

Civic Handbook

Page No.

The Role of Mayor and Deputy Mayor

1.	Introduction	1-3
2.	Powers and Duties of the Mayor	3
3.	Role of the Deputy Mayor	5
4.	Role of Mayoress / Deputy Mayoress or Consort	5
5.	Mayor of North East Lincolnshire Council	5
6.	Allowances	5-6
7.	Hospitality	6-7
8.	Equal Opportunities	7
9.	Marketing and Promoting North East Lincolnshire	7-8
10.	Engagements	8
11.	Planning of Engagements	8-9
12.	Council Meetings	9
13.	Politics	10
14.	Mayoral Parlours	10
15.	Entertaining	10-11
16.	Mayor Making / Annual Civic Service	11
17.	Mayoral Car	11-12
18.	Macebearer / Master of Ceremonies	12
19.	Charities	12
20.	Legal Precedence of the Mayor and Chairman	12-13
21.	Civic Processions and Church Services	13-14
22.	The Flying of Flags	14-15
23.	Civic Insignia, Mayoral Robes, Chains and Mace	16
24.	Civic Gifts	16-17
25.	Protocol Group	17
26.	Dignity of the Mayoral Office	17-18

THE ROLE OF THE MAYOR

1. Introduction

Historical Background

1.1 The office of Mayor was first established in North East Lincolnshire on 23rd August 1996. The office of Mayor is steeped in history, and is highly regarded as an asset to the Council. As First Citizen the Mayor is a focus for the historic traditions of Great Grimsby, Cleethorpes and the Parishes.

1.2 Grimsby's first Royal Charter was granted in 1201 by King John. This was followed over the centuries by 21 others, including grants made by Henry III, Edward II, Henry VI, Edward VI, Elizabeth I and James I. A grant from Queen Elizabeth II in 1974 continued Grimsby's borough status until it was finally amalgamated into North East Lincolnshire Council in 1996. Grimsby Borough has possessed a coat of arms since at least 1592. There were centuries of growth and decline in Grimsby's history, until the coming of the railways and the docks, which transformed its economy in the 19th Century, and it became the largest town in the whole of Lincolnshire.

1.3 The second authority comprising North East Lincolnshire was Grimsby Rural District Council established in 1894, and granted a coat of arms in 1961. It was made from 32 parishes surrounding Cleethorpes and Grimsby.

The third authority was Cleethorpes Borough, the successor of Cleethorpes with Thrunsoe Urban District Council which had been established in 1894. The rise of Cleethorpes was also linked to the coming of the railways. It was granted the status of a borough by King Edward VIII in 1936 – only one of three charters he granted in his short reign.

In 1974 Grimsby Rural District Council and Cleethorpes Borough Council combined to create Cleethorpes Borough Council. Then, in 1996, they joined with Grimsby to form North East Lincolnshire Council.

North East Lincolnshire Council was granted the status of a borough in 1996.

1.4 Until the 20th Century Immingham was a coastal parish with a small village. However, large new docks were opened there in 1912 by King George V, taking advantage of the deep water channel which sweeps past. Immingham has since developed into one of the United Kingdom's biggest ports.

Immingham is also famous as the original departure place of the Pilgrim Fathers. The Pilgrim Fathers monument, unveiled in 1925, now stands outside the ancient parish church of St Andrews, which dates from Norman times.

Immingham, with the rest of Cleethorpes Borough, became part of North East Lincolnshire in 1996. It has a Town Council.

1.5 **Mayoral Role**

The Mayoralty is mainly ceremonial, however it involves a number of roles – public relations, community involvement and assisting with promoting both the image and marketing of North East Lincolnshire. This document has been prepared to give guidance to the Mayor and other Members of the Council and Officers of the Council.

1.6 It is recognised that the office of Mayor often seems remote and mysterious. An 'ordinary' member of the Council, on taking up the office of Mayor, is faced with a world of formality, a whole new set of rules and guidelines to follow and they are expected to meet, host and entertain a bewildering array of people, organisations etc., from all aspects of the Borough's life.

This document is intended to take some of the mystery out of the role of Mayor.

2. POWERS AND DUTIES OF THE MAYOR

The Mayor is a councillor who will be elected by the Council to the position of mayor annually. The Mayor will have the following roles and responsibilities:

- a. to uphold and promote the purposes of the Constitution;
- b. to preside over meetings of the Full Council as Chairperson so that it's business can be carried out efficiently and with regard to the rights of councillors and the interests of the community. If the Mayor is not present at any meeting of the Council, then the Deputy Mayor has to preside.
- c. to ensure that when held, the Council meeting is a forum for the debate of matters of concern to the local community and the place at which members (who are not on the Cabinet) are able to hold the members of the Cabinet to account;
- d. to promote public involvement in the Council's activities;
- e. to be the conscience of the Council; and
- f. to attend such civic and ceremonial functions as the Council and they determine appropriate, and to foster community identity and pride.

2.1 As a result of the Local Government Act 1972 the Mayor no longer has any duties or functions at Local Government elections.

2.2 Under section 3(5) and 5(4) of the Local Government Act 1972, the Council may pay the Mayor and Deputy Mayor for the "purpose of enabling him / her to meet the expense of his / her office" such allowances as the Council thinks reasonable.

2.3 The Mayor performs other duties, including:

- a. Acting as host on behalf of the Council and at functions organised by the Council.
- b. Receiving members of the Royal family, dignitaries and important visitors to North East Lincolnshire.
- c. Attending functions within North East Lincolnshire, twinning events and occasionally abroad as a representative of the Council.
- d. Attending religious services and meeting religious groups of all denominations throughout North East Lincolnshire.
- e. Making official openings or presentations at places throughout North East Lincolnshire.
- f. Assisting in the promotion of the business, commercial and industrial life of the area.
- g. Assist in the promotion of tourism and commerce across the whole of North East Lincolnshire.

3. ROLE OF THE DEPUTY MAYOR

3.1 This role is to deputise for the Mayor and not to initiate visits / functions.

3.2 On some occasions, both the Mayor and Deputy Mayor are present at the same function however, this is the exception rather than the rule. The Mayor should always be invited to a function in the first instance and all correspondence should be addressed to the Mayor. Only if the Mayor cannot attend or perform a civic duty will the Deputy be invited.

4. **ROLE OF MAYORESS / DEPUTY MAYORESS OR CONSORT**

4.1 The roles are not required nor recognised in law. However, their prime function is to support the Mayor / Deputy Mayor in their civic role. They do not have any formal function in civic engagements.

4.2 If desired, the Mayor or Deputy Mayor can choose a relative or spouse to be a Consort rather than adopt the female titles of Mayoress or Deputy Mayoress.

5. **MAYOR OF NORTH EAST LINCOLNSHIRE COUNCIL**

5.1 The Mayor and Deputy Mayor are elected annually by the Council. This is normally done by a nomination from the Political Groups prior to the Annual Council meeting.

The Deputy Mayor normally holds office for one year and usually becomes Mayor in the next Municipal year.

5.2 Both offices normally last for one year.

6. **ALLOWANCES**

6.1 The Mayor's allowance is paid monthly. Elements of the allowance may be taxable. It is important therefore to keep records and receipts of expenditure.

6.2 Advice is available from the Council's Section 151 Officer and tax liability may vary between individual Mayors. The Mayor is still entitled to claim Members' Allowances.

6.3 As a general guide the allowances pay for:

Clothing	-	taxable
Partner's Clothing	-	taxable
Donations to charities	-	taxable

Contributions to collections and support of local groups

Purchase of raffle tickets, flag days, etc

Personal hospitality

Any other events as agreed with the Leader and Chief Executive of the Council

6.4 Clothing will of course depend on the individual, however, this will probably include a dinner jacket and dress shirt for male Mayor and also for the Consort of a female Mayor. There are still some dinners / formal occasions when formal evening wear is required.

6.5 A male Mayor will need to purchase a dark lounge suit for some more formal occasions which take place during the daytime.

6.6 A female Mayor may wish to purchase a range of dresses and suits / blouses which can be interchanged. The allowance can be used to meet the cost of hairdressing.

6.7 The Mayor will receive many requests for support and donations throughout the year. Obviously there will be some organisations that he / she will wish to support rather than others. The amount given is discretionary, however, one thing to take into consideration is the need to avoid committing future Mayors to a financial obligation which they may not wish to continue. Advice on this aspect should be sought from the Registrars and Civic Services Team Manager.

7. **HOSPITALITY**

7.1 Each Mayor will have their own priorities for civic hospitality. However, the Parlours at Cleethorpes and Grimsby Town Halls should not be used for private political entertaining. Individuals / groups can be entertained to coffee, afternoon tea, cocktail parties, formal and informal dinners. The Great Grimsby Charter Trustees and Cleethorpes Charter Trustees may use their respective Parlours with the Mayor's permission. The Parlours and the various rooms in both Town Halls can be used to great advantage for social occasions.

7.2 A limited sum is set aside for civic hospitality each year. Budget constraints mean that the sums are small. The Civic and Mayoral Officer and Civic and Mayoral Assistant will support the Mayor. The Mayor will direct the organisation and hospitality, as appropriate, within normal budgetary constraints. The hospitality programme should give priority to local people and promote North East Lincolnshire. It is essential that the Leader of the Council, Portfolio Holder and Chief Executive be consulted on the programme.

It is the prerogative of the Mayor to authorise catering (within relevant budget provision), following confirmation from the budget holder of funds available. Assistance is to be provided by the Civic and Mayoral Officer and Civic and Mayoral Assistant, after which arrangements may be confirmed and implemented.

8. EQUAL OPPORTUNITIES

8.1 The Mayor and Deputy Mayor must, at all times, abide by the Council's Equal Opportunities Policy. In undertaking duties, the Mayor and Deputy Mayor must promote this policy with the aim of achieving equality of opportunity, working in partnership with all members of the community and improving the quality of life of all who contribute to North East Lincolnshire.

9. MARKETING AND PROMOTING NORTH EAST LINCOLNSHIRE

9.1 When accepting invitations and engagements the Mayor should maintain political neutrality and promote North East Lincolnshire in line with Council initiatives and policies. Regular meetings should be held with the Leader of the Council, Portfolio Holder and Chief Executive, thus enabling the Mayor to be briefed on current initiatives and policy decisions. Where appropriate the Mayor should be accompanied and supported by the Leader of the Council, and / or the Portfolio Holder.

9.2 It is important that other Councillors support the Mayor at events when they are available. This helps to promote the image of the Council.

10. ENGAGEMENTS

10.1 It is the prerogative of the Mayor to consider if it will be advantageous to the Borough and, if so the communication detail which will be coordinated by the Civic and Mayoral Officer. Tentative 'pencil' engagements are entered into the diary on a daily basis by the Civic and Mayoral Officer or the Civic and Mayoral Assistant. All invitations should then be followed up in writing and sent to the Civic and Mayoral Officer as soon as possible following the call. This avoids double bookings and disappointing outside organisations. This is also particularly important in respect of invitations to attend functions on behalf of the Council so that a view can be taken at a corporate level whether the Leader of the Council, Portfolio Holder or Chief Executive should also attend.

10.2 There will inevitably be some occasions when organisations will mention a future engagement to the Mayor before he / she is aware of it. It is therefore essential that all mayoral mail, email or telephone communication received is shown or communicated at the first practicable opportunity (and always within 24 hours) to the Mayor, for action and considered responses. Only the Mayor may decide on whether an invitation is to be accepted or apologies submitted; where the event / invitation extends a short way into the next Mayoral year, this should also be communicated for information. In the event that any invitation appears overtly political or from a 'lobby' group; advice must be sought from the Monitoring Officer before acceptance.

11. PLANNING OF ENGAGEMENTS

11.1 Coordination of assets to ensure best value and efficiency are central to the Mayoral function. The projected Mayoral diary with possible other personal duties, will inevitably dictate when engagement

meetings can be held. The Civic and Mayoral Officer, through the facility of the Mayors 'electronic diary' should, with the Mayors permissions, coordinate these meetings to ensure those within the civic office have (where possible) sufficient notification to attend. In the event this is not possible a substitute should be nominated.

- 11.2 The Civic and Mayoral Officer will provide a weekly engagement sheet for both the Mayor and Deputy Mayor. All engagements and visits must be planned at least a week in advance unless there are exceptional circumstances.
- 11.3 When the Mayor has agreed and accepted invitations then the Civic and Mayoral Officer or Civic Office should be notified if for reasons of illness or other circumstances, this cannot be accommodated. In the event these circumstances occur over a weekend / out of hours or public holidays, then the Mayors Chauffeur / Macebearer is responsible for informing the host.

12. COUNCIL MEETINGS

- 12.1 The Mayor is the Chair of the Council and the Deputy Mayor, Vice-Chair of the Council. In this role the Mayor is expected to oversee the smooth running of the Council meeting and to exercise neutrality without giving preference to any one political group or individual on the Council.
- 12.2 A Mayor should be neutral whilst presiding at Council meetings and should rule on procedural points of order and allow equal opportunities for debate without regard to political colour. However, this does not prevent either the Mayor or Deputy Mayor from voting on issues before the Council in the capacity as a member of a political group. In voting the Mayor should vote simultaneously when other members vote for or against the relevant motion and not delay the counting of his / her vote until the votes for and against are known.

13. POLITICS

- 13.1 The Mayor should not attend, in his / her capacity as Mayor / Deputy Mayor overtly political functions or functions that give prominence to one political party over another. In his / her capacity as a Councillor this is acceptable provided that it is made clear to the organiser of any event that the person is not attending as Mayor / Deputy Mayor and the chain(s) of office should not be worn. However the above should not prevent the Mayor as the Civic Head for the area receiving recognised representatives and dignitaries of central government where this promotes the image and reputation of the Borough and is in the interests of its citizens.

14. MAYORAL PARLOURS

- 14.1 The Civic and Mayoral Officer or civic office for reasons of efficiency should where possible, be notified when the Mayoral Parlours are required. It is the responsibility of the Civic Office to ensure appropriate arrangements are made.
- 14.2 Official functions, such as Civic Receptions, can be held in both Grimsby and Cleethorpes Town Halls. The Mayor may utilise Parlours at Grimsby and Cleethorpes Town Halls when these are open; out of hours or public holidays. Prior notice should, where practicable, be provided to the Civic and Mayoral Officer.

15. ENTERTAINING

- 15.1 The Mayor will be expected to host events which may include entertaining high profile dignitaries. Some visitors will request a certain level of hospitality and protocol, especially Royalty, Ambassadors, etc. Such entertainment requirements should be discussed with the Chief Executive and Civic and Mayoral Officer in respect of protocol. Where civic / military integration is certain or likely, the advice of the Armed Forces Major Events Team (AFMET) should also be sought. AFMET should in any case be informed to

ensure civic / military integration responsibilities under existing Service Level Agreements are applied.

16. MAYOR MAKING / ANNUAL CIVIC SERVICE

16.1 Mayor Making

This is an annual event. The organisation of the event is carried out by the Civic and Mayoral Officer and the Civic and Mayoral Assistant. The Mayor announces his / her charities for the forthcoming year and, if desired, nominates a Chaplain. The Chaplain gives support to the Mayor, helps with officiating at Civic Church services and normally conducts prayers prior to each Council meeting. The Chaplain will also be invited to a number of Civic dinners and lunches hosted by the Mayor.

16.2 Annual Civic Service

This is an annual event organised by the Civic and Mayoral Officer and Civic and Mayoral Assistant. The service is normally held at Grimsby Minster or St Peters Church, Cleethorpes – however, the final choice of venue is at the discretion of the Mayor. A vital asset available to the Civic Office is provided by AFMET who can assist with civic / military protocols, and where necessary, provide assistance with parades and procedures, if requested by the Mayor. At the discretion of the Mayor, local organisations will also be invited.

17. MAYORAL CAR

17.1 A chauffeur driven car is provided for the Mayor, for journeys taken in respect of official civic duties as detailed in the weekly engagement sheets. Where functions are attended by the Mayor or Deputy Mayor, the Mayoral car would be used to convey both in the interests of economy. This also applies where the Leader of the Council, Portfolio Holder, the Chief Executive or their nominees are carrying out official Council duties.

17.2 When the Deputy Mayor is deputising for the Mayor at a function or where it would be impractical to self-drive then the Mayoral car is used if it is available. A hire car is only used when absolutely essential because of the additional expense.

17.3 Sincere consideration should be given to attendance at events outside of North East Lincolnshire and the value it would bring to the population of the borough.

18. MACEBEARER / MASTER OF CEREMONIES

18.1 The Chauffeur / Macebearer will act as such at all Civic events. If the post holder is not available, the Civic and Mayoral Officer will act as Macebearer / Master of Ceremonies.

19. CHARITIES

19.1 Each year, the Mayor can choose to raise money for an appointed charity / charities during the year of office. This is not compulsory, but generally the case. The charity(ies) chosen must be registered with the Charities Commission and would preferably be local. Events will be organised within the Civic Office, utilising helpers from the charity concerned, with the resulting funds paid into the Mayor's Charity Account. At the end of each Mayoral year, all the funds within this account are paid to the chosen charity / charities. If more than one charity is chosen then the funds are divided equally between them.

20. LEGAL PRECEDENCE OF THE MAYOR AND CHAIRMAN

20.1 Section 3(4) of the Local Government Act 1972 specifically provides 'The Chairman of a District Council shall have precedence in the District but not so as prejudicially to affect Her Majesty's Royal Prerogative'.

20.2 It is accepted as being clear that the Mayor or Chairman must give precedence to the Lord Lieutenant of a county in his / her area but

only if the Lord Lieutenant is attending in his / her capacity representing The Queen. The Mayor will naturally give precedence to Her Majesty the Queen and Members of the Royal Family.

(No mention is made within Civic Ceremonial of the offices of Leader or Deputy Leader but 'local custom' has always afforded them positions with the Civic Party).

- 20.3 The precedence of a Sheriff of a County (the High Sheriff) during a royal visit is set out and taken out of the Council's hands, by way of the Royal Prerogative and Home Office Memoranda to which the Council would be referred prior to the visit. At other times, however, such as a Borough occasion, the Sheriff should yield precedence to the Mayor.

Any other Mayors in the order of Lord Mayor, Borough Mayor, Town Mayor and Parish Chairman.

Councillors – it is recommended in 'Civic Ceremonial' that spouses of members of the Council are not to be included in processions but should go immediately to reserved seats in the Church.

21. CIVIC PROCESSIONS AND CHURCH SERVICES

- 21.1 The vast majority of authorities hold at least one church service per year and whilst there are no laid down procedures for the format of the procession, most follow the Royal tradition of 'last in, first out'. It is accepted that the order of the procession is largely a matter of local custom.

- 21.3 Whilst the above will cover the vast majority of services and processions the list is not exhaustive, and the Civics Manager will refer to 'Civic Ceremonial' to accommodate other people and offices as appropriate.

- 21.2 The following are the recommended positions of particular individuals if they are present:

- 21.4 On arrival at the Church all except the Mayor and Mayoress / Consort and Chief Executive and guest should go directly to their seats. These four will follow with the Clergy. If the Lord-Lieutenant is present he should enter the church after the Mayor and leave before the Mayor.

The Mace Bearers
The Mayor and Mayoress / Consort
Lord-Lieutenant – (if present will accompany Mayor and Lord Lieutenant's Lady / Consort will accompany Mayoress / Consort).
Chief Executive
High Sheriff
High Steward
Deputy Mayor and Deputy Mayoress / Consort
Members of Parliament
Honorary Freemen
Honorary Aldermen
The Leader of the Council
The Deputy Leader of the Council

- 21.5 The Mace Bearer would precede all in the above processions. (It is local custom for the ex-Grimsby and ex-Cleethorpes maces to be used together at all processions apart from Remembrance Sunday when two separate services take place at the same time.

- 21.6 Where civic processions and services are held, the AFMET is available under existing Service Level Agreements to assist with civic / military coordination.

22. THE FLYING OF FLAGS

- 22.1 The flying of flags may be governed by local custom but guidelines are adhered to for the following:

- a. The Department for Culture, Media and Sport issue instructions for the hoisting of the Union and other flags on certain stipulated days such as Royal birthdays and Saint's days.
- 22.2 Upon the death of members and past members:
- a. The Local Authority flag will be flown at half-mast from the day of notification to the Authority of the death of a serving Mayor or past Mayor of North East Lincolnshire Council until sunset on the day of the funeral.
 - b. In respect of the death of a current or former elected member of North East Lincolnshire Council, the flag of North East Lincolnshire Council will be flown at half-mast at both Grimsby and Cleethorpes Town Halls on the day of the funeral.
 - c. If the Civic Office is made aware of the death of a former Cleethorpes Borough Council or Great Grimsby Borough Council member, the flag of Great Grimsby Borough Council or Cleethorpes Borough Council will be flown at Grimsby or Cleethorpes Town Hall at half-mast on the day of the funeral as appropriate to that Member's former representation. The Civic Office will arrange appropriate representation at the funeral following consultation with the family.
 - d. If the Civic Office is made aware of the death of an Honorary Freeman or Alderman of the Borough of North East Lincolnshire the flag will be flown at half-mast on the day of the funeral.
- 22.3 The North East Lincolnshire Council, Grimsby or Cleethorpes Borough flags will be flown on Mayor's Sunday.
- 22.4 It should be noted that on Remembrance Sunday the Union flag is flown right up and NOT at half-mast.

23. CIVIC INSIGNIA, MAYROAL ROBES, CHAINS AND MACE

- 23.1 The Mayor and Deputy Mayor wear their Chains of Office to all official functions within the Authority boundary. The Mayoral Chain is only worn in another Mayor's / Chairman's authority area when permission has been sought and granted. The Civic and Mayoral Officer will make arrangements to obtain the necessary permission.
- 23.2 The Mace should always precede the Mayor on all appropriate official occasions and the Mace Bearer should allow no other person to intervene between the Mace and the Mayor. In a Council meeting, the Mace should only be removed or hidden from sight if the Council resolves itself into Committee. Under current legislation governing the conduct of Council meetings, this is not likely to occur very often.
- 23.3 Upon the death of a current member the Mayor and Councillors will wear robes when attending the funeral and Officers should wear black armbands or rosettes unless requested by the family not to do so.
- 23.4 Should the Civic Office be made aware of the death of a former member and in agreement with the family, the Mayor will wear the Chain of Office when attending the funeral. Neither the Mayor, nor any current members attending the funeral, will wear robes unless requested by the family to do so.

24. CIVIC GIFTS

- 24.1 Various gifts are given to the Mayor for the Borough and should be handed to the Civic and Mayoral Officer as soon as practicable for cataloguing and displaying, etc. These are kept in the Parlours although space demands that it is not possible to display everything, it is not always appropriate to display every single item.
- 24.2 Gifts are sometimes given to the Mayor personally. If there is any doubt as to whether the gift is personal or for the Borough, then advice should be sought from the Monitoring Officer. If the items are

personal gifts then attention is drawn to the Model Code of Conduct adopted by the Council. Generally speaking, determining whether a gift is for the Borough or the Mayor is usually when anything of great value or meaning to the Borough would be kept on display at the Town Halls, and anything of smaller value / edible / perishable / personal, then the Mayor would keep it. Gifts retained by the Mayor on a personal basis in excess of £25.00 in value must be declared in writing in the register of gifts held by the Business Support Unit. Similar requirements apply to hospitality unless offered to the Mayor as part of undertaking his / her Mayoral role.

duties to ensure that the Civic Office and the Council is not brought into disrepute.

- 24.3 The Civic and Mayoral Officer keeps a small stock of gifts that can be given to visiting dignitaries. The allocation and control of these gifts is the responsibility of the Civic and Mayoral Officer or Registrar and Civic Services Team Manager.

25. PROTOCOL GROUP

- 25.1 North East Lincolnshire Council has a Protocol Group to advise the Mayor and Deputy Mayor on all issues surrounding the Mayoralty. The group consists of the Leader of the Council, Chief Executive, Portfolio Holder, the Mayor, Deputy Mayor, Registrars and Civic Services Team Manager, Civic and Mayoral Officer, Civic and Mayoral Assistant and Chauffeur / Macebearer
- 25.2 The Protocol Group *should* meet at least once every quarter or as and when needed.
- 25.3 The Protocol Group will consider any offer of a gift to the Mayor which might have on-going revenue implications.

26. DIGNITY OF THE MAYORAL OFFICE

- 26.1 As First Citizen and Ambassador for the Borough the highest standards of conduct will be expected of the Mayor in undertaking his / her civic