



**Borough of Rossendale**

**CIVIC PROTOCOL**

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

- 1.1 Rossendale Borough Council plays an important part in providing community leadership and recognises that one aspect of this is through civic leadership provided through the mayoralty, provided through the Committee and Member Services Team, supported through the Committee and Member Services Team.
- 1.2 As Rossendale's 'first citizen', the Mayor acts as ambassador for the Council, and also for Rossendale 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 Rossendale and farther afield, representing the Council and the Borough, and he or she can also welcome delegates and visitors to the Council on the community's behalf.
- 1.3 The civic function provides an element of continuity in the community, even though the incumbent of the mayoralty may change 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 Borough.
- 1.4 The Council's Committee and Member Services Team will usually review with the Mayor and Chief Executive, 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.

## **2. The Mayor's Statutory Role**

- 2.1 The primary duty of the Mayor is to act as chairman of Rossendale Borough Council and thus preside over meetings of the Council, in accordance with the Local Government Act which states:
- S3(i) – “The chairman (\*mayor) of a principal council shall be elected annually by the Council from among the councillors”;
- 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 procedure rules for meetings. He or she is also required to:
- Determine whether urgent items may be considered at a Council meeting without prior notice;
  - 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. The Mayor is advised, in this function by the Monitoring Officer and the Chief Executive.
- 2.3 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.
- 2.4 The Mayor shall have precedence in the Borough, but not so as to prejudicially affect Her Majesty's royal prerogative. The Mayor will determine attendance at events for which a specific invitation has been received by the Mayor's office. Representation of the Council on major civic or formal occasions shall be determined through the offices of the Mayor and Chief Executive.
- 2.5 Article 5 of the Constitution states:
- The Mayor and Deputy Mayor of the Council will be elected by the Council annually.
- The Mayor, and in his or her absence, the Deputy Mayor, will have the following roles and functions:
1. Uphold and promote the purposes of the Constitution, and to interpret the Constitution when necessary;
  2. Preside over meetings of the Council in accordance with the Constitution;
  3. Act as community leaders;
  4. Promote public involvement in the Council's activities
  5. Attend such civic and ceremonial functions as the Council and/or he or she considers appropriate;
  6. Promote and represent the Borough.

### **3. The Mayor's Civic Role**

- 3.1 In fulfilling the role of Rossendale's first citizen, the Mayor is expected to speak and act on behalf of the diverse communities represented in Rossendale.
- 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. Where possible, priority will be given to events held within the Borough and to those which promote the Borough.
- 3.3 The Mayor is frequently invited to attend events in the community, such as opening and fund-raising events organised by voluntary organisations. There are also invitations to attend lectures, social events and so forth. 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 the events described in section 3.2 above. He or she will also have regard to advice from the Civic Services Officer/Leader's PA and to the date order in which invitations are received into the Committee and Member Service's Office.
- 3.4 To facilitate attendance at events, two weeks' prior notice should be given.
- 3.5 At the closure time of any event, it should be recognised that the Mayor's attendant will withdraw from the event with the chains of office.
- 3.6 Where a commitment has been given for the Mayor or Deputy Mayor to represent the Council at an event, the commitment should be honoured. The only exceptions to this will be in the event of illness or other personal circumstance.
- 3.7 An allowance is paid to the Mayor and Deputy Mayor. Expenditure from the Mayoral Budget must be authorised by the Committee and Member Services Manager and/or the Civic Services Officer/Leader's PA following consultation with the Mayor.
- 3.8 Official Civic attendance at events outside the borough, where payment for tickets is required, shall be limited to 12 per mayoral year. The events to be attended are to be chosen by the Mayor and the wearing of Civic Insignia, use of the Civic Car and attendance of a Civic Attendant shall be allowed. However, the cost of the tickets shall be borne by the Mayor from their Civic Allowance.
- 3.9 The Mayor is expected to show consideration for Mayoral support staff and recognise the right of such staff to adequate free time in the programming of civic functions.

#### **4. The Mayor's views and representational role**

It should not normally be part of the Mayor's role to comment on matters before the Council in a way which supports or opposes the issue before Council. On limited occasions this may be necessary either because of the Mayor's duty to represent his or her constituents or where personal views are strongly felt.

#### **5. The Mayor's Apolitical Role**

It is important that the Mayor maintains an apolitical stance especially when chairing Council meetings. It is a requirement that the Chairman of the Council must act entirely neutrally allowing different opinions to be fully and fairly represented and debated subject to Standing Orders.

#### **6. How the Mayor is appointed**

##### **Appointment of deputy mayor**

- 6.1 That the Deputy Mayor is selected based on length of service and not political affiliation.
- 6.2 That a Selection Committee comprising of the leaders of each political group meets in December of each year to consider members who could be eligible for selection.
- 6.3 That members seeking re-election at the following May election be considered for nomination, subject of course to their re-election.
- 6.4 That members who have previously held the position of Mayor be excluded.
- 6.5 That the selection of Deputy Mayor be made following the RBC elections in May except in the year of the LCC election when the selection should be made by the Selection Committee at its meeting in the previous December.
- 6.6 That the member selected for nomination as Deputy Mayor should not be up for re-election the following May.
- 6.7 That the Deputy Mayor will automatically be voted Mayor in the following year.

## **7. The Mayoress or Consort**

- 7.1 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. The Mayor may choose not to have a Mayoress or Consort and attend events alone or perhaps take a guest to some events. A female companion of the Mayor is designated Mayoress, while a male companion is designated the Mayor's consort.
- 7.2 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 civic events: their role is purely to accompany the Mayor. In the absence of the Mayor this duty would fall to the Deputy Mayor.

## **8. The Deputy Mayor**

- 8.1 The Deputy Mayor shall assist the Mayor as requested and shall if necessary assist the Mayor in representing the Council on state, civic or formal occasions.
- 8.2 The Deputy Mayor will deputise on those occasions where the Mayor is unable to carry out a mayoral duty due to illness, holidays or other personal circumstances. (Refer to Sections 2 and 3).
- 8.3 In particular if the Mayor is not able to be 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 on the Dias in order to help the Mayor in chairing the meeting (for example, identifying councillors who wish to speak about an item under discussion).
- 8.4 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. The Deputy Mayor may choose not to have a Deputy Mayoress or Deputy Mayor's Consort and attend events alone or perhaps take a guest to some events. A female companion to the Deputy Mayor is designated Deputy Mayoress, while a male companion is designated the Deputy Mayor's Consort.
- 8.5 The position of Deputy Mayoress or Deputy Mayor's Consort is not provided for in law and therefore has no legal status. The Deputy Mayoress or Deputy Mayor's Consort cannot represent the Mayor at civic events: their role is to accompany and assist the Deputy Mayor.
- 8.6 Mandatory training in chairing meetings is required during their year as Deputy Mayor.

## **9. Council Meetings**

The procedure rules for the operation of Council Meetings are contained within the Council's constitution.

### **9.1 Conduct at Council Meetings**

The rules governing conduct at meetings of the Council are contained in the Council's constitution. Members of the Council should have respect for the Chair at all times and the following rules shall apply:

1. Each Member, on speaking, shall rise from his seat and address himself to the Mayor or Chairman and not to any other Member of the Council, and the Members shall speak to each other during the transaction of business by the respective titles of 'Mayor' or 'Councillor' as the case may be.
2. During the time when a Member is speaking no other Member shall rise or interrupt such Member's speech, unless he rises for the purpose of taking the ruling of the Mayor or Chairman on a point of order, or to seek permission to make a personal explanation as hereinafter provided.
3. Whenever the Mayor or Chairman rises to speak or give a ruling or to call a Member to order, no other Member shall continue standing, nor shall any other Member rise until the Chair is resumed.
4. If two or more Members rise at the same time to speak the Mayor or Chairman shall determine to whom belongs the priority of speaking.
5. Any Member shall be entitled to take the ruling of the Mayor or Chairman on a point of order at any time during the meeting.
6. No Member shall speak except upon the question before the Council unless it be to make a personal explanation by permission of the Mayor or Chairman and any Member permitted to make such an explanation must confine his observations strictly to the personal question.
7. If a Member rises for the purpose of taking the ruling of the Mayor or Chairman on a point of order, or to seek permission to make a personal explanation, the Member speaking at the time shall resume his seat, and the Member so rising shall resume his seat immediately on the Mayor or Chairman rising to give his ruling on the point of order or as to admissibility of the proposed personal explanation.
8. The ruling of the Mayor on a point of order, or as to the admissibility of a proposed personal explanation, shall be final and not open to discussion.
9. The Mayor shall decide all questions of order or procedure not provided for by these Procedure Rules.

## 9.2 **Mayor's Casting Vote**

If there are equal numbers of votes for and against, the Mayor will have a second or casting vote. There will be no restriction on how the person presiding at the meeting chooses to exercise a casting vote.

## 10. **CIVIC INSIGNIA**

- 10.1 The Rossendale Mayoral Insignia shall comprise of Red Robes, the chain chosen by the Mayor for use throughout that mayoral year and the Rossendale Fob.
- 10.2 The Rossendale Deputy Mayoral Chains comprise the Chain chosen by the Deputy Mayor from the remaining chains available for use throughout that mayoral year and the Deputy Mayor's Fob.
- 10.3 During the term of office of the Mayor the Chains of Office shall be worn when carrying out official duties in the office of Mayor which shall be defined as:
- Chairing meetings of the Council
  - Attendance at Civic events organised by Rossendale Borough Council
  - Attendance at Civic events organised by other local authorities
  - Attendance at events where an official invitation has been issued to the Mayor in advance and the purpose and details of the event have been supplied to the Civic Services Officer
  - Funerals of sitting Councillors or past Mayors or Leaders
  - Attendance at 12 events outside the borough as outlined at section 3.8.
- 10.4 The Mayor will wear only the Chains of Office when attending civic functions. Any requests by the Mayor in office for use of the Chains of Office other than on those occasions as described above will be determined by the Chief Executive in consultation with the Leader of the Council.
- 10.5 There may be exceptional circumstances when it is appropriate for both the Mayor and/or Mayoress and the Deputy Mayor to wear their chains of office at the same event. These exceptions shall apply only in respect of civic events organised by Rossendale Borough Council.
- 10.6 Civic Insignia should only be used within the United Kingdom and when the Mayor is accompanied by an Officer of the Council.

## **11. Use of Civic Car**

11.1 The Mayoral Car shall be used by the Mayor on the following occasions:-

- Chairing meetings of the Council
- Attendance at Civic events organised by Rossendale Borough Council
- Attendance at Civic events organised by other local authorities
- Attendance at events where an official invitation has been issued in advance and the purpose and details of the event have been supplied to the Civic Services Officer/Leader's PA
- Attendance at 12 events outside the borough as outlined at section 3.8.

11.2 The Mayor's car should be used for mayoral purposes only and not for any private use by the Mayor, Deputy Mayor or Civic Attendants.

11.3 It is recognised that there may be occasions when it is necessary to transport persons who are accompanying the Mayor on civic duties. Arrangements for such occasions shall be made with the Civic Services Officer/Leader's PA. up to 4 passengers may be carried on such occasions.

## **12. Use of the Rossendale Coat of Arms**

12.1 Applications for the use of the Coat of Arms and Badge should be made in writing to the Chief Executive indicating the purpose for which it is required and that all applications for use of the Coat of Arms should be dealt with by the Full Council.

12.2 The Coat of Arms will be used solely by the Mayor for the Mayor's correspondence and for use in conjunction with the Order of Proceedings for Civic Events (i.e. Mayor Making, Freedom of the Borough Ceremony, Civic Service).

### **13. Rules of Precedence at Civic Events**

- 13.1 The Mayor takes precedence over all persons in the Borough whether or not he/she is wearing the badge of office. When the Mayor is not occupying the chair at any function he/she should be seated on the immediate right of the Chairman and the Mayoress (or Consort) seated on the left of the Chairman (unless the Lord Lieutenant of the County is present, in which case the Mayor should be seated on the left of the Chairman with the Mayoress (or Consort on his/her immediate left).
- 13.2 At Civic Events organised by Rossendale Borough Council the Order of Precedence will be as follows:-
1. Mayor (and Mayoress/Consort if present)
  2. Chief Executive
  3. Deputy Mayor (and Deputy Mayoress/Deputy Mayor's Consort if present)
  4. Leader of the Council (and Deputy Leader if present)
  5. Leader of the Opposition (and Deputy Leader if present)
  6. Member of Parliament
  7. Mayor's Chaplain (where appropriate)
  8. Members of the Council
  9. Officers of the Council

Note 1: The Mayoress/Consort and Deputy Mayoress/Deputy Mayor's Consort will be recognised as part of the official party in determining any line-up/seating arrangements for civic processions/events.

Note 2: Where the occasion allows for the attendance of spouses/partners/guests, they will be included in the official party and positioned accordingly. In the event of any dispute the order of precedence will be determined by the Chief Executive.

## 14. The Council's Programme of civic events

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

<b>Annual Programme of Civic Events</b>	<b>Usual Time of the Year</b>	<b>Principal Organisation</b>
<b>Annual Council</b> (this includes the ceremonial investiture of the Mayor)	May	Borough Council
<b>Civic Service</b> (a service at a place of worship usually in the Mayor's ward)	May – usually the Sunday following the Annual Council	Borough Council
<b>Remembrance Sunday Service and Parade</b> The Royal British Legion is responsible for the various parades and services to commemorate Remembrance Sunday which are held throughout the Borough. The Remembrance Sunday Parades and Services should be treated as Civic Events, at which civic presence is required. The Mayor and Deputy Mayor will liaise in respect of which parades they will attend.	November	The Royal British Legion
<b>The Mayor's Ball</b> This is an annual event where the primary purpose is to raise funds for the Mayoral Charity. The persons listed in Annex A will be invited to attend the Mayor's Ball at the Council's expense and all other guests will be required to purchase tickets, the proceeds from which will be donated to charity.	March	Borough Council and Mayor's Charity Committee (jointly)

- 14.2 Other civic events may be arranged during the year. 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 the Council's twinned authority, Bocholt), or associated with the opening of a major festival.
- 14.3 A Freedom Parade may be requested by a military organisation which hosts the freedom of the Borough of Rossendale, when it wishes to exercise its right to march through the Borough. Such a parade would be organised by the organisation, but hosted by the Borough council which will join in the planning of the event. If the Borough Council decides to award the freedom of the Borough 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 in conjunction with the recipient of the honour.

## **15. Honorary Freemen of the Borough**

- 15.1 The conferring of the title of Honorary Freeman is the highest honour that a Council of a City or Borough can bestow and, in the view of many, should not be given too often. A resolution made to bestow Honorary Freeman of the Borough onto a citizen should recite the particular grounds upon which the Council have come to their decision, and details of the public services rendered by the recipient should be included.
- 15.2 The freedom resolution is passed at a meeting of the Full Council and the formal presentation takes place at a special ceremony at a later date.
- 15.3 The last Conferment of the Honorary Freedom of the Borough of Rossendale to a citizen took place on 25th April, 1994 to Joseph Connolly (deceased).
- 15.4 Freedom of the Borough was also awarded to the Queen's Lancashire Regiment in June 2004. Previously they had the Freedom of Haslingden but this was extended to the Borough in June 2004.
- 15.5 Honorary Freemen are invited to the following Civic Functions: -
- Annual Council
  - Civic Sunday
  - Honorary Freedom of the Borough Ceremonies
  - Various "one-off" events e.g. Jubilee celebrations
- 15.6 Honorary Freemen have no legal, social, or royal precedence.

## **16. Honorary Aldermen**

- 16.1 The criteria for selection shall be:
- A former Councillor with not less than 12 years' service;
  - A person that has, in the opinion of the Council rendered eminent services to the Council over and above a Councillor's normal duties.
- 16.2 Re-appointment to the Council effectively places the aldermanic office in abeyance for the duration of the term of office
- 16.3 The presentation of gifts shall be extended to include the presentation of a commemorative badge
- 16.4 Honorary Aldermen will be supplied with copies of the Agenda and Minutes for meetings of the Council upon request
- 16.5 Honorary Aldermen will be invited to attend the following ceremonies:-
- Annual Mayor Making Ceremony
  - Freedom of the Borough Ceremony
  - Civic processions
  - Special Memorial services
- 16.6 The conferment of the title of Honorary Alderman will be carried out by the Mayor at the Annual Meeting of the Council

## **17. Overseas Links**

- 17.1 Haslingden twinned with Bocholt in 1952, followed by Rawtenstall and Bacup. The Borough of Rossendale took on the role in 1974. The first exchange visits by Mayors and officials of the Valley towns and Bocholt were in 1958.
- 17.2 On alternate years the Council extends an invitation for delegates from Bocholt to visit Rossendale and a programme of such events is drawn up by a Working Group convened for this purpose.

## **18. The Mayor's charities and Charity Committee**

- 18.1 The Mayor shall invite individuals to serve on his/her charity fund raising committee for their mayoral year.
- 18.2 The aim of the Charity Committee is to organise events to raise money for the Mayor's Charity Fund.
- 18.3 The Mayor shall choose the beneficiary or beneficiaries of the Mayor's Charity Fund, these should be causes which will benefit the people of Rossendale. Donations are made at the end of the mayoral year.
- 18.4 The Civic Services Officer shall attend meetings of the Charity Committee to take minutes of the proceedings and give advice where necessary. All other arrangements for fund raising events shall be carried out by members of the Committee.
- 18.5 The Civic Services Officer shall bank all charity monies and keep accurate records of Income and Expenditure.
- 18.6 The Civic Services Officer shall oversee all dealings regarding the Mayor's Charity bank account. Signatories on the account shall be:
  1. The Chairman of the Charity Committee (this should be the Mayor or the Mayoress/Consort).
  2. The Civic Services Officer.
  3. One other member of the Charity Committee (to be chosen at the first Committee meeting).
- 18.7 Invitations sent to other Civic dignitaries should be sent on a personal basis from the Mayor and not as a Civic invitation (the exception to this will be the Mayor's Ball and one other charity event to be chosen at the Mayor's discretion).
- 18.8 Consideration should be given in the future to applying for registered status for the Mayor's Charity Fund.

Appendix A

**The Mayor's Charity Ball**

VIP Guest List

The Mayor & Mayoress/Consort invite the following to attend the above event as their guests:

The Deputy Mayor & Deputy Mayoress/Consort

The Leader of the Council & Guest

The Chief Executive & Guest

The Mayor's Chaplain & Guest

The Chairman & Lady/Consort of Lancashire County Council

The Mayor & Mayoress/Consort of Blackburn with Darwen

The Mayor & Mayoress /Consort of Burnley

The Mayor & Mayoress /Consort of Blackpool

The Mayor & Mayoress/Consort of Chorley

The Mayor & Mayoress /Consort of Fylde

The Mayor & Mayoress/Consort of Hyndburn

The Mayor & Mayoress/Consort of Lancaster

The Mayor & Mayoress/Consort of Pendle

The Mayor & Mayoress/Consort of Preston

The Mayor & Mayoress/Consort of Ribble Valley

The Mayor & Mayoress/Consort of South Ribble

The Chairman & Lady/Consort of West Lancashire

The Mayor & Mayoress/Consort of Wyre

The Town Mayor & Mayoress/Consort of Whitworth

The Mayor & Mayoress of Bury