**Workington Town Council**

**Mayoral Protocol**

**Introduction**

The Mayor is the first citizen of the Town, who acts as the civic head of the Town Council and, in their capacity as Chair of Council, chairs the Council meetings. The Mayor is the public face of the Council and attends civic and community functions on behalf of the Council.

As the first citizen, the Mayor is a symbol of the authority of the Council and it is their duty to represent and promote the interests and welfare of the Town and all those who live, work and visit the Town. The Mayor gives recognition, appreciation and encouragement to all those groups and individuals who contribute to the life of the Town.

The Mayor is elected amongst the councillors at the Annual Town Council Meeting in May each year and is assisted by a Deputy Mayor, who is also elected by the Council. As Chair of the Council, it is the Mayor's duty to chair Full Council meetings and uphold the Standing Orders. As Chair of Council, the Mayor has the casting vote, in case of equality of votes at the council meetings.

**Policy Aim**

The purpose of the policy is to make clear the role of the Mayor or Deputy Mayor in the absence of the Mayor.

This includes when to and when not to wear chains/robes, attendance at functions and the procedure for invitation acceptance.

**Civic Insignia, Robes, Chain and Mace**

The Town Mayor and Deputy Mayor each have separate chains of office; The Mayor also has a separate robe. The Deputy Mayor may only wear civic insignia designated to the Deputy Mayor and may not wear The Mayor’s robes or chains.

Consort chains should be worn by attendants approved by the Town Council and should not in any case be worn by other parties accompanying The Mayor or Deputy Mayor.

The rules governing the civic dress code are as follows:

1. At events where Royalty is present (organised by WTC or not):

* Mayor: Full Robes, Chain and accompanied by the Mace Bearer

*Appropriate dress will be confirmed with function organisers where necessary.*

* Deputy Mayor: Full Robes and Chain

1. Civic Dinners:

* Mayor & Deputy Mayor: Chains only

1. Civic Events organised by WTC (civic service, Remembrance):

* Mayor & Deputy Mayor: Robes, chains and accompanied by the Mace Bearer

1. Civic Events not organised by WTC

* Mayor and Deputy Mayor: Chains only

1. Non civic events within the Town at which Royalty is present:

* Mayor & Deputy Mayor: Chains (and Robes if requested by organising body)

1. Non civic events within the Town at which Royalty is not present:

* Mayor & Deputy Mayor: Chains only

1. Charity meetings, fetes, bazaars etc. within the Town:

* Mayor & Deputy Mayor: Chains only

1. Any function outside the Town:

* Mayor and Deputy Mayor: Chains only

Special circumstances are to be discussed with the Chief Officer and Chair of the Finance and General Purposes Committee before agreement will be made to any deviation from the above.

**Protocol for wearing Mayoral Chains**

**Wearing chain of office outside the Parish:** A civic leader should only wear his chain outside the parish boundary when invited to an event by the Mayor/chairman of the area to be visited. The Mayor should not wear robes.

**Dress:** The mayoral chain should never be worn with the uniform of the Armed Services but may be worn with the uniform of the Lieutenancy of the County or clerical dress.

When wearing the chain of office, dress should be of a standard in keeping with the position of Mayor.

**Civic occasions:** The chain must be worn for the annual meeting of the council and Remembrance Sunday (or any other Civic Service) to symbolise for all to see our proud heritage and tradition of democratic government.

**Other occasions:** The mayoral chain may only be worn at events to which the Mayor has been invited as a representative of the Council and attendance at the event has been sanctioned by the Council.

When wearing official robes the Mayor/Deputy Mayor should bow:

* Acknowledging salutes
* During the playing of the National Anthem
* In the presence of a member of the Royal family
* As each section passes the salute
* When the colours pass

It is traditional for outgoing Mayors to be given a past Mayors badge of office which may only be worn:

* When the Mayor is in robes at a Council meeting
* When the Mayor asks for such badges to be worn
* At invited ceremonial events when robes are worn
* When invited to do so in another authority’s area

**The Mayors’ Attendant - Consort**

Regardless of gender or marital status, the person The Mayor wishes to be their attendant for their time in office shall be referred to as ‘Consort’ and shall be aged 18 years or over.

The Mayor may choose more than one Consort to assist with availability at functions. If this is the case, the chains designated to the Mayor’s Consort should be shared.

The Mayor’s Consort chains are not to be worn by anyone else.

**Mace Bearer**

The Council appoints the Sea Cadets as the organisation to provide a Mace Bearer for the Council’s civic events throughout the Mayor’s tenure. The selection of the Sea Cadet to carry out the function of the Mayor’s Mace Bearer is the responsibility of the individual organisation and Officers will arrange details of this with the Sea Cadets when a new Mayor has been elected by Council. The Council will provide an annual honorarium of £500 per year for the services of the Mace Bearer. No other payments or expenses will be covered, and honorarium arrangement will cease if a new organisation is appointed at the discretion of the Council.

**Mayor’s attendance at events**

The Mayor of Workington attends many events each year. They help to raise the profile of many local groups, charities and businesses and promote and celebrate the town’s many organisations’ achievements and milestones.

Invitations to events may include:

* Civic events
* Community events
* Fundraising events for local charities
* Launch events – for local businesses and community groups
* Visits to local community groups, schools and care homes
* Hosting receptions for visiting dignitaries and other community leaders
* Attending religious events of all denominations – attending a religious or other service of another faith is the outward show that they are the Mayor of all the people and of the right to worship freely.

Any invitation to an event which is considered as putting the Town Council at reputational risk or which could be considered as in conflict with the Town Council’s ethical responsibilities will be refused.

**Procedure for inviting The Mayor to events**

The Mayor is unable to accept direct invitations.

The Mayor is to be invited to functions using the Council’s ‘Mayor’s Engagement Form’ which can be found on the Council’s website – [www.workingtontowncouncil.gov.uk/themayor](http://www.workingtontowncouncil.gov.uk/themayor)

Completion of the form does not guarantee the Mayor’s attendance.

Official invitations need to be received and accepted by Officers of Workington Town Council.

Once received, Officers will review the information and advise within 5 working days if The Mayor is able to attend.

If the Mayor is unable to attend an event, the invitation will be extended to the Deputy Mayor.

All the procedures above apply to the Deputy Mayor when attending an event on behalf of the Mayor.

**At the Event**

The Mayor or Deputy Mayor should be met on arrival by a member of the organisation indicated on the Mayor’s Engagement Form and The Mayor should be accompanied when being introduced to key personnel.

The Mayor’s Consort has no civic standing but will accompany the Mayor throughout the event if attending.

**Press**

If organisers wish for press coverage at their event, they are responsible for contacting them directly.

**Speeches**

If The Mayor is to propose or respond to a Toast, or make a speech, prior notice should be given. Relevant details of the subject matter and any background or further information should be noted on the Mayor’s Engagement Form.

The Mayor should be accorded the privilege of being the first speaker, if the event is taking place within the parish of Workington.

If the Mayor does not speak, the speaker(s) should acknowledge their presence.

**Order of Precedence**

The Mayor, as the first Citizen of Workington, is entitled to precedence in all places and on all occasions within the parish boundaries of the town of Workington, with the exception of the King or one of his representatives. Accordingly, the Mayor should be always given first place and, on formal occasions, should be seated on the immediate right of the Chair or other person presiding.

The Mayor’s Consort should be seated on the immediate right of the Mayor. The Deputy Mayor, when acting for the Mayor, should be accorded the same precedence.

**Forms of Address**

The Civic Head of the town council is known as The Mayor (regardless of gender). In direct speech it is correct to use “Mr Mayor” or “Madam Mayor” according to gender (the Mayor’s preference should be ascertained and respected).

If introducing the Civic Head, it should be as “The Mayor of Workington, Councillor -----------“.

The Mayor should be introduced first to guests unless a member of the Royal Family or representative of the King is present.

If a member of the royal family will be present, please contact the Chief Officer, who will be able to advise on protocol, by emailing [office@workingtontowncouncil.gov.uk](file:///C:\Users\emma.chapman\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\NIC5WMZ4\office@workingtontowncouncil.gov.uk)

**Photographs**

The Mayor is happy to pose for photographs when attending an event. If photographs are taken, the Town Council Office request digital copies to be emailed following the event.

Photographs received may be used on the Town Council’s websites, social media or in Town Council reports and it will be assumed that, as the photographs have been given to the Town Council, photographic consent has been given by all persons captured in the images. It is the organisers responsibility to get photographic consent.

Please do not email photographs where photographic consent has not been given. Photographs should be emailed to [office@workingtontowncouncil.gov.uk](file:///C:\Users\emma.chapman\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\NIC5WMZ4\office@workingtontowncouncil.gov.uk).