, the Council Procedure Rules in Part 4.1 of the Constitution and the [Mayoral Party Protocol](#), which has the status of a Practice Note for the purposes of the Constitution.

5.4.0.2 The Mayor will be responsible for the interpretation of the Constitution as set out in Part 2, Article 16 thereof.

5.4.0.3 Administrative and organisation support will be provided to the Mayoralty by the Council and is referred to in these Rules as the Mayor's Office.

5.4.0.4 The role of the Mayoral Party, its responsibilities and guidance on the appropriateness of any duties to be undertaken will be dealt with at the Mayoral Working Group. The following will attend its meetings:

- a) Mayor
- b) Deputy Mayor
- c) Leader of the Council
- d) Opposition representative(s)
- e) Chief Executive
- f) Mayor's Office representatives
- g) The Mayor and Deputy Mayor designate (to receive guidance for the forthcoming year)

5.4.0.5 In particular, the Mayoral Working Group will regularly consider issues arising in relation to:

- a) The interpretation of and changes required to the Mayoral Party Rules and Mayoral Party Protocol
- b) Mayoral Engagements
- c) Civic Events
- d) Honorary Freeman and Freedoms
- e) Town Twinning

**Role of the Mayoralty**

5.4.0.6 The Mayor is the First Citizen of the City and will personally carry out the duties of the Mayoralty as far as is reasonably practical.

**Role of the Deputy Mayor**

5.4.0.7 The role of the Deputy Mayor is to deputise for the Mayor when the latter is not available to attend a function or if there is more than one invitation for the same date and time. The Deputy Mayor's role is not to act as Mayoral support.

5.4.0.8 When the Mayor is unavailable to attend a function and the Deputy Mayor is required to attend, then the Deputy Mayor will have use of the Civic Car and chauffeur. All other transportation arrangements should be organised through the Mayor's Office.

#### 5.4.1 **NEUTRALITY**

5.4.1.1 The Mayoral Party represents the whole City during the term of office. The Mayor, and Deputy Mayor, will therefore during their year of office and whilst acting in this official capacity:

- a) Maintain political neutrality
- b) Chair Council meetings with absolute impartiality
- c) Ensure that a fellow ward or adjoining ward Councillor is available to deal with certain aspects of Council business
- d) As far as is reasonably practical, not attend party political functions in the role of the Mayor or Deputy Mayor.

#### 5.4.2 **FORM OF ADDRESS**

5.4.2.1 The usual form of address for the Mayor is "Mr Mayor", if male, and "Madam Mayor", if female. The Deputy Mayor is addressed as "Deputy Mayor". All Officers of the Council are expected to address the Mayor formally.

5.4.2.2 There are also prescribed forms of address to be used when speaking to or addressing visiting dignitaries. The Mayor's Office will ensure that the appropriate form of words is identified before any such engagement takes place or correspondence entered into.

#### 5.4.3 **ATTIRE AND USE OF THE MAYORAL REGALIA**

5.4.3.1 The type of attire required at any occasion will be determined by the type of function to be attended and as explained in the Mayoral Party Protocol Practice Note.

5.4.3.2 The Mayor and Deputy Mayor will wear the formal Regalia and Chains of Office on the following occasions:

- a) All meetings of the Council.
- b) The Civic Service.
- c) Remembrance Sunday.
- d) The Justice Service.
- e) Visits of Royalty (unless otherwise requested).
- f) Such other occasions as will be agreed by the Mayoral Working Party.

5.4.3.3 The Regalia of Office means the gown, jabot, gloves, hat and Ceremonial Chains of Office or the Mayoral/Day Chain. The Mayor's Office will advise the Mayoral Party on the appropriate form of dress for a particular event or occasion.

#### 5.4.4 **EVENTS**

5.4.4.1 There are four main categories of event as set out below. The number of each and protocol to be used at each category differ and details are contained in the Mayoral Party Protocol Practice Note:

- a) Annual Civic events;
- b) Those promoted or organised by the Council, or the Mayor, or at which either act as hosts;
- c) Those which the Mayor is expected to attend; and
- d) Those which the Mayor may be invited to attend.

#### **Annual Civic Events**

5.4.4.2 The guest lists, selection of speakers and sequence of speeches at Civic events will be determined by the Mayor, in consultation with the Mayoral Working Group.

#### **Events Promoted by the Council or the Mayor**

5.4.4.4 The Mayor will normally be invited to officiate at all events or occasions of major civic significance, but is not required to be involved in all Council promoted events.

5.4.4.5 Where attendance of the Mayor, and/or other members of the Mayoral Party is required, the organiser of the event will arrange an adequate and timely briefing through the Mayor's Office.

#### **Arrangements for inviting the Mayor to Events**

5.4.4.6 Invitations for the Mayor to attend functions are for the Mayor and other members of the Mayoral Party only.

5.4.4.7 Formal invitations must be made through the Mayor's Office. If accepted, the invitation will be confirmed and an acceptance letter and engagement form will be sent to the inviting party for completion, which must be returned to the Mayor's Office.

5.4.4.8 This procedure shall apply equally to events organised by Council departments as well as those from external organisations or individuals.

5.4.4.9 Engagement lists showing forthcoming engagements will be prepared on a regular basis. They will include details of the events, the date and time of each engagement, and the organisation and venue for each event the Mayoral Party is attending. The lists will be distributed to:

- a) The Mayor and the Deputy Mayor;
- b) Council officers, the police, and local & national media sources as appropriate.

**Visits Outside the City**

5.4.4.10 It is customary for the Mayor’s Office to seek the permission of the “host” authority for the Mayor (or a member of the Mayoral Party, as appropriate) to wear the chain or badge of office. Conversely, a Mayor or Chair of another authority attending a function in the City of Chelmsford will seek permission from the Mayor’s Office to wear their chain or badge of office.

**Precedence**

5.4.4.11 When a Royal visit is to take place in the City’s area, the following rules will be applied as to which dignitary takes precedence and the order of precedence.

- a) On official Royal visits to the county the Chair of the County Council takes precedence before the Mayor and on such occasions the order of presentation by the Lord Lieutenant to the Royal visitor will normally be:
  - i. Lord Lieutenant’s partner
  - ii. High Sheriff and partner
  - iii. Chair of County Council and partner
  - iv. County Chief Executive and partner
  - v. Mayor and their partner
  - vi. District (City) Chief Executive and partner
  - vii. Member of Parliament and partner
  - viii. Chief Constable and partner
  - ix. the principal organiser of the event to which the visit is being made
  - x. Other necessary presentations may be deputed to the organiser.
  
- b) Where there is a Royal official visit to the City and the event or matter relates to the functions of the City Council the order of presentation by the Lord Lieutenant to the Royal visitor will normally be:
  - i. Lord Lieutenant’s partner
  - ii. High Sheriff and partner
  - iii. Mayor and their partner
  - iv. District (City) Chief Executive and partner
  - v. Chair of County Council and partner
  - vi. County Chief Executive and partner
  - vii. Member of Parliament and partner
  - viii. Chief Constable and partner
  - ix. the principal organiser of the event to which the visit is being made

Other necessary presentations may be deputed to the organiser.

5.4.5 **EXPENSES OF THE MAYORALTY, GIFTS AND HOSPITALITY**

5.4.5.1 The Mayor and the Deputy Mayor shall each receive a personal allowance to meet expenses incurred by them and their partners because of their official duties. This will be approved as part of the Member's Allowance Scheme.

5.4.5.2 A specific budget will be set annually for the costs of managing and administering the Mayoral functions as part of the Council's normal budget approval procedure. It will be administered by the Mayor's Office.

5.4.5.3 If the Mayoral Party receive gifts during the term of office from organisers of events or from visitors to the Parlour these must either:

- a) Be recorded in the Register of Civic Gifts (held by the Mayor's Office) and kept in the Mayor's Parlour; or
- b) Declared as a gift in accordance with the requirements of the Code of Conduct for Councillors as set out in Part 5.1 of the Constitution.

5.4.5.4 Any hospitality received by the Mayoral Party during their year of office must also be notified to the Mayor's Office and recorded in accordance with the requirements of the Code of Conduct for Councillors as set out in Part 5.1 of the Constitution.

5.4.6 **USE OF THE CIVIC CAR**

5.4.6.1 Where appropriate the Council will provide a Civic Car or other transport for the Mayoral Party for official business. The Civic Car may be used for other purposes but only when authorised in advance by the Chief Executive.

5.4.6.2 The use of the Civic Car will normally be limited to transporting members of the Mayoral Party to and from engagements taking place other than at the Civic Centre. A specific exception applies where transport is required for the purpose of attending meetings of the Council.

5.4.7 **THE MAYOR'S CHARITY**

5.4.7.1 The role of Mayor is a civic office. Charitable work can be undertaken by the Mayoral Party but should be regarded as incidental to and not a major function of the Mayoralty.

5.4.7.2 A Mayor may choose to nominate a charity or charities to receive Mayoral support during the year. The organisation of any charitable events or liaison with the charitable organisations chosen will not be organised by the Mayor's Office.

5.4.7.3 The Mayoral Party must inform the Mayor's Office of any engagements associated with the nominated charity to ensure that there is no conflict with civic events, which will take precedence.

5.4.7.4 A separate bank account must be opened to be administered by the Mayor, Mayoress, other nominated councillor or person to ensure that any charitable monies received can be accounted for. Any expenses incurred on behalf of the Mayor's charity should be made from the Mayor's charity account. No Council officer will be involved with the administration of the Charity account. A summary of the financial position on the Charity account will be provided to the Mayoral Working Group twice a year.

#### 5.4.8 **PATRONAGE AND OTHER SUPPORT**

5.4.8.1 The Mayor, by virtue of the office, may be a Patron, President or Member of a number of organisations during the year of office. The Mayor must not personally agree to invitations to act as patron as this may put the Council in a difficult situation.  
Any request for such support of patronage should be made to the Mayor's Office and approval must be officially agreed through that office.

#### 5.4.9 **SPIRITUAL SUPPORT**

5.4.9.1 The Mayor may appoint a suitable person to provide spiritual support for the Mayoral functions during the Mayor's term of office. The person appointed would normally be someone who is an official of a religious group, reflecting the Mayor's own religion.

5.4.9.2 The person appointed may act as a focal point for religious groups in the area, advise the Mayor on spiritual matters and assist the Mayor to understand and lead all sections of the community.

5.4.9.3 The person appointed will normally conduct prayers at the start of a meeting of the Council. It will not be seen as a sign of disrespect to the Mayor if members of the Council and any public attending the meeting do not wish to participate in the prayers and do not enter the room in which the meeting is being held until after they have finished.

#### 5.4.10 **CORRESPONDENCE AND SEALING OF DOCUMENTS**

5.4.10.1 All correspondence addressed to the Mayor, but which relates to the business of the Council, will only be acknowledged by the Mayor's Office on behalf of the Mayor. It will then be passed for detailed reply or action to the relevant Director, Executive Member or Committee Chair as appropriate.



5.4.10.2 Arrangements for the Mayor or Deputy Mayor to witness the affixing of the Council's seal to any document will be organised through the Mayor's Office.