

## Mayoral protocol

### 1. Introduction

#### 1.1 The Mayor

The Mayor of the Borough is the community's First Citizen. This is not a party political role and the incumbent will always be mindful of the dignity of the office. This protocol has been developed to provide information and guidance during the term of office to the Mayor and Civic Support staff. This protocol is a working document which may be updated as additional information becomes available which may be of assistance in the future.

### 2. Duties and Responsibilities of the Mayor

#### 2.1 As Mayor of the Borough the Mayor has a number of duties and responsibilities, including:

- Presiding over Council Meetings and ensure that the agenda is correctly followed.<sup>1</sup>
- Having the casting vote in the event of a tie.
- Ensuring that legal advice is properly considered.
- Promoting and raising awareness of the Council's main objectives and priority issues.
- Encouraging and supporting all aspects of life in the Borough by attending civic and public events.
- Receiving distinguished visitors to the Borough.
- Acting as host on behalf of the Council and the citizens of the Borough at civic functions.
- Acting as a spokesperson to the local, national and international media.
- Providing an appropriate response on behalf of the Council at times of local, national and international catastrophe.
- Supporting and encouraging charitable and other appeals as appropriate.
- Promoting the Borough business, commercial, cultural and social life.
- Promoting the Borough as a place of excellence in which to live to do business and as a tourist destination.
- Uphold the Constitution and the Standing Orders of the Council.

#### 2.2 Deputy Mayor

The purpose of the position of Deputy Mayor is to deputise for the Mayor when the Mayor is unable to fulfil the duties of the post, at the request of the Mayor.

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<sup>1</sup> Refer to Council's Standing Orders for further detail.

## **2.3 Form of address**

When addressing the Mayor the correct term is 'Mr Mayor' or if it is a female in office 'Madam Mayor'.

## **2.4 Mayoress / Consort**

This role is usually bestowed on the spouse or partner of the Mayor. However, the Mayor may choose to appoint a spouse, partner, friend or relative of either sex. In carrying out their roles the Mayor, Deputy Mayor and consort should consider the public nature of their office.

## **3. Mayors' Parlours**

The Mayor's Parlour is for the Mayor's use to meet with guests and to have meetings, when required. There are facilities for the Mayor to have refreshments. The Mayor will be supplied with the access codes to gain entry when appointed. The Deputy Mayor can use any of the Mayors' Parlours when deputising. No-one should use the Parlour without the Mayor's permission.

## **4. Civic Functions**

The Mayor will be the presiding member at all civic receptions/functions or in the absence of the Mayor, the Deputy Mayor. District Electoral Area councillors are to be informed or invited as appropriate. Civic functions can be requested by councillors for constituents or groups deemed worthy of recognition.

## **5. Precedence at Civic Events**

### **5.1** The Mayor takes precedence over all persons in the Borough. The only exceptions are if Her Majesty's Lord Lieutenant or member of the Royal Family is present.

At civic events organised by Council the order of precedence will be as follows.

1. Mayor (and Mayoress/Consort, if present);
2. Deputy Mayor (and Deputy Mayoress/Consort if present);
3. Member of Parliament;
4. Mayor's Chaplain (where appropriate);
5. Chief Executive.

In the event of any need to amend this order the order of precedence will be determined by the Chief Executive.

## **6. Mayor's Engagements**

### **6.1 Invitations**

It is essential that all invitations are received in the Mayor's Office and routed through the Civic Support Officer. This includes invitations that arise internally from Officers or Elected Members. The Mayor should not accept any invitations verbally but rather refer the requestor to the Mayor's Office.

## **6.2 Booking Form**

The Mayor's Office produces a form (Request for the Attendance of the Mayor) which aims to cover all the information required for the Mayor to attend an event. The form is available from the Mayor's Office or Council's website. The booking form is sent out in response to all invitations, including those received internally.

## **6.3 Mayor's Diary**

The Mayor's Diary is managed by the Civic Support Officer. The Civic Support Office holds regular diary meetings with the Mayor to review invitations received. The previous month's diary should be shared retrospectively with all councillors.

## **6.4 Speeches**

The Mayor's Office does not write all of the Mayor's speeches. The Council's PR protocol covers the requirements regarding the production of Mayor's speeches.

## **7. Civic Regalia**

### **7.1 Chain of Office**

During the Mayor's term of office the Mayor's Chain is worn when carrying out official duties which shall be defined as:

- Attendance at civic events organised by the Council.
- Attendance at events where an official invitation has been issued to the Mayor in advance and details of the event have been supplied to the Civic Services Officer.
- Attendance at events organised by other councils as requested.
- The Mayor is encouraged to wear the chain at full meetings of the Council.

**7.2** The same applies when the Deputy Mayor is deputising for the Mayor.

**7.3** There may be exceptional circumstances when it is appropriate for both the Mayor and the Deputy Mayor to wear their chains of office at the same event. The Mayor and the Chief Executive will agree the events at which this is deemed appropriate.

## **8. Civic Support**

**8.1** The Chief Executive is available to advise and assist the Mayor and will meet with the Mayor regularly (twice monthly) on a Monday. The Chief Executive will brief the Mayor on matters pertaining to the Council which may impact on the Mayor's duties and on important or significant events.

**8.2** Operational support on a day-to-day basis is provided by the Civic Support Officer. The Civic Support Officer provides an administrative, event management and advisory support service for the Mayor and Deputy Mayor and is the first point of contact for the Mayor in relation to diary management, engagements, Mayor's events and general queries.

**8.3** The Civic Support Officer will ensure that there is regular liaison with the Mayor to meet his/her requirements and will adapt working practices, where possible, to meet those requirements.

**8.4** The Civic Support Officer is available Monday – Thursday, flexibility is possible. Cover on Fridays is provided by the Corporate Support team.

### **8.5 Contact information**

The Civic Support Officer is Eithne Doherty  
[mayorsoffice@causewaycoastandglens.gov.uk](mailto:mayorsoffice@causewaycoastandglens.gov.uk) Tel. (028) 7034 7010

**8.6** The Mayor can appoint a chaplain as appropriate and can agree deputisation if the Deputy Mayor is not available. This will normally be the chair or vice chair of the relevant committee.

## **9. Mayor's Charity/Donations**

### **9.1 Choosing a charity**

It is the Mayor's responsibility to choose a charity or charities to support during the term of office at the beginning of the mayoral year. Additional charities may be added during the year at the Mayor's discretion.

### **9.2 Support**

The primary role of the Mayor's Office is to ensure the smooth running of the Mayor's many civic engagements. Staff will attempt to support the Mayor in fundraising activities but thought must be given to how the Mayor and the Civic Support Officer can organise these.

### **9.3 The Mayor's Allowance**

The Mayor's Allowance of £24,000 can be used by the Mayor at his or her discretion. When considering an ad-hoc requests for support, the Mayor may wish to consider the following:

- Are other grant funding opportunities available;

- Priority is given to urgent good causes;
- Donations should not be made which directly benefit an individual, political party or organisation not open freely to the general public;
- Charitable assistance should not be given where it would have a detrimental impact on other Council's work or reputation.

## 10. Mayoral Hospitality

10.1 The provision of hospitality and gifts by the Mayor may take a number of forms depending on the nature of the event.

Event	Example	Description	Arrangements made and provided by	Officer cover at event
Meet the Mayor	Hosting visits from schools, groups, recognising local achievement	<ul style="list-style-type: none"> <li>• Held in Council building</li> <li>• Limited hospitality (beverage/snack)</li> <li>• Photo opportunity</li> <li>• Low value gift – e.g. pen, pencils</li> </ul>	Civic Support; liaising with other Directorates if required	Member of civic support team or appropriate Council department.
Mayoral reception	Recognising regional/national achievements or significant contribution to the Borough	<ul style="list-style-type: none"> <li>• Held in Mayor's Parlours</li> <li>• Light refreshments (drinks, sandwiches, finger buffet)</li> <li>• Photo opportunity</li> <li>• Low/medium value gift – e.g. keyring and pen/pencil</li> </ul>	Civic Support; liaising with other Directorates if required	Member of Civic Support team and/or officer from another department leading
Mayor's Charity Events	Concerts, dinners	<ul style="list-style-type: none"> <li>• Can be hosted in external venues or Council building</li> <li>• Hospitality offered at Mayor's discretion normally paid for through ticket sales</li> <li>• Gifts – at Mayor's discretion</li> </ul>	Civic Support in partnership with charity	Civic Support as required, resources permitting
Delegations / Conferences		As for Meet the Mayor		
Courtesy Visits	VIP visitors to Borough	As for Mayoral Reception		

<b>Event</b>	<b>Example</b>	<b>Description</b>	<b>Arrangements made and provided by</b>	<b>Officer cover at event</b>
		Gift at discretion of Mayor		
100 <sup>th</sup> birthday	On application or Mayor's request	Birthday card and gift		
Diamond Wedding Anniversary	On application or Mayor's request	60 <sup>th</sup> Wedding Anniversary card and gift		
End of year receptions	Mayor and Deputy Mayor to host modest events	To be held in the Mayor's Parlours as appropriate		

Gifts are to be declared and registered within 10 working days.

## **11. Annual Civic and other Events**

The Council organises or participates in a series of major civic and other events which occur each year. A non-exhaustive overview is as follows:

<b>Annual Programme of Events</b>	<b>Usual Time of Year</b>	<b>Principal Organisation</b>
Armed Forces Day	June	The Royal British Legion
Airwaves (Airshow)	September	CCGBC Events Team
Remembrance Day	November	The Royal British Legion
Christmas Lights Switch On - various locations	December	CCGBC Events Team
Christmas Receptions	December	CCGBC Mayor's Office
North West 200	May	Coleraine and District Motorcycle Club
Lammas Fair	August	CCGBC Events Team
RNLI Raft Race	May	RNLI Portrush
Rathlin Sound Maritime Festival	May	CCGBC Events Team

- 12.** The outgoing Mayor should consider their speech of thanks at the end of their term of office and welcome the new Mayor.