



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, 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 Democratic 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.

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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 His/ 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.

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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 Democratic Services 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 honored. 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 Democratic 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 organised by other Civic Offices shall be limited to 15 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 any 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.

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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 suitability to the role, and not political affiliation.
- 6.2 Any members who wish to make a nomination for Deputy Mayor should submit this in writing to the Civic Services Officer and Leader by January each year.
- 6.3 Nominations will be considered by the Leader of the Council in consultation with the other Group Leaders, based on eligibility.
- 6.4 That members who have previously held the position of Mayor be excluded.
- 6.5 Political Leadership should discount individuals from consideration.
- 6.6 That the Deputy Mayor will automatically be voted Mayor in the following year.

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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 Deputy 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.

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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/her seat and address himself/herself 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/she 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/her 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/her seat, and the Member so rising shall resume his/her seat immediately on the Mayor or Chairman rising to give his/her 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.

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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.

9.3 The Role of the Mayor's Chaplain

- The Mayor is invited (but not required) to choose a Chaplain to provide spiritual guidance during their term of office.

The inclusion of all individuals and the equality of opportunity are key objectives of the Council and in recognition of the diversity of Rossendale, the Council is committed to ensuring all people that attend civic meetings feel valued and respected.

If a Chaplain is required the Mayor should note, and ensure that his/her chosen Chaplain is fully aware, that the Council is committed to the values of equality and diversity for all, and any participation of the Chaplain must be inclusive of those from all faiths/beliefs as well as those who choose none, in delivery of their prayers.

- It is an honorary title and the Chaplain is invited to attend and take part in various civic events for example: Annual Council, Civic Sunday, Armed Forces Day, and the Mayor's Ball.
- If the Mayor wishes he/she may ask their Mayor's Chaplain to say a short inclusive prayer (no more than 2 minutes) before meetings of Full Council. The Mayor must notify the Democratic Services Manager 10 days prior to the meeting, so that prayers may be clearly included on the meeting agenda. Councillor presence for prayers shall be at the individual's discretion.

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

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- Attendance at Civic events organised by Rossendale Borough Council
 - 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 15 Civic events organised by other local authorities as outlined at section 3.8
- 10.4 The Mayor will only wear 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. However, the Rossendale Fob suspended from a ribbon may be worn by the Mayor on visits outside the United Kingdom, provided that the necessary insurance cover and security arrangements are in place.

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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 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 15 Civic events organised by other local authorities 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.

11.4 The Mayoral Car may also be used by officers employed by Rossendale Borough Council to facilitate work on behalf of the Council, however, the following conditions must be met:

- The Mayoral Car must be booked in advance for use by RBC officers- this can be done by contacting the Civic Services Officer/Leader's PA.
- Any bookings made by officers will be subject to change if the car is required for a Mayoral Engagement. (Mayoral Engagements will take precedent over any officer bookings)
- The Mayoral Car should be maintained and kept to a high standard of cleanliness at all times. Officers should ensure the car is clean (both inside and out), and fuelled to a sufficient level before returning to Futures Park.
- Officers must not use the Mayoral Car to conduct site visits or attend meetings etc. in locations where the car could be damaged, e.g. attending a building site or locations with inadequate access or unsuitable roads. If unsure, officers should seek further guidance from the Civic Services Officer/ Leader's PA.

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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.

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14. Civic Events

14.1 The Council's Programme of civic events

The Council organises or participates in a series of major civic events which occur each municipal year. Civic events organised by the Council are indicated below:

Annual Programme of Civic Events	Usual Time of the Year	Principal Organisation
<p>Annual Council (this includes the ceremonial investiture of the Mayor)</p> <p>Annual Council will normally be held in the Council Chamber.</p>	To be held on a Friday following the elections and in accordance with the Local Government Act and Council Constitution	Borough Council
<p>Civic Sunday Service A Civic Sunday Service to be organised within the budget available.</p>	May – usually the Sunday following the Annual Council	Borough Council
<p>Armed Forces Flag Raising Ceremony Armed Forces Day takes place annually on the last Saturday of June. The Council will hold an Armed Forces Flag Raising Ceremony, each year, on the Monday before Armed Forces Day. The Mayor of Rossendale will attend this event.</p>	June	Borough Council
<p>The Mayor's Ball This is an annual event where the primary purpose is to raise funds for the Mayor's Charity Fund.. All guests will be required to purchase tickets with the exception of the Deputy Mayor and a guest, and the Mayor's Chaplain and a guest.</p>	March	Borough Council and Mayor's Charity Committee (jointly)

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14.2 Other Civic Events

The Council will also provide civic representation to civic events organised by other groups.

	Usual Time of the Year	Principal Organisation
<p>Remembrance Sunday Service and Parade</p> <p>Local community groups are 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 Civic Services Officer will liaise with the Leader, the Mayor and Deputy Mayor in respect of which parades they will attend and will notify the organisers of each event.</p> <p>To support these events the Council will fund the joint traffic management costs, for the established parades*.</p> <p>Organisations can also apply for assistance with public liability insurance costs for the parade events (accompanied by invoice), but the Council will not fund any additional optional costs incurred by community groups (such as refreshments, venue hire, band fees etc). Organisations will be required to raise any additional funds where optional costs are to be incurred.</p> <p>Applications for support with insurance costs should be directed to the Civic Services Officer by emailing democracy@rossendalebc.gov.uk or on 01706 252426.</p> <p>*Established parades take place in the following locations:</p> <ul style="list-style-type: none"> • Bacup • Haslingden 	November	Community Organisations

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<ul style="list-style-type: none"> • Helmshore • Rawtenstall • Whitworth <p>If a group ceases parade organisation, existing attendees will be directed to an alternative event location (unless another group takes on the organisation of the parade).</p>		
<p>Freedom Parades</p> <p>A Freedom Parade may be requested by a military organisation which has 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.</p>	N/A	Borough Council/ Relevant Military Organisation
<p>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.</p>	N/A	Various

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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.

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16. Honorary Aldermen/Alderwomen

16.1 The criteria for selection shall be:

- A former Councillor that has, in the opinion of the Council rendered eminent services to the Council and in particular, public service, over and above a Councillor's normal duties.
- Any person nominated must meet the following criteria:
- Has made a significant contribution to public life
- Has given notable service on behalf of the Council, which has enhanced the reputation of Councillors and the Council itself;
- Has served the Borough for 8 years/two terms or more as a Rossendale Borough Councillor unless exceptional circumstances apply.
- Is no longer seeking election to Rossendale Borough Council

16.2 Nominations for Honorary Alderman/Honorary Alderwoman should be submitted, in writing, to the Civic Services Officer and Leader by January each year. Nominations will be considered by the Leader of the Council in consultation with the other Group Leaders.

16.3 Re-election to the Council effectively places the aldermanic office in abeyance for the duration of the term of office

16.4 The presentation of gifts shall be extended to include the presentation of a commemorative badge

16.5 Honorary Aldermen/Honorary Alderwomen will be supplied with copies of the Agenda and Minutes for meetings of the Council upon request

16.6 Honorary Aldermen/Honorary Alderwomen will be invited to attend the following ceremonies:-

- Annual Mayor Making Ceremony
- Freedom of the Borough Ceremony
- Civic processions
- Special Memorial services

16.7 The conferment of the title of Honorary Alderman/Honorary Alderwoman will be carried out by the Mayor at the Annual Meeting of the Council

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17. Town Twinning

- 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 Town Twinning visits between Rossendale and Bocholt to be scheduled to take place every 2 years i.e. in a 4 year period there will be 1 visit to Rossendale and 1 visit to Bocholt – commencing in 2014/15 with an invitation to be extended to Bocholt for a delegation to visit Rossendale.
- 17.3 In years when Bocholt are invited to visit Rossendale, a draft programme for the visit to be compiled by the Civic Services Officer and agreed by the Leader of the Council.
- 17.4 The number of funded delegates per visit to be set at 4 persons.
- 17.5 In years when Rossendale are invited to visit Bocholt, the delegation make up will be agreed by the Leader of the Council.
- 17.6 Grants to be awarded to organisations within Rossendale for Town twinning activities – requests for funding to be submitted in writing to the Civic Services Officer and considered by the Leader of the Council.
- 17.7 Town Twinning Grants will be capped at £1000 in total, per financial year. A Town Twinning Grants can be applied for up to a maximum limit of £500, per application.

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18. The Mayor's Charity 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 Civic Services Officer
 2. The Monitoring Officer
 3. The Section 151 Officer
- 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).

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19. Flag Flying Protocol

- 19.1 This protocol is set out to give clarity over the occasions on which the Union Flag is flown on the Council's flagpole in Rawtenstall.
- 19.2 The protocol is that the Union Flag will be flown continuously from the flagpoles sited in the Memorial Gardens, Rawtenstall. The condition of the flag will be monitored to ensure that if it is subject to wind-damage it is replaced. Once a year, prior to Remembrance Day, the flag will be replaced.

*Exceptions to this are:

- St. George's Day, 23rd April, each year, the St. George's Flag will be flown in place of the Union Flag.
- For the week prior to Armed Forces Day, each year, the Armed Forces Day Flag will be flown in place of the Union Flag.
- A Commonwealth Flag will be flown in place of the Union Flag on 10th March, 2014.
- A Red Ensign Flag will be flown in place of the Union Flag on 3rd September annually to mark Merchant Navy Day.

Can other flags be flown?

- 19.3 There may be occasions when requests are received for other flags to be flown, for special events or festivals. Such requests will be considered by the Chief Executive in consultation with the Leader of the Council, and a decision issued.
- 19.4 Should an event requiring the flying of the Union Flag occur during the same period, that event shall take precedence.

When should the flag be at half-mast?

(Half-mast means the flag is flown two thirds of the way up the flagpole, with at least the height of the flag between the top of the flag and the top of the flagpole, allowing space for the traditionally invisible flag of death.)

- 19.5 The Union Flag should be flown at half mast on the following occasions, in consultation with the Council's "Death of a Senior National Figure" Policy:
- From the announcement of the death until after the funeral of the Sovereign, except on Proclamation Day when they are hoisted right up.
 - The funerals of members of the Royal Family, subject to special commands from His/Her Majesty in each case.
 - The funerals of Prime Ministers and Ex-Prime Ministers of Great Britain.
 - Other occasions by special command of His/Her Majesty.
 - On the death of the Mayor from the announcement of the death until after the funeral.

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- From the announcement of the death until after the funeral of:-
 - An Honorary Freeman of the Borough
 - An Honorary Alderman/ Honorary Alderwoman of the Borough
 - A Serving Councillor
 - An Ex-Mayor
 - A Chief Official

If a Flag Day occurs on a day when flags are flying at half mast the flag should still be flown at half

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20. Working partnership with Whitworth Town Council

Historical background

19.1 The Local Government Act gave Parish and Community Councils the power by resolution to give themselves the title of Town Council and the Chairman of a Town Council and the Chairman of Charter Trustees are entitled to the style of “Town Mayor”. A clear distinction should be made between a “Mayor” (be it a Mayor or Chairman of a District) and a Town Mayor – the former enjoying precedence over the latter throughout the whole District.

19.2 Shaws Civic Ceremonial pointed out:

The similarity of title between “Mayor” and “Town Mayor” has already caused misunderstanding and difficulty in some Districts, and it is a great pity that those responsible for the drafting of this part of the Act were not a little more imaginative and used one of the historic titles for the head of a Town Council or Charter Trustees such as “Reeve” or “High Bailiff” and thus helped to avoid these misunderstandings. Nevertheless it cannot be emphasised too strongly that the Chairman of a District Council, be he a Mayor or a Chairman, takes precedence within his District over everyone, including Town Mayors, with the exception of His/Her Majesty or her representative the Lord Lieutenant of the County.

19.3 Protocol

- where Rossendale Borough Council is organising a Civic event the Town Mayor will be invited as a matter of courtesy. However, prior to the event the Whitworth Town Clerks office should contact the RBC Civic Office to establish the Civic significance of the event and establish if chains of office are appropriate and if formal seating arrangements will be in place.
- in return, the Borough Mayor should be invited as a matter of courtesy, to attend any events, of Civic significance, organised by the Town Council in Whitworth. The Borough Mayor will always wear chains of office and appropriate arrangements for receiving, seating and role should be made and full details sent to the RBC Civic Office at least 2 weeks in advance of the event.
- where an invitation is received by the Town Mayor for his/her attendance at an event taking place in the borough, outside of Whitworth, permission should be sought from the RBC Civic Office for the wearing of chains of office.

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21. Royal Garden Party

21.1 The authority are allocated a number of places each year for persons to attend one of His/Her Majesty's Garden Parties. The criteria for selecting those who will attend to represent the borough is as follows:

- 2 places shall be offered to the incoming Mayor and a guest, provided that they have not previously attended a Royal Garden Party, as a representative of Rossendale Borough Council or any other organisation.

21.2 In the event of the incoming Mayor having previously attended a Royal Garden Party, the 2 places will be offered to the next longest serving councillor and a guest, who have not previously attended a Royal Garden Party, as a representative of Rossendale Borough Council or any other organisation. Eligible members will be considered by the Leader of the Council.

21.3 If there are no suitable councillors available to attend the Royal Garden Party, the 2 places will be offered to an officer employed by Rossendale Borough Council and a guest, who have not previously attended a Royal Garden Party, as a representative of Rossendale Borough Council or any other organisation. Nominations will be considered by Corporate Management Team and agreed by the Leader of the Council

22. Official Letters of Condolence

- Any letters of condolence shall be sent on behalf of the Council by the Mayor, in consultation with the Chief Executive.

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