



Peterborough City Council
Civic Protocol

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Civic Protocol

1. The importance of the Council's mayoralty and civic service

1.1 Peterborough City Council plays an important part in providing community leadership. The City Council recognises two key aspects to this: political leadership is provided through the Leader of the Council and other Cabinet Members who together form the Executive; while civic leadership is focussed upon the mayoralty, provided through the Council's civic service.

1.2 As Peterborough's 'first citizen', the Mayor acts as ambassador for the City Council, and also for Peterborough itself on the wider regional, national and international stage. By being an impartial figure, he or she can represent the whole community, regardless of differences. The Mayor can visit communities and business interests both in Peterborough and farther afield, representing the Council and the City, and he or she can also welcome delegates and visitors to the City Council on the community's behalf.

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1.3 The civic function provides an element of continuity in the community, even though the incumbent of the mayoralty may ~~change~~changes annually. It can act as a focal point for community celebrations and pride and also commemorations and shared sorrow. Civic events and hospitality are an important part of community life, enhancing its social fabric and helping to attract confidence in the City ~~as the place to be in the Eastern region~~—which brings benefits in terms of inward investment. The Council's ~~Civic~~Mayoral Services Team usually reviews with the Mayor ~~and~~ Chief Executive ~~and~~ Head of Constitutional Services annually, the content of the Council's civic programme to ensure that it retains its important traditions and continuity, while also adapting where appropriate so that it remains attractive and relevant to the community.

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2 The Mayor's statutory role

2.1 The primary duty of the Mayor is to act as chairman of Peterborough City Council and thus preside over meetings of the Council, in accordance with the Local Government Act 1972 which states:

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s3(i) - "The chairman (mayor) of a principal council shall be elected annually by the Council from among the councillors";

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s4(i) - "The election of the chairman (mayor) shall be the first business transacted at the annual meeting of a principal council".

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2.2 As chairman of Council, the Mayor's role is to ensure proper conduct of the Council meeting in compliance with the law and the Council's procedural rules for meetings. He or she is also required to:

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• determine whether urgent items may be considered at a Council meeting without prior notice;

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• determine whether or not to call an extraordinary meeting of Council; and exercise, if they wish to, a second or 'casting vote' at Council in the event of an equal vote upon any issue.

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2.3 The Mayor is advised, in this function, by the ~~Solicitor to the Council and the~~ Chief Executive ~~or~~ Director of Legal and Governance and the Head of Constitutional Services.

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2.4 The Mayor is expected during their term of office to remain politically impartial. Councillors will support the Mayor in this, and respect his or her neutral position.

3 The Mayor's civic role

3.1 In fulfilling the role of Peterborough's first citizen, the Mayor is expected to speak and act for all of the diverse communities represented in Peterborough.

3.2 The Mayor will usually lead each of the civic events in the Council's annual programme. He or she also attends all events, wherever possible, to which the Council has been invited to send a civic representative. In particular, priority will be given to events involving the Lord-Lieutenant and those arranged by nearby local authorities to which the Council is invited to send a civic representative. the Council's key priorities is on supporting communities and promoting the City rather than merely attending other authorities "chain-gang" events. Where it is not possible for the Mayor to attend such an event, the Deputy Mayor will attend in his or her place. When considering attendance, the Mayor and ~~Mayor's Officer~~ Mayoral Services Manager will balance civic priorities against the need to honour prior engagements where possible.

3.3 When the Council requires a leading figure to be present at an event which it has organised in connection with the services which it delivers within the community – such as to open a new service or a festival – the Mayor will usually be invited to fulfil that role. If this is not possible, the Deputy Mayor will be invited. Where events are community-based, the officers arranging the event will usually invite ward councillors to attend. This would typically be undertaken by the organisers of the event not Mayoral Services.

3.4 If the Mayor accepts an invitation to attend a function in another local authority, it is courtesy to seek the consent of the Mayor or Chairman of that local authority if the invitation did not come from their civic office and to request permission for the wearing of chains at the event.

3.5 The Mayor is frequently invited to attend events in the community, such as openings and fund-raising events organised by voluntary organisations. There are also invitations to attend lectures, social events and so forth. Where possible the Mayor or Deputy will attend. However, the mayoral calendar is busy and this will not always be possible. The Mayor will, in deciding whether or not to accept an invitation, give priority to events described at section 3.2 above, and to those which promote Peterborough. He or she will also have regard to advice from the ~~Mayor's Officer~~ Mayoral Services Manager and to the date order in which invitations are received into the ~~Mayor's~~ Mayoral Office.

3.6 Once the Mayor is elected, he or she will discuss with the ~~Civic Team~~ Mayoral Services Manager and Head of Constitutional Services the coming year to plan ahead for civic events. ~~The Mayor may also meet the Council's Corporate Management Team for the same purpose. He or she, and~~ will take officers' advice about any issues or events arising that year which would particularly benefit from the Mayor's involvement, and it is usual for the Mayor to select one or more themes which they would like to focus upon during their mayoral year. These discussions will guide officers in identifying those events which the Mayor should participate in, and also help the Mayor and ~~Mayor's Officer~~ Mayoral Services Manager to assess which external invitations the Mayor should accept.

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3.7 ~~Where neither~~ ~~In addition to~~ the Mayor or Deputy Mayor ~~are able to attend~~ attending an event, ~~the organisers may be asked if the Council should be represented by another leading councillor or a chief officer.~~ ~~In such cases, the Leader of the Council, relevant~~ ~~it is also noted that other~~ Cabinet Member, Chief ~~Officer, Leader of the Council or Chief Executive~~ ~~or relevant Director may have been invited by the organisers of the event,~~ ~~and in some cases,~~ may be asked to ~~take their place~~ deliver speeches.

3.8 The Council's role in extending civic hospitality is described at section 11 below.

4. How the Mayor is appointed

4.1 The procedural rules set out in the Council's Constitution, governing the conduct of Council business, describe the procedure for identifying a 'Mayor-Elect' each year, to allow the person selected sufficient time to make adequate preparations for the year of office well in advance of actual election at the Annual Council Meeting. Councillors remain after the closure of a Council meeting early each New Year, for a private meeting of all members. The usual practice is for the Chief Executive to facilitate the meeting by inviting councillors to propose a candidate. This is usually done with a short speech, and duly seconded. Any further nominations are made in the same manner. The Chief Executive then invites councillors to vote for each candidate in turn. Thus the candidate most likely to receive Council's formal support at the Annual Council Meeting is identified, but the resulting nomination has no official status, no minutes are taken and the result is not binding upon the Annual Meeting.

4.2 ~~Prior to 1974, the former Peterborough~~ City Council ~~appointed~~ appoints Mayors on the basis of their length of service with the Council. ~~There is now no formula or pattern for the selection of Mayor.~~ The Council may take into account factors such as experience at chairing meetings, the need for the Mayor to have time to attend many day-time as well as evening appointments, and the range of duties which the Mayor will be required to undertake. It is also usual for the Mayor and Deputy Mayor to represent two different political parties, although this is not obligatory. ~~The Deputy Mayor may become Mayor the following~~ ~~Mayors serve a one year term of office.~~ ~~year, but again this is not obligatory.~~ ~~Mostly, a Mayor serves only one term but some Mayors at Peterborough have served for two consecutive years.~~

4.3 A Mayor's Induction pack is provided by ~~the Mayor's Office,~~ ~~Mayoral Services Manager~~ which explains the full range of issues with which the Mayor will become involved. ~~It is available for prospective candidates, and also for the newly appointed Mayor's guidance.~~

5. The Mayoress or Consort

5.1 It is usual for the Mayor to identify the person who will accompany them to all or most of the civic and social activities which they attend in their official capacity as Mayor. The choice of companion is entirely at the Mayor's discretion. A male Mayor's female companion is designated Mayoress, while a female Mayor's male companion is designated the Mayor's Consort.

5.2 The position of Mayoress or Consort is not provided for in law and therefore has no legal status. The Mayoress or Consort cannot represent the Mayor at city events; their role is to accompany and assist the Mayor. In the absence of the Mayor, this duty would fall to the Deputy Mayor.

6. The Deputy Mayor and Deputy Mayoress or Consort

- 6.1 The Deputy Mayor will deputise whenever the Mayor is unable to carry out a mayoral duty. In particular, if the Mayor is not able to present at a Council meeting, the Deputy Mayor will take the chair. When the Mayor is present at Council, the Deputy Mayor will sit to the Mayor's side upon the dais in order to help the Mayor in chairing the meeting (for example, identifying councillors who wish to speak about an item under discussion).
- 6.2 The Deputy Mayor will also attend each of the events in the Council's annual civic events programme, forming part of the mayoral party. He or she will deputise for the Mayor at such events, in the Mayor's absence.
- 6.3 The Deputy Mayor will attend council-run or external events where possible, if the Mayor is unable to do so. In deciding whether or not to accept such invitations, the Deputy Mayor will have regard to the same advice and priorities as are indicated for the Mayor at paragraph 3.4 above.
- 6.4 Like the Mayor, the Deputy Mayor usually identifies a companion to accompany them to civic and social events attended in their official capacity as Deputy Mayor. A male Deputy's female companion is designated Deputy Mayoress, while a female Deputy's male companion is designated the Deputy Mayor's Consort.

7. The Mayor's Chaplain and Cadet, and the Town Crier

- 7.1 It is custom and practice for the Mayor to appoint a Chaplain. The appointment is honorary, is at the Mayor's discretion and has no official status. The Chaplain acts as spiritual adviser to the Mayor, says prayers before each Council meeting and attends major civic functions and dinners where he or she will be expected to say grace. The Chaplain will also make arrangements for the Mayor's Civic Service, held each year in the Mayor's own ward.
- 7.2 The Mayor may also consider appointing a Mayor's Cadet for their term of office. This will be young person from the army, naval ~~or~~ air force ~~or police~~ cadets, selected by the Mayor ~~following nominations from the local defence force organisations~~. Like the Chaplain, the position of Mayor's Cadet is honorary, at the Mayor's discretion and has no official status. The Cadet, where appointed, will accompany and assist the Mayor at official functions, enabling a young representative to be present at civic events and also providing good opportunities for personal development for the cadet.
- 7.3 Peterborough's Town Crier is an honorary position. The Crier is chosen from candidates who come forward after public advertisement or notice, and is selected by the Leader of the Council usually after a public 'crying' competition. The appointment is generally continued from year to year, until the current incumbent stands down. ~~At the start of each municipal year the Mayor is asked to confirm whether or not he or she wishes to retain the Town Crier's services. If so, a small honorarium (determined by the Solicitor to the Council) is paid towards the Crier's expenses, and in return the Crier cries, upon request from the Mayor's Office, public information about council or civic events and the Mayor's charity events.~~ The Crier is expected to uphold the dignity of his or her office, but may also engage in other crying activities provided that these do not bring the office of Town Crier into disrepute.

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8. **The civic insignia**

8.1 Mayors in Peterborough wear a robe of office, together with a chain ~~and badge~~ of office on all formal ceremonial occasions. If the ceremony is out of doors, the Mayor will wear a hat, which in the case of a man is a black cocked hat and for a lady a black tri-corn hat. On normal day to day civic occasions, the Mayor and Mayoress will wear only the chain ~~and badge~~ of office. The Mayor is expected to wear the ~~roberobe~~ and chain of office for Council meetings, but if it is particularly hot, the ~~robe need not be worn~~ Mayor can adjourn the meeting and remove the robe.

8.2 If the Mayor accepts an invitation to attend a function in another local authority, it is courtesy to seek the consent of the Mayor or Chairman of that local authority to wear the chain of office if this is required.

9. **Formal address and orders of precedence**

9.1 In writing, and on formal occasions, the Mayor should be addressed as 'The Right Worshipful the Mayor of the City of Peterborough'. At all other times the correct form of address is 'Mr Mayor' if the holder of office is a man or 'Madam Mayor' if the holder of office is a woman (the use of Madam Mayor is at the Mayor's choice).

9.2 The precedence of the Mayor is set down under Section 3(4) of the Local Government Act 1972 which states "The Chairman of the District Council shall have precedence in the District, but not so as prejudicially to affect Her Majesty's royal prerogative."

9.3 The Lord Lieutenant, when present at a civic procession or royal occasion, takes precedence over the Mayor as the monarch's representative. The Deputy Lord Lieutenant of the County does not take precedence over the Mayor, unless he is deputising for the Lord Lieutenant. There are no clear rules in respect of the precedence of the High Sheriff, but general advice is that the High Sheriff's duties are largely restricted to judicial functions, so he or she does not represent the monarch in the same way as does the Lord Lieutenant. Therefore, if the High Sheriff is present at a city occasion, he or she should yield precedence to the Mayor. The precedence of other office holders is very much based upon guidance available in books of etiquette, together with local tradition.

9.4 ~~The Chief Constable~~Where possible a Police Representative will normally lead the Mayoral Party processions and the order of precedence for the City of Peterborough for civic processions and royal occasions is as follows (see also paragraph 9.6 below):

The Lord Lieutenant The Mayor and Mayoress/Consort The Chief Executive <u>and Leader of the Council</u> The Deputy Mayor and Mayoress/Consort Any Minister of the Crown present* The High Sheriff Members of Parliament (Privy Councillors have precedence)** <u>Elected Mayor</u>	(This group forms the mayoral party)
<u>Serving Military Representatives</u> <u>Police & Crime Commissioner</u> <u>Police and Fire</u>	

<p>Honorary Freemen of the City (representatives of organisations which have received this honour will follow individual freemen)</p> <p><u>Past Mayors</u></p> <p>Chief Constable and Chief Fire Officer</p> <p>Visiting Chairmen</p> <p>Visiting Mayors (these may come later in the procession, after city councillors, in cases where a large number of visitors are present)</p> <p>Past Mayors</p> <p>Leader of the Council</p> <p>Cabinet Members</p> <p>Group Leaders</p> <p>Other city councillors and city council officers</p> <p>Other guests</p>	
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* Where it is customary to include local Members of Parliament (MPs) in the order of precedence for a civic procession, most local authorities place them between the mayoral party and councillors. This is the case in Peterborough. However, if an MP is a Minister of the Crown, he or she is included in the mayoral party.

** Where an MP is a Privy Councillor, he or she takes precedence over other MPs.

9.5 Any civic procession is led by the Mayor's Attendant Services Assistant carrying the mace, preceded by a police representative where necessary.

9.6 During a royal visit to Peterborough, the order of presentation to the royal visitors by the Lord Lieutenant shall be determined by Her Majesty the Queen. The City Council will usually be consulted by the Lord Lieutenant's office prior to the visit in order to advise Her Majesty. The City Council will usually recommend the following:

<p>Lord Lieutenant and partner</p> <p>High Sheriff and partner</p> <p>Mayor and Mayoress/Consort</p> <p>Chief Executive and partner</p> <p>Deputy Mayor and Mayoress/Consort</p> <p>MPs and partners (Privy Councillors have precedence)</p>	(This group forms the mayoral party)
<p>MEP & partner</p> <p>Leader of the Council</p> <p>Chief Constable and partner and Chief Fire Officer and partner</p> <p>(After these presentations, the Lord Lieutenant will present the principal organiser of the event)</p>	

Apart from the lead from the Lord Lieutenant & High Sheriff – other order to be same as above.

On the occasion of a royal visit to Cambridgeshire, which includes Peterborough, then the Cambridgeshire County Council chairman will also be presented.

10. The Council's programme of civic events

10.1 The Council organises or participates in a series of major civic events which occur each municipal year. These are indicated below:

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Part 5, Section 6 – Civic Protocol

Annual programme of civic events	Usual time of year	Principal organisation(s)
<p>Mayor Making and Annual Council Meeting</p> <p>(This includes the ceremonial investiture of the Mayor, and an event in honour of the retiring <u>retiring Mayoral Party</u> and new Mayors).</p>	May	<p><u>Peterborough City Council</u> <u>Mayoral Services liaising with Democratic Services</u></p>
<p><u>Past Mayor's Dinner</u></p> <p>(There is an expectation that all Members of the Council will support the Past Mayor's Dinner and if unable to attend, will be encouraged to make a financial contribution).</p>	May	<p><u>City Council</u></p>

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Annual programme of civic events	Usual time of year	Principal organisation(s)
Cathedral Civic Service (To install the Mayor in his/her seat in the Cathedral. Also an opportunity to formally seek spiritual blessing and guidance for the new Mayor throughout their term of office.)	June	Cathedral Peterborough City Council Mayoral Services liaising with Cathedral
Town Hall 'Open Day' (An opportunity for any member of the public to visit the Town Hall, meet the Mayor and see displays about the Council's role and services. Light refreshments are served, where possible by pupils from a senior school in the Mayor's ward.)	June	Peterborough City Council Mayoral Services
The Mayor's Civic Service (A service at a place of worship in the Mayor's own ward.)	Usually September, but timing is at the Mayor's discretion	Peterborough City Council/the Mayor's selected place of worship Mayoral Services in liaison with nominated Church
Traditional opening of Bridge Fair (The Mayor opens the fair at Pleasure Fair Meadow The Embankment, and the fair master takes the mayoral party and guests – including mayors from other local authorities in the area - on a tour of the fair; afterwards, guests are traditionally invited to join a 'sausage supper' at the Town Hall, the proceeds of the tickets for which go to the Mayor's charity fund.)	First Tuesday in October	Peterborough City Council Mayoral Services

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Annual programme of civic events	Usual time of year	Principal organisation
<p>Remembrance Sunday Service and Parade</p> <p>(The service is preceded by a military and civic procession from the Town Hall to the cathedral, where wreaths are laid at the war memorial prior to the service, and followed by a military parade with a march past the Town Hall at which the mayoral party takes a salute outside the Town Hall. The civic procession follows back to the Town Hall, and a wreath above the Town Hall front door is unveiled. The service and parade are organised by the Royal British Legion and the cathedral, but the City Council is also an important participant and hosts the planning meetings required for each event.)</p>	<p>November</p>	<p>The wreath laying service and civic procession is organised by the Mayoral Services Team in liaison with the Royal British Legion and the Cathedral/ City Council.</p>
<p>Two Minutes' Silence</p> <p>(A short service takes place at 11am on Armistice Day at the Guildhall and Cathedral Square War Memorial. It is preceded and followed by a civic procession to and from the Town Hall. The vicar of St John's Church presides at the service, and is joined on the Guildhall steps by the mayoral party and the President of the Royal British Legion. Rocket maroons mark the silence. As with Remembrance Sunday, the service is organised by the Royal British Legion and the cathedral, but the City Council is an important participant and provides the rocket maroons for the event.)</p>	<p>November</p>	<p>Organised by the Mayoral Services Team in liaison with Royal British Legion/ Cathedral/ City Council representatives</p>
<p>Katherine of Aragon's Memorial</p> <p>(A service based around Katherine's tomb in the cathedral, involving schools and International Links.)</p>	<p>January</p>	<p>City Council.</p>
<p>Holocaust Memorial Day</p> <p>(A local event linked to this national day, often comprising a museum exhibition and an outdoor service representing as many of Peterborough's communities as possible. Remembering past tragedies and promoting harmony and tolerance.)</p>	<p>January</p>	<p>Peterborough City Council, in partnership with community representatives There is an organising committee but all organisation via Mayoral Services</p>

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<p>The Mayor's Ball</p> <p>(This is the Council's major civic social event of the year, open to anyone upon purchase of a ticket. The proceeds go to the Mayor's charity fund. Fund raising activities associated with the Ball are the responsibility of the Mayor's voluntary Charity Committee, but the Mayor's Office Mayoral Services Team organises the Ball itself.)</p>	<p><u>March</u> <u>May</u> Now generally scheduled as the <u>Mayor's Finale Ball</u></p>	<p><u>City Council</u> Organised by <u>Mayoral Services</u> and supported by the <u>Mayor's Charity Committee</u> (jointly) <u>Charities</u>.</p>
<p><u>ANZAC Day</u></p> <p>(Visit to Sgt Hunter's grave to commemorate the involvement of the Australian & New Zealand Army Corps in World War 1.)</p>	<p><u>April</u></p>	<p><u>Royal British Legion/ City Council</u></p>

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10.2 Other civic events may be arranged during the year and include Fly the Flag events for the Commonwealth, Armed Forces, Red Ensign (Navy). This can include, for example, parades or civic receptions for visitors or events of major significance (such as a visit from the civic party representing one of the Council's twinned authorities), or associated with the opening of a major festival. It is usual for any significant funding of such events to be provided by the relevant service department of the City Council, depending upon which department is the lead organiser of the occasion. However, the Mayor's Office will assist with ensuring The Mayoral Services Team will ensure that the Mayor and guests are invited and will also arrange any reception required at the Town Hall.

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10.3 A Freedom Parade may be requested by a military organisation which holds the freedom of the city of Peterborough, when it wishes to exercise its right to march through the city. Such a parade would be organised by the organisation, but hosted by the Peterborough City Council which will join in the planning of the event. If the City Council decides to award the honorary freedom of the city or alderman status to a person or organisation, this will involve a special Council meeting to determine whether or not to award the honour, followed later by a ceremony to make the award which will be arranged by the Council's Mayoral Services Team in conjunction with the recipient of the honour.

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11. Civic hospitality

11.1 Civic hospitality, such as light refreshments, may be offered to councillors and guests after council meetings and civic events, and when the Mayor receives visitors in the Mayor's Parlour. This would usually arise on occasions such as those which promote Peterborough, or which reciprocate civic hospitality extended to Peterborough's representatives upon an earlier visit elsewhere, or which recognise important voluntary work for the benefit of Peterborough's citizens.

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11.2 Such hospitality will usually be organised and funded by the Council's civic Mayoral Services budget, but significant commitments instigated by a service department would require support and contributions from the lead service department. The civic Mayoral hospitality budget and programme are managed by the Solicitor to the Council, Head of

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Constitutional Services and Mayoral Services Manager, in consultation with the Leader of the Council and the Chief Executive, who may be requested to approve funding for special events over and above the civic hospitality cash limited budget when this would be in the best interests of Peterborough. Any other civic hospitality commitments that the Mayor wishes to incur will be met by the Mayor personally.

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11.3 Members of the public are able to write and request a tour of the Town Hall public rooms. ~~Council officers~~The Mayoral Services Team will accommodate such requests wherever reasonably possible. Upon such occasions, the ~~Mayor's Attendant or his/her nominee~~Mayoral Services Assistant will ~~act as host, accompanying~~ accompany the visitors and explaining the history of the public rooms and the Council's civic procedures. This activity is often associated with educational visits, by students or younger children. A small charge may be levied, to cover the Council's reasonable costs.

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12. Civic dinners

12.1 At formal civic dinners, guests are received at an opening reception by the Mayor and his or her consort, accompanied by the Deputy Mayor and his or her consort. ~~The Mayor's Attendant announces guests as they arrive.~~

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12.2 After the reception, guests are invited to the dining room. A seating plan will be pre-arranged by the Mayoral Services Team. At the top table, the principal guest will be seated at the Mayor's right while the Mayoress/Consort is placed at the Mayor's left. The principal guest's partner takes the seat next to the Mayoress/Consort.

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12.3 If the Mayor and Deputy Mayor are robed, while guests are moving from the reception to their seats the Mayor and Deputy may remove their robes. They will retain their chains of office, as will the Mayoress/Consort and Deputy Mayoress/Consort. When the Mayor and Mayoress/Consort are ready, the ~~Mayor's Attendant~~Mayoral Services Assistant will announce their arrival to the assembled guests and they will then be 'clapped' to their places.

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12.4 Prior to the guests being invited to sit down, the ~~Mayor's Attendant~~Mayoral Services Assistant will announce that the Mayor's Chaplain or other designated person will say grace. Guests will then sit and dinner will be served. Following the meal, ~~at about the coffee time,~~ toasts will be called. The first will be the 'Loyal Toast' to the monarch, proposed by the Mayor ~~or the Leader of the Council~~. All present should be asked to stand and the Mayor/Leader will say "The Queen". No other names or persons are added to the 'Loyal Toast'. Other toasts will follow as listed in the printed menu.

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13. Civic gifts

13.1 It is common practice for the Mayor and Deputy Mayor to be given gifts when attending external functions in their official capacity. Gifts are also often exchanged when delegates visit Peterborough. It is custom and practice that the Mayor or Deputy Mayor receives such gifts on behalf of the City Council, and they are forwarded to the ~~Mayor's Attendant~~Mayoral Services Assistant for entry on the civic inventory and displayed as appropriate.

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13.2 Small gifts, such as badges or pens which are clearly indicated as a personal gift for the Mayor or Deputy Mayor, may of course be kept. They Mayor and Deputy should have regard to the Code of Conduct for Councillors when deciding whether to receive and keep such gifts, and should ensure that they are recorded in the hospitality register

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as required by the code (currently, this requires as a minimum that all gifts valued at £25 or over should be recorded). Gifts which the Mayor or Deputy receive in their official capacity are recorded in a register held by the ~~Mayor's Officer~~ Mayoral Services Manager; any gifts received in their capacity as an elected councillor are recorded in the register applicable to all councillors, held by the ~~Solicitor to the Council~~ Director of Legal and Governance.

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13.3 The ~~Mayor's Officer~~ **Mayoral Services Manager** obtains civic gifts, as required, with agreement from the Head of Constitutional Services. These are used upon the following types of occasion:

Gift purpose	Typical example of a gift which may be given (this list is for guidance only)
To recognise the contribution of retired and non-elected councillors who have served for a considerable length of time or have served as Mayor;	Possibly a glass paperweight, crystal glasses, china plate or a crystal bowl bearing an inscription such as "For services to Peterborough City Council". The type of gift will reflect the length of service. For a particularly long-serving councillor, a specific gift with a personal engraving might be appropriate. The Mayor will be consulted about the gift to be offered.
Ambassadors and other visiting dignitaries representing a city elsewhere and gifts taken to the City Council's twinned and friendship cities during official visits	Possibly a clock or other suitable item, engraved with the Peterborough crest. The International Links Officer can advise about the appropriateness of the gift.
Presentations upon an occasion such as the wedding of an important local dignitary	Possibly a glass paperweight, crystal glasses, china plate or a crystal bowl bearing an inscription.
Small gifts for visitors such as volunteer organisations, youth organisations, etc	Badges, pens, Peterborough pennant, Peterborough literature, etc. Mayors Badges

13.4 The list above is not exhaustive. ~~Gifts are selected bearing in mind the appropriateness. The Head of the occasion, the Mayor's view, knowledge of gifts offered or received previously, current trends~~ **Constitutional Services** and so on. ~~The Council ensures~~ **Mayoral Services Manager ensure** that expenditure is controlled carefully, while ensuring that the dignity of the occasion and/or the contribution of the recipient is properly reflected.

14. European and overseas links

14.1 Peterborough has official 'twinning' (partnership) links with Bourges in France, Viersen in Germany, Alcalá de Henares in Spain, Forlì in Italy and Vinnitsa in the Ukraine. The Council also has a number of friendship links.

14.2 The Mayor, as the representative of the City, is often invited to attend civic ceremonial functions, business conventions, events and exhibitions in Peterborough's partner cities. ~~The Mayor is authorised to accept one civic/partnership invitation during the municipal year, from a twinned town (Bourges, Viersen, Forlì, Alcalá de Henares or Vinnitsa). These visits are able to be funded by the Council only when this is possible through the Council's twinning/international links budget, and the corporate civic budget does not cover this expenditure. (Although, a contribution from the civic budget could be sought in exceptional circumstances where insufficient funding is not available from the international links budget). Council funding will provide for appropriate transport to and from the event, for the Mayor and Mayoress/Consort, together with appropriate officer(s). The Council car and chauffeur will only travel abroad with the mayoral party if this would prove more cost-effective (taking into account all vehicle and officer costs) than travel by public transport or the accompanying officer's car. The Mayor may~~

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Part 5, Section 6 – Civic Protocol

~~accept additional invitations to visit Peterborough's twin towns if they incur the costs personally and not through the twinning/international links budget or civic budget. The Mayor may be offered the opportunity to undertake a visit to one of the twinning Towns, which is determined by budget constraints. This is to be discussed with the Head of Constitutional Services and Mayoral Services Manager. The Mayor may accept additional invitations to visit Peterborough's twin towns if they incur the costs personally.~~

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14.3 In the event that the Mayor is unable to attend a civic/partnership invitation, reference should be made to Part 3 – paragraph 3.7: The Mayor's Civic Role, for the procedure to be followed.

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14.4 If an invitation to visit Peterborough is extended to a Mayor or other delegates from any of Peterborough's partner cities, on behalf of the Council, the general expenses of the visit will be funded from ~~both the budget approved for that purpose by the department or organisation delegated to deal with twinning issues-Mayoral Services Budget and other partner organisations.~~ On such occasions, the Mayor ~~is expected to may~~ host a civic reception for the visitors ~~and, the corporate civic-Mayoral Services budget will may~~ provide the funding ~~for one such reception per year – although a significant cost commitment may still require support - subject to budget constraints and contributions approval~~ from the ~~twinning budget~~Head of Constitutional Services and ~~officers-Mayoral Services Manager.~~

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15. Freedom of the City of Peterborough

15.1 Freedom of the City may be offered in accordance with the provisions of section 248 and 249 of the Local Government Act 1972. ~~This should be recommended to the Honour's Panel for a decision to be made.~~

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15.2 The freedom may be awarded to an individual or an organisation such as a local branch of a military organisation or a locally-based volunteer emergency service. It is awarded where the person or organisation has made a significant contribution to the social fabric or well-being of the citizens and city of Peterborough.

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15.3 Persons awarded the freedom, including leading representatives of organisations so honoured, are invited to all civic events organised by the Council and also to Mayor's charity events. They are invited to participate in civic processions, in the order of precedence indicated earlier in this protocol.

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15.4 In order to award the freedom, the Council must hold an extraordinary meeting convened for that purpose only. Should the Council receive a request or nomination for the freedom to be awarded, it is ~~usual for the Solicitor to the Council to first check informally with political Group Leaders whether such a proposal is likely to be supported in a formal Council meeting-the role of the Honours Panel to make the recommendation to Full Council.~~ The decision to award the freedom must, as a legal requirement, be supported by a majority of those present and voting. Once the decision has been made by Council, a separate ceremony will be arranged later to mark the presentation of the honour. This may include a freedom march, in the case of a military honour. ~~A scroll may be presented in a casket, or other suitable form of presentation adopted. A reception will be provided in the person or organisation's honour. The names of all freemen are recorded in a special book, held in the Mayor's Parlour. All recipients are noted on the plaque outside of the Council Chamber.~~

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Part 5, Section 6 – Civic Protocol

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15.5 Military organisations awarded the freedom may exercise the right to march through Peterborough. On such occasions, the Council will offer civic hospitality – referred to earlier in this protocol.

16. The Mayor’s charities and the Charity Committee

16.1 At the Annual Council Meeting, the Mayor will announce the charity or charities for which he or she will support and promote fundraising activities during the year. It is usual for these to be locally-based charities which are able to supply a small number of dedicated volunteers who can form the Charity Committee during that mayoral year together with a larger number of volunteers who can devote time to running ~~monthly coffee mornings and raffles and other fund raising events.~~ ~~An alternative can be for the Mayor to form a Charity Committee of volunteers who will support a ‘Mayor’s Community Chest’, which can then allocate the money which it raises to smaller local charities less able to provide volunteers for a fuller commitment and mayoral programme fundraising events.~~ The Mayor of Peterborough Charities is now registered as a charity with the Charity Commission and Trustees need to be identified from the Committee and registered with the Commission.

16.2 It is the Mayor’s responsibility to convene his or her Charity Committee at the start the mayoral year – preferably, the committee members will have been identified earlier, once the Mayor-Elect is identified in January. At the inaugural meeting, the committee will appoint its chairman and secretary. The ~~Mayor’s Officer~~Head of Constitutional Services will give guidelines as to what is expected of the charity members and the ~~Mayor’s Officer~~Mayoral Services Team during the mayoral year.

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16.3 ~~The Mayor’s Officer will act as treasurer for the committee, and be the central co-ordinator for the committee’s charity events (including help with: booking caterers for events at the Town Hall; arranging for tickets and posters to be printed through the Council’s printing service; advertising the event by means of media releases, direct invitation to the civic address list and circulating event posters to councillors, staff and media; and issuing some event tickets).~~ ~~The Mayor’s Officer will not act as Charity Committee Secretary and cannot act~~The Mayoral Services Manager will act as ~~treasurer for the committee but cannot act as Charity Committee Secretary or~~ as lead organiser, as their focus is upon the Council’s civic programme and mayoral support rather than upon the Mayor’s charities. The ~~exception is~~Mayoral Services Team can provide assistance with printing of posters and tickets for charity event. However, the Mayor’s Ball ~~and~~ the Sausage Supper, ~~both and the Proms Concert~~, all of which are civic events planned, organised and co-ordinated by the ~~Mayor’s Officer~~Mayoral Services Team, even though the proceeds of them go to the Mayor’s charities.

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16.4 The Charity Committee will: organise and run their ~~coffee morning~~events; collect tombola and raffle prizes ~~for events; help to organise;~~ and ~~run events;~~ actively help to promote ~~events, seek sponsorship,~~ sell tickets and ~~promote events.~~ ~~seek sponsorship.~~

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16.5 The ~~Mayor’s Officer~~Mayoral Services Manager banks all monies received from ~~fund-raising~~fundraising events in the charity bank account, reports a statement of the account at each committee meeting and presents cheques to the Mayor’s chosen charities at the end of the ~~financial~~Mayoral Municipal year, usually at an informal presentation in the Mayor’s Parlour.

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17. The Mayor’s and Deputy Mayor’s allowances

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Part 5, Section 6 – Civic Protocol

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17.1 Sections 3(5) and Sections 3(4) of the Local Government Act 1972 provide for the Council to pay to the Mayor and Deputy Mayor respectively an allowance to help with the expenses incurred in fulfilling their office. The allowance is determined by Council, and the amount currently in force is stated in the Members' Allowances Scheme. Although not required by law, the Council may consult its independent **Members Allowances Remuneration** Panel as to the level of payment which is appropriate in each case; ~~this is not obligatory.~~

17.2 The types of expenditure which Peterborough City Council expects its mayor's allowance, retained by the Mayoral Services Office to cover are: ~~clothing; travel (although the Mayor's car is used for official duties wherever possible); telephone calls and postage undertaken outside the Mayor's office; their consort's expenses; the provision of any free tickets which the Mayor wishes to offer to visiting mayors, charity committee helpers or other mayoral guests at Charity Committee events and the Mayor's Ball; any refreshments which the Mayor wishes to offer helpers at charity events; tickets for meals purchased for the Mayor and his or her consort as part of functions attended in the capacity of mayor (such as for a dinner); any other charity expenses not covered by the Charities Committee; the Mayor's tickets to his/her own charity events and the Mayor's Ball; the cost of their ward civic service and refreshments (but not: Any unused balance in this account at the cost of the cathedral civic service, which year-end is returned to the Council's hospitality budget would general fund); donations, raffle tickets, and prizes; and such like.~~

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17.3 The Deputy Mayor's allowance is to cover their personal expenses, and those of their consort, similarly to the Mayor's allowance.

17.4 An element of the allowance to the Mayor and Deputy Mayor is paid to them directly via their members' allowance, and this is intended to cover expenditure (such as clothing, ~~travel, telephone and items) which would be overly bureaucratic to administer through the Mayor's and Deputy Mayors' Account. The remainder is provided through the Mayor's and Deputy Mayor's Account; any unused balance in this account at the year-end is returned to the Council's General Fund-dry cleaning, travel, telephone, postage and purchase of items (i.e. raffle tickets when attending events).~~

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17.5 The Mayor's and Deputy Mayor's Allowances are identified at Part 6, paragraph 4, of the Constitution (Members' Allowances Scheme).

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18. Administration and funding of the mayoralty and civic service

18.1 ~~The Solicitor to the Council is~~**The Head of Constitutional Services and Mayoral Services Manager** are responsible for civic and ceremonial matters, with the Chief Executive retaining an important leading role as Council's most senior officer.

18.2 ~~The Mayor's Officer~~**Mayoral Services** runs the Mayor's office. This includes arranging civic and ceremonial events, keeping the Mayor's diary and accounts, assisting with the organisation of the Mayor's Charities, liaising with organisations and individuals on the Mayor's behalf and generally briefing, advising and supporting the Mayor and Deputy Mayor in carrying out their duties.

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Part 5, Section 6 – Civic Protocol

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18.3 The Mayor is also assisted by the ~~Mayor's Attendant~~ Mayoral Services Assistants who acts as City Mace Bearer. ~~The Mayor's Attendant accompanies~~ They also accompany the Mayor at Council meetings and ~~major~~ civic events, and when guests are received in the Mayor's Parlour. He or she is responsible for civic regalia, assists the ~~Mayor's Officer~~ Mayoral Services Team in providing civic hospitality and also hosts visitors such as students who visit the Town Hall on educational visits to learn about its history and the Council's civic procedures.

18.4 The ~~Mayor's Attendant~~ Mayoral Services Assistant is responsible for transporting the Mayor in the mayoral car for official ~~mayoral~~ duties. Every effort is made to make maximum use of the vehicle so, as far as is possible, the mayoral car is also used for transporting the Deputy Mayor upon official business - although the Mayor's use takes precedence and alternative transport is sometimes necessary for the Deputy Mayor. The car is not used by the Mayor or Deputy Mayor's consorts, except when associated with accompanying the Mayor or Deputy on official business. Wherever possible, the mayoral party travels together in order to avoid the need for several separate journeys to and from events. It is the ~~Mayor's Officer's~~ Mayoral Services Manager's responsibility to schedule the use of the car, ~~in consultation with the Mayor's Attendant as necessary.~~ The Chief Executive is authorised to replace the vehicle every five years, or ~~at a shorter interval,~~ in accordance with the leasing arrangements and this should be the most cost effective option for the Council. The following guidelines will be applied in respect of procuring a replacement:

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- ~~a) The vehicle will be commensurate with the status of the First Citizen;~~
- ~~b) a) _____ The vehicle will be at the lower end of the emissions scale for cars of that type;~~
- ~~e) b) _____ The vehicle will, if possible, be generally regarded as 'British' or with British connections;~~
- ~~d) Any extra features of the vehicle will be relevant to the position and status of the Mayoral car as appropriate.~~

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18.5 At major events, assistance is also provided by the Beadles. In particular they assist with security and also civic hospitality.

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18.6 The Council's corporate civic budget is controlled by the ~~Solicitor to the Council~~ Head of Constitutional Services and managed on a daily basis by the ~~Mayor's Officer~~ Mayoral Services Manager. The account covers civic hospitality as described at section 11 above, the Mayor's and Mayor's Office expenses, funding of ~~major~~ civic events, civic gifts, maintenance of civic insignia and other such civic expenses. ~~Other civic receptions are funded by the relevant lead service department. The use of civic funds and other resources is controlled by officers in consultation with the Mayor where this is appropriate and in accordance with these protocols and the Council's procedural rules, because the mayor has no legal 'executive' authority to determine such matters. For example, the Mayor's Officer will book caterers for civic events after seeking quotations as required by financial procedural rules, while the Mayor's Attendant controls the supply of drinks or food made available for civic hospitality. The Mayor may not make any executive decisions other than those connected with the statutory functions described at section 2 above. In the event of any uncertainty about an appropriate course of action, or the availability of funding for a requested civic event or expense, the Solicitor to the Council will consult the Leader of the Council as necessary.~~

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Part 5, Section 6 – Civic Protocol

~~car parking space is required to be cordoned off in the Car Haven car park for civic guests, the cost of lost parking income will be charged to the civic account and road closures.~~ In order to minimise such costs, use of cordoned car parking space permits will be restricted to major civic events ~~only, and usually only those which occur in working hours (namely the annual Open Day, and any mid-week freedom parade).~~ Other civic expenses will be kept to a minimum consistent with maintaining appropriate standards.

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18.8 At the close of each mayoral year, the ~~Mayor's Officer~~ Mayoral Services Manager will arrange for the Mayor's name to be engraved on the plaque upon the wall outside the Mayor's Parlour. A portrait photograph of the Mayor, and his or her consort at the Mayor's discretion, will also be obtained and hung in the Parlour. ~~Where a Mayor serves more than one year, only one engraving will be made and portrait hung, to cover the full term of office.~~

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18.9 Every year a full Council photograph will be taken prior to ~~the Annual~~ the Annual Council meeting; ~~the date being identified in consultation with the Mayor.~~ The current photograph will be displayed in the Town Hall and on the Council's ~~web site~~ website, and a selection of past photographs will also be displayed where space allows. ~~Other past photographs may be kept in an album in the Mayor's Parlour.~~

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