

# Hyndburn Borough Council



## Civic Handbook

A Guide for Incoming Mayors

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## INTRODUCTION

This handbook has been produced for background information, to assist incoming Mayors and Deputy Mayors to prepare for their year in office and to provide support throughout their Mayoral year.

Each Mayoral year is different so we cannot possibly cover everything that may occur within this limited space but hopefully this guidance will give you a good idea what your role will encompass and the support you will receive.

## Chapter One: A Brief History

### A BRIEF HISTORY OF THE MAYORALTY

The role of a Mayor is a very unique one. Recognised in many countries across the world and yet often very different. The role of a Mayor has changed dramatically over the centuries. It was the Normans who introduced the role of



Mayor to Britain, along with the feudal system and the idea of a doomsday book. The City of London Mayoralty dates back to 1192.

Like today, the Mayor was regarded as the first citizen of town. Their powers however were much greater. They could also be custodians of the peace and preside over the criminal and civil courts. By the time of the Tudors, their powers had increased further. They were given powers to arrest people for crimes such as public disorder or illegal gambling.

By the 17<sup>th</sup> Century, the Mayor was often the Chief Magistrate, keeper of the local “gaol” (jail) and responsible for the appointment of officers of the borough.

During the Victorian period, the Mayor would be the centre of all political activity in their area. They often held office for up to four years meaning their influence could be very great. Surprisingly at this time they did not need to be a member of the council to be appointed Mayor. Unsurprisingly the role was always given to local wealthy men such as cotton manufacturers or bankers. It was during this time that the role of Mayoress became increasingly important.

The Mayor was seen as too busy to be involved in the social elements of the role and these were often overseen by his Mayoress.

As we entered the 20<sup>th</sup> Century, the political role of the Mayor gradually began to decrease as the social and ceremonial aspects of the role became more prominent. However it was not until the 1974 Local Government Act that the role of Mayor was finally redefined and for the first time it became compulsory for the Mayor to be elected from the serving members of the Council and for the Mayor to preside at Council meetings.

In recent years, we have seen the introduction of elected mayors, particularly in cities across the UK (Liverpool, Bristol, Leicester, for example). These are directly elected by residents and have considerable political power regarding the running of their cities.

## **THE HYNDBURN MAYORALTY**

Accrington became an incorporated borough following the granting of a municipal charter in 1878. The old townships of New and Old Accrington and most of Baxenden came under the new borough of Accrington. Elections were held and the first Mayor, John Emmanuel Lightfoot was appointed in May. He served until 1880 and then again in 1882.

He was followed in office by other notable local figures. Captain John Harwood served as Mayor from 1912 until 1915 and was responsible for the recruitment of a battalion of men from Accrington and the surrounding area to fight in the First World War. This battalion became known as the Accrington Pals who suffered such heavy losses at the Battle of the Somme on 1<sup>st</sup> July 1916.

We elected our first woman Mayor, Mrs Grace Rothwell in 1953. We celebrated by having new scarlet robes made.

Reorganisation under the 1974 Local Government Act created the Borough of Hyndburn and with it the position of the Mayor of Hyndburn. The townships of Accrington, Church, Clayton le Moors, Rishton, Oswaldtwistle and Great

Harwood were amalgamated into the Borough. Each lost their individual Chairman. The old Chairmen's chains from these townships are now on display in the Council Chamber at Accrington Town Hall with the exception of the Accrington chain which is still used.

## THE CIVIC INSIGNIA

Hyndburn's Civic Insignia of Hyndburn includes the Mayoral chains, the Civic Robes, the Mace and the Halberds.

### *The Mayor's Chains*



The Mayor's chain is made of 18ct gold and weighs 663.5g. It was made for the first Mayor of Accrington, John Emmanuel Lightfoot in 1878. At the end of his term he donated the chain to the people of Accrington to be used by all future Mayors. In 1974, following the Local Government Act and the creation of the Borough of Hyndburn, a new chain was made. Unfortunately the quality could not compare with its predecessor and after several repairs it was decided to begin using the old Accrington chain with the new Hyndburn fob.

### *The Mayoress' Chain*

This beautiful, delicate chain was made in 1899 to celebrate 21 years of incorporation. It was paid for by a public subscription and was first worn by Agnes Higham, when her brother John was the Mayor. This is now worn with a Hyndburn fob.



## ***The Mace***

Hyndburn's silver mace weighs over 3lb and was presented to the borough in 1878 by the first Mayoress, Mrs Emma Grace Bunting, the Mayor's daughter. The mace design incorporates an orb and crown at the top to represent the



sovereign and the shield from Hyndburn's coat of arms depicting the river and the deer.

The mace is carried on the right shoulder of the Mayor's Attendant at civic events. It is a symbol of the authority of the Mayor and the authority of the sovereign. It is also placed in front of the Mayor at council meetings. If the sovereign was present the mace would be carried in reverse.

Hyndburn also has a pair of decorative "halberds", a combination of a spear and battleaxe, which are used solely for ceremonial purposes. They are on display in the council chamber when not in use and are crafted from solid silver in 1878 to mark Accrington's incorporation. Today they are usually carried by police officers during civic parades.

## **The Mayoral Robes**

The robes are worn on only a few special occasions throughout the year. The



first Mayor of Accrington wore blue robes with an ermine fur trim. These were used up until 1953 when it was decided that they were beyond repair. A new set of scarlet robes was commissioned but the ermine fur trim from the original set was reused. In 2014, the robes were refurbished, with new lining and faux fur, as the original ermine had perished. The lace worn around the collar is known as a 'stock' or 'jabot.'

The Mayor may also wear or carry a hat. There is a different hat for gentlemen and lady Mayors.

## THE COAT OF ARMS

The Hyndburn Coat of Arms was designed following our creation in 1974.

### The Shield

The waves of a river and a hind deer demonstrate the origins of the name Hyndburn, the river after which the borough is named.



### The Crest

This represents local industries which have been so influential on the development of the area. The crown is made from bricks to represent the famous Nori brick. The stag is taken from the coat of arms of the Hargreaves family of Broad Oak who were influential industrialists. The cotton industry is represented by the spinning wheel in reference to the invention of the Spinning Jenny by James Hargreaves of Oswaldtwistle which revolutionised the cotton industry.

### The Supporters

The lions one each side of the crest represent two influential local families. The purple lion represents the de Lacy family of Blackburnshire (Accrington, Oswaldtwistle, Clayton le Moors, Great Harwood and Altham) who were great landowners of the area. The white lion represents the Peel family of Oswaldtwistle. The Peels were a family of local industrialists. Robert Peel was Prime Minister during the nineteenth century and is famous for introducing the Police Service.

### The Motto

‘By Industry and Prudence’ is a variation of the motto of the former Accrington coat of arms.

## Chapter Two - Becoming the Mayor

During your year as Mayor, your role within the community and the council will completely change. You will meet many more people than you would normally. For most people, the year is satisfying and fulfilling but you may on occasion feel frustrated and limited in what you are and are not able to do within the role.

The year will be busy and demanding with a great deal of your spare time taken up attending functions and fundraising. This may mean you cannot dedicate as much time to other aspects of your life - family, friends, voluntary activities and work. Don't despair – it is only for one year and people will understand. It is most important to remember that the Mayor must always be unbiased and non-political. This applies to dealings with both the council and the public.

There is no set 'model' for a Mayor. Each new Mayor brings with them their own personalities and skills and also importantly a different vision for their mayoral year. The Mayor's Office at Hyndburn welcomes each new Mayor and their ideas. We like the variety and the new ideas that this brings to each and every year. We will assist you throughout your year to achieve your goals.

### **THE ROLE OF A MODERN MAYOR**

Today's Civic Mayor no longer has the political influence or power of his or her 19<sup>th</sup> Century predecessors. Today the Mayor is expected to devote the vast majority of their time in office to ceremonial, public and representational duties. However, the public nature of the role often affords little room for error and while the power of the Mayor has declined, the role still retains an important position within the history and traditions of our country.

Today's Mayor acts as a symbol of inclusiveness and the more open and tolerant society we now live in. Whereas in the past the Mayoralty was the domain of wealthy, middle class, white males, today we have Mayors of all

racers, genders and ages from a variety of socio-economic backgrounds. Today's Mayors are elected on the basis of their service to the local council and not on the grounds of wealth, influence and political allegiance.

The modern Mayor is a very important link between the council and the local community. The Mayor's office at Hyndburn has well established links to many local community groups and voluntary organisations, but we are also continually working to develop new relationships and this is reflected in the increasingly diverse nature of the invitations we now receive in the office throughout the year.

Whilst we strive to keep the role of the Mayor modern and relevant to today's society, we also aim to maintain links to our traditions and history. At various events during the year the Mayor will undertake duties which have links back through our history and which have been performed hundreds of times by their predecessors.

Finally the Mayor's role in fundraising for local charities is also a well - established and very important aspect of the position. Our Mayoralty has a registered charity for which the Mayor fundraises throughout their year in office. They also work with and visit other local charities and participate in their fundraising work.

## **Your key roles:**

**Representing the council and the Borough at various events locally and further afield.**

**Promoting the civic role through public ceremonies and functions within the community.**

**Chairing council meetings and/or charity committee meetings.**

**Organising your diary with the help of the Civic Services staff.**

**Building strong working relationships with the Civic Services staff, other council workers, councillors, outside organisations and members of the public.**

**Communicating with the public and the press at events.**

**Building a knowledge of our history and traditions and your responsibilities.**

**Above all, acting with dignity and tact in all situations. Remember that when you are wearing the chains you are the Mayor and however you behave reflects positively or negatively upon the Mayoralty as a whole.**

The policy at Hyndburn is to appoint the Deputy Mayor who will then become the Mayor in the next year. This allows the Deputy to get a taster of what to expect in their own Mayoral year. It also helps the office staff to begin to build a working relationship with that person before their own mayoral year. Most new Mayors do not undergo any formal training for the role. Speaking to past Mayors, deputising for the serving Mayor as well as this guide, will help you prepare for your own year. Additionally, during your year as Deputy and your Mayoral year, the office staff will always be willing to offer advice and assistance.

*Hints and Tips for preparing for your role*

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| Be Committed                                 | Be aware of the demands on your time associated with the role and the impact this will have on your friends and family. Remember this is a once in a lifetime opportunity and only lasts a year – make the most of it.  |
| ASK!   | Speak to past Mayors within the council, they will share their experience with you and will have some good tips. Make use of the experience within the office and ask if there is anything you are unsure of.   |
| Check your wardrobe                          | You will be required to attend a wide range of events from black tie dinners to agricultural shows. Make sure you have suitable clothing for all occasions.   |
| Stay Healthy                                 | At certain times during the year your diary will get very full. There will be lots of late nights and long days. Please be aware of the impact this could have on your health. If it is getting too much – have a break!  |
| Distance yourself from controversial matters | Always be aware of your status when you are wearing you chains. You need to remain completely biased and non-political at all times during your year. It can be very challenging for some people to do this but it is a necessary part of the role. Be wary of being drawn into political or controversial conversations when you are attending events. Be polite but remove yourself from the conversation as soon as you can. |

## Chapter Three: The Mayor's Office – Staff and Roles

The staff in the office are here to assist you throughout your mayoral year with advice and administrative support.

### CIVIC SERVICES OFFICE

The role of the civic services office includes -

- Managing the Mayor's diary – respond to all incoming invitations and ensure that the correct paperwork is received for each.
- Organising a variety of civic events including the Mayor Making ceremony, Remembrance Sunday and The Mayor's Ball.
- Maintaining the Mayoral pages on the Council's website.
- Liaising with the Mayor and press officer, Cathy Kierans regarding the monthly columns in The Accrington Observer, Acorn Community News and the Local Herald.
- Acting as Trustee for The Hyndburn Mayoral Charity Fund.
- Banking all monies raised for the charity, keeping accurate financial records and completing the annual return to the Charity Commission.
- Arranging payments for goods, services and donations from The Hyndburn Mayoral Charity Fund.
- Distributing minutes to members of the charity committee.
- Assist where possible with the work of the charity committee. (Please see the section on the charity for more information.)

### CIVIC ATTENDANT

- The main role of the Civic Attendant is to escort the Mayor to official engagements and to ensure the safe use of the Mayoral chains and other regalia where appropriate.
- The Civic Attendant will offer advice on the protocols surrounding the mayoralty to both the Mayor and the organisers of events.
- The Civic Attendant is responsible for the maintenance of the Mayoral car, regalia and parlour and assisting in the arrangement of repairs when necessary.
- The Civic Attendant will also be involved in the planning of all civic events such as Mayor Making and the Remembrance Service, particularly in relation to parades.

We have two relief civic attendants – Terry Hosty and Michael Cunliffe who offer support during periods of leave and at busy civic events.

## Chapter Four: Other important information

### OFFICIAL PHOTOGRAPH

As soon as possible after coming into office an official photograph will be taken in the Town Hall to be displayed in the Mayor's Parlour. The Mayor will be wearing the ceremonial robes of office, the Mayoress or Consort may wear a smart outfit of their choosing.

### THE MAYOR'S PARLOUR

Hospitality in the Mayor's Parlour is at the Mayor's discretion, including drinks following a council meeting. The cost of hospitality is borne by the Mayoral budget and will be overseen by the Civic Services Officer.

The parlour can also be used to host other visitors such as school groups, overseas students and visiting dignitaries.

The Mayor can use the parlour to meet with individuals or organisations related to their Mayoral year. This must be arranged with the Civic Services Officer to ensure that the room can be accessed at the desired time.

### THE CIVIC CAR

The Civic car is to be used to transport the Mayor and Mayoress or Consort to civic engagements, Council meetings and civic events. For example, 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 support staff

The Civic Protocol (in the appendix to this guide) sets out circumstances for the appropriate use of the car in more detail - paragraph 7.

## **THE MAYORAL ALLOWANCE**

The Mayor is paid an allowance for their year in office. The allowance is paid through the payroll system and is subject to tax. The allowance is generally paid in two instalments - at the start of the Mayoral year and in December. Alternatively you can choose to be paid in monthly instalments. Two thirds is paid following inauguration and the final third is paid in December.

The allowance is designed to allow the Mayor to purchase the necessary clothing for the year. This will include formal attire, suitable footwear and a smart, warm coat for outdoor winter functions. It is also to cover the purchase of raffle tickets, donations to charity or tickets for events which may occur during the year.

The Mayoress or Consort will not receive an allowance as their position is honorary only. If you have chosen a Mayoress or Consort who is not your spouse or partner it is advisable to have discussions with them before your year begins about the allowance. You may choose to give them a proportion of the money to cover their costs or you may perhaps choose to cover the costs at events. It is entirely your decision how you arrange this but it is advisable to decide on this before the start of your year so that there are no misunderstandings.

## Chapter Five: Engagements

### INVITATIONS

The majority of your duties during the Mayoral year will be attending engagements at the invitation of the organisers. All invitations to events must come through the office. You will often find that when you are at an engagement, other people will invite you to their events. Please try to be as non-committal as possible and direct them to the office. This ensures that no diary clashes will occur and that adequate cover is always available.

The Mayor should never solicit an invitation to an event. This can be embarrassing and is deemed not befitting to the office of Mayor.

Each invitation received is evaluated by the office. It is not the case that every engagement received will be attended by the Mayor. This may be because there is a previous commitment in the diary, or that we deem the event to be in some way inappropriate for the Mayor to attend, for example if it has a political nature or is in some way controversial. We will never discriminate on the grounds of sexual orientation, age, ethnicity, disability or religion.

In the current financial climate we also have to consider the cost implications of each invitation. Our resources are limited and we have a duty to the taxpayers of Hyndburn to ensure that they are being used in the most efficient way. The office staff will almost always advise you that a local event should take precedence over an event outside the borough. We may also advise you that it is not always appropriate to travel long distances to an event outside the borough at which the Mayor will have no specific role.

All invitations to the Mayor's Office will in the first instance be offered to the Mayor. If the Mayor is unable to attend a particular event because they have a personal commitment it may be deemed appropriate to send the Deputy Mayor. However this is not automatic and we do look at each invitation on merit and decide if it justifies the resources.

The Deputy Mayor will not be sent on an engagement if the Mayor is already at a function. We do not have the budget or resources to facilitate this. In this instance an apology is sent to the organisers with an explanation.

## **PAPERWORK**

A full list of your engagements will be sent to you on a weekly basis. This will be done one or two weeks in advance depending on your preference. The paperwork you receive should include all the information you require for each event including timings, dress code and the duties you are expected to perform. The Civic Attendant will contact you separately to arrange the times you will be collected. Any tickets for events you are attending will be sent to the Civic Attendant.

## **CANCELLATIONS**

Any engagements which the Mayor has formally accepted must not be subsequently cancelled or passed to the Deputy Mayor unless the situation is unavoidable i.e. sickness or a family emergency. It is certainly not acceptable to cancel an engagement because another, more appealing invitation has arrived for the same day.

It must be remembered that each individual event is probably the most important function of the year for that particular organisation and cancelling the attendance of the Mayor can cause a great deal of disappointment and inconvenience for the organisers and reflect badly on the Mayor's Office.

Where a genuine reason arises for a cancellation such as a sudden illness, every effort will be made to ensure that the Deputy Mayor can attend.

## **SPEECHES**

Every effort is made by the office to ensure that the Mayor is aware when it is expected of them to make a speech. When an organiser indicates that the Mayor is required to make a speech, the Civic Services Officer will collect as much background information as possible and if requested will assist in writing the Mayor's speech.

Occasionally however, organisers will ask the Mayor to say a few impromptu words. It is therefore important that you read any background information provided to you before events. If you feel that you would like more information on an event or organisation you are visiting the office will assist you as much as possible.

## Chapter Six – The charity and your role in it

### **THE HYNDBURN MAYORAL CHARITY FUND**

The Hyndburn Mayoral Charity Fund was formally established and registered in August 1996. Previous to this the fundraising was done by the Mayor and the charity committee on a more informal footing.

The aim of the charity is to raise money for the benefit of local voluntary organisations, groups and charities. These groups need not be based in Hyndburn but they must serve and benefit the residents of Hyndburn in some way.

Throughout each Mayoral year, the Mayor, normally with the assistance of a charity committee will raise money for the fund. This can be through collecting donations or organising events.

The Trustees of the Charity Committee are:-

Deputy Chief Executive

Executive Director (Legal and Democratic Services)

Senior Personal Assistant

Personal Assistant

The trustees are responsible for the general control and management of the administration of the charity. The trustees must take ultimate responsibility for ensuring that the charity is well run, solvent and delivering the outcomes for which it was established.

To this end, the Civic Services Officer will be responsible for banking all monies, maintaining accurate financial records and submitting the annual return to the Charities Commission.

## CHARITY COMMITTEE

Although it is not compulsory to establish a charity committee you are strongly advised to do so. Most Mayors find that fundraising is one of the most rewarding, although time consuming aspects of their role. Spreading the workload will help enormously in making the charity a success and raising the most amount of money possible.

The potential members of your committee should be under no illusions about how much time and hard work is often involved in organising events. Often a small but committed team will work just as effectively as a large team.

Regular charity committee meetings should be held. It is important as Mayor that you try to attend all the meetings. It will help provide leadership and motivation to your committee members. If you are enthusiastic and involved, you will inspire others to be the same. You cannot expect your committee members to donate their time willingly and work hard to organise events if you are not seen to be doing the same.

At the first meeting of the committee a secretary should be appointed to take minutes and a contact list should be created of all the members. Following the meeting, this contact list should be given to the civic services Office. The minutes of each meeting should be sent via post or email to the office who will then distribute them to all the members of the committee.

It is not the role of the Mayor's Office to organise charity events on behalf of the committee and the majority of the work involved must be done by the Mayor and the committee members. However, workload permitting, the office will offer support when they are able to do so. This will be discussed on an event by event basis but may include producing tickets and posters, providing contacts and ordering goods and services, and sending out letters.

## DONATIONS

The Mayor normally decides at the beginning of their year who their main beneficiaries will be. Throughout the year, requests for donations may also be received from local organisations. These will be placed on file until the end of the Mayoral year when all the monies raised will be donated. The Mayor, possibly with the assistance of the charity committee will decide on the amounts donated to each charity and how these will be presented.

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We hope this guide is helpful to you.

Included as an appendix is the **Civic Protocol**. This is a formal policy document, agreed by Council, and which sets out rules and guidance in relation to the roles of Mayor, Leader of the Council and Chief Executive and other civic matters.



**CIVIC PROTOCOL  
FOR THE ROLES OF  
THE MAYOR,  
LEADER OF THE COUNCIL  
AND  
CHIEF EXECUTIVE**

**Updated May 2016**

# **CIVIC PROTOCOL FOR THE ROLES OF THE MAYOR, CHIEF EXECUTIVE AND LEADER OF THE COUNCIL**

## **1. THE ROLE OF MAYOR**

1.1 The role of the Mayor is strictly a non-political one. The Mayor represents every section of the Hyndburn community and he or she should aim to promote a positive image of the Borough. The Mayor's role is civic and ceremonial, and the Mayor does not have any executive role in the running of the Borough.

In summary, the function of the Mayor (or the Deputy Mayor in the Mayor's absence) is:

- ◆ To uphold and promote the purposes of the Constitution, and to interpret the Constitution when necessary
- ◆ To preside over meetings of the Council so that its business can be carried out efficiently and with regard to the rights of councillors and the interests of the community
- ◆ To ensure that the Council meeting is a forum for the debate of matters of concern to the local community and the place at which members who are not on the executive, or do not hold committee chairs, are able to hold the executive and committee chairs to account
- ◆ To represent the Council at Civic and Ceremonial functions and events
- ◆ To promote the Borough
- ◆ To raise money for the mayoral charities

1.2 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 Leader.

1.3 Expenditure from the Mayoral budget must be authorised by the Civic support staff following consultation with the Mayor.

1.4 Two weeks' notice should normally be given for all invitations to the Mayor. Events attended by the Mayor should be of a non-political nature. All invitations to the Mayor to attend civic / ceremonial events, or any proposal for a civic event or engagement however arising, should be passed to and processed by the civic support staff, who will liaise closely with the Mayor, conduct any necessary research and advise the Mayor on the suitability of the engagement. All arrangements for the Mayor's attendance at engagements will be co-ordinated by the civic support staff.

1.5 The Mayor is expected to show consideration and respect for Mayoral support staff and recognise the right of such staff to adequate free time in the programming of civic functions. The mayor's attendant and civic support staff's role is to support the Mayor in his or her civic and ceremonial capacity only.

- 1.6 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.
- 1.7 When undertaking their civic and ceremonial role, the Mayor (or Deputy Mayor in the Mayor's absence) shall:
- i. Not bring the Council into disrepute;
  - ii. Take advice from the civic support staff
  - iii. Not solicit gifts, engagements or visits or otherwise procure favours by virtue of their office
  - iv. Respect the requirement to operate the mayoralty within the civic services budget
  - v. Behave in a manner appropriate and fitting to their position as first citizen of the Borough (and a breach of this Protocol may constitute a breach of the member code of conduct)

## **2.1 THE ROLE OF LEADER OF THE COUNCIL**

2.1 The role and function of the Leader (as contained within Article 2 of the Constitution) is:

- ◆ To provide the Council's overall corporate and strategic direction, budget strategy and policy development
- ◆ To chair the Cabinet and be the principal spokesperson for the Council
- ◆ To promote Council initiatives and objectives
- ◆ To represent the Council at civic and ceremonial functions

2.2 The Leader will determine attendance at events for which a specific invitation has been received by the Leader's office or for major civic or formal occasions, in consultation with the Mayor's office

2.3 To facilitate attendance at events, two weeks' prior notice should be given.

2.4 The Leader is expected to show consideration for support staff involved in any event.

2.5 In the event of the Leader being unavailable, the Leader's office will appoint a representative.

## **3. THE ROLE OF CHIEF EXECUTIVE**

3.1 The principal functions and areas of responsibility of the Chief Executive (as contained in Article 12 of the Constitution) are:

- ◆ To provide overall corporate management and operational responsibility (including overall management responsibility for all officers)
- ◆ To provide professional advice to all parties in the decision making process
- ◆ Together with the Monitoring Officer, to be responsible for a system of record keeping for all the Council's decisions
- ◆ To represent the Council on partnership and external bodies (as required by statute or the Council)

## **4. COUNCIL MEETINGS**

### **4.1 Conduct at Council Meetings**

4.1.1 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:-

- ◆ Whenever the Mayor speaks during the meeting a member then speaking shall be silent
- ◆ Members must stand to address the Mayor and Council but only when called on by the Mayor to do so (the exception is to draw attention to a point of order or a personal explanation)
- ◆ The ruling of the Mayor on a point of order or on the admissibility of a personal explanation shall not be open to discussion
- ◆ The ruling of the Mayor will be final

### **4.2 The Mayor's Views**

It is not normally part of the mayoral role to comment on matters before the Council in a way which supports or opposes the issue before the Council

### **4.3 Mayor's Casting Vote**

4.3.1 In cases where the number of votes is equal, the second or casting vote of the Mayor shall be with the controlling group. The exception to this requirement shall be in respect of those issues where the parties have declared that the vote will not be subject to the whip and in such cases the Mayor will be free to cast his/her second or casting vote in whichever way he/she may choose (Council Procedure Rule A16.2).

4.3.2 This also applies if the Deputy Mayor is called upon to chair the Council meeting.

### **4.4 Dates of Council Meetings**

4.4.1 Ordinary meetings shall be held at the dates and times agreed at the annual meeting. The date and time of an ordinary meeting may be changed with the consent of the Chief Executive.

4.4.2 On occasions when it is necessary to change the date of the Council meeting or to arrange an extra ordinary meeting, it is custom and practice to consult with the Mayor, Leader of the Council and Leader of the Opposition to agree an alternative/new date.

### **4.5 Annual Meeting of the Council and Mayor-making**

4.5.1 In a year when there is an ordinary election of councillors, the annual meeting will take place within 21 days of the retirement of the outgoing councillors. In any other year, the annual meeting will take place in April or May. The date and time of the annual meeting may be changed with the consent of the Chief Executive (Council Procedure Rule A1.1).

4.5.2 The Mayor may invite a maximum of 40 personal guests to attend the celebration meal following Mayor-making at the Council's expense. The Leader is entitled to a

maximum of 8 personal guests to attend the celebration meal, to be funded from the Mayoral budget. Councillors are expected to pay for their own meal.

- 4.5.3 Past Mayors and past Mayoresses may bring one guest of their choice to the Mayor-making ceremony and meal. The invitation to the past Mayor will cease on his/her death.

#### **4.6 Dress Code**

- 4.6.1 At meetings of the Council, Members of the Council should dress appropriately for a formal Council meeting.

### **5. USE OF MAYOR'S PARLOUR**

- 5.1 The Mayor's Parlour is to be used for entertaining and meeting civic dignitaries in conjunction with the role of Mayor. The Mayor's Parlour is also used by the Mayor and Chief Executive for the purposes of preparation for Council meetings and civic events. Following a meeting of the Council, the Mayor, Chief Executive, Leader, Deputy Leader, Opposition Leader will retire to the Mayor's Parlour along with any other guests the Mayor may wish to invite. The Mayor is not to use the Mayor's Parlour other than for civic and ceremonial purposes without the consent of the Chief Executive
- 5.2 The Mayor's Parlour should remain solely for use by the Mayor and requests for use of the Parlour by other parties will only be granted in exceptional circumstances. Requests for use of the Mayor's Parlour shall be agreed by the Mayor in consultation with the Chief Executive.

### **6. USE OF MAYORAL CHAINS**

- 6.1 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 Hyndburn 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 support staff
  - ◆ Funerals of current Councillors or past Mayors, Leaders or Chairs of former urban districts
- 6.3 The Mayor will wear only the Hyndburn 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.
- 6.4 There may be exceptional circumstances when it is appropriate for 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 Hyndburn Borough Council.

- 6.5 On occasions, when the Mayor attends an official event and is not accompanied by an attendant, the Mayor's badge can be worn to signify the Mayor's position.
- 6.6 Any requests for use of the chains or fobs of the former urban districts by the Mayor will be determined by the Chief Executive in consultation with the Leader of the Council. Use of these items will be strictly restricted due to budgetary and insurance implications.

## **7. USE OF CIVIC CAR**

- 7.1 The Mayoral Car shall only be used by the Mayor the following occasions:-
- ◆ Chairing meetings of the Council
  - ◆ Attendance at Civic events organised by Hyndburn 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 support staff
- 7.2 Requests for use of the Mayoral car for other events/occasions will be determined by the Chief Executive, in consultation with the Mayor and Leader of the Council, providing that there is no conflict between the requirements of the Mayor for use of the vehicle for civic events. In the event of a clash, the Mayor shall have precedence.
- 7.3 Where it is necessary to transport people who are accompanying the Mayor on civic duties, arrangements shall be made with the Civic support staff. Up to 4 passengers may be carried on such occasions.

## **8. ROLE OF DEPUTY MAYOR IN MAYOR'S ABSENCE**

- 8.1 If the Mayor is unavailable to attend a Mayoral function, the Deputy Mayor will represent the Council on his/her behalf. Once a commitment is given to the organiser of the function that the Mayor/Deputy Mayor will attend the function, organisers, having received such commitment, may give whatever publicity is required for the event and may quote the attendance on the Mayor/Deputy Mayor on posters and tickets.
- 8.3 Where a commitment has been given for the 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 the illness of the Deputy Mayor (or in the event of a family bereavement) where the Mayor finds he/she available to attend the function.
- 8.4 If neither the Mayor nor Deputy Mayor is available to attend a function, the Mayor Designate shall be invited to attend

## **9. USE OF HYNDBURN COAT OF ARMS**

- 9.1 Any requests for use of the Hyndburn coat of arms (as distinct from the corporate logo which incorporates the Hyndburn coat of arms) and the town crests will be determined by the Leader.

## **10. RULES OF PRECEDENCE AT CIVIC EVENTS**

- 10.1 The Mayor takes precedence over all persons in the Borough whether or not he/she is wearing the chains 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)
- 10.2 At Civic Events organised by Hyndburn Borough Council the Order of Precedence will be as follows:-
- 1 Mayor (and Mayoress/Consort if present)
  - 2 Leader (and Deputy Leader if present)
  - 3 Deputy Mayor (and Deputy Mayoress if present)
  - 4 Chief Executive
  - 5 Member of Parliament
  - 6 Divisional Police Commander or representative
  - 7 Mayor's Chaplain (where appropriate)
  - 8 Leader of the Opposition Group
  - 9 Deputy Leader of the Opposition Group
  - 10 Members of the Council
  - 11 Officers of the Council

Note 1: The Mayoress and Deputy Mayoress 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.

## **11. THE MAYOR'S CHARITY**

- 11.1 It is expected that the Mayor's Charity will undertake all fund raising and its own administration. However, the civic support staff are happy to advise the charity as to the suitability of events, appropriate procedures and matters of protocol if required. Civic support staff will also assist with the organisation of the annual charity ball on a date to be agreed with the Mayor. The Mayor and the charity will assist in the procurement of raffle (or similar) prizes for this event and will be responsible for the sale of tickets.
- 11.2 The Mayor's charity has been registered with the Charity Commission. A bank account is held with the National Westminster Bank and civic support staff will undertake the day to day administration of this account. All monies raised during the Mayor's year of office will be distributed to the Mayor's chosen charities as soon as possible after the end of the Mayor's term of office.

## **12. SUPPORT TO CHARITIES**

- 12.1 The Mayor may select one or more charities which he or she will support. These charities will already be established and registered with the Charity Commission. If, in the opinion of the Chief Executive, any charity is unacceptable for legal or financial reasons, the Mayor shall select an alternative.

### **13. MEDIA AND PUBLICITY**

- 13.1 It is inappropriate for the Mayor to appear in any electoral material, whether associated with their own election or that of another candidate, in any official regalia or robes. The Mayor should use all reasonable endeavours to stop this occurring.
- 13.2 Given the status of the Mayor as first citizen of the Borough, any dealings with the media should be conducted through the Council's press officer on behalf of the Council. All official communication relating to the Council (but not on private matters) should be dealt with by the Council's press officer. Any private or party political communications issued to the media by the Mayor may bring their office into disrepute and the Mayor should seek advice from the press officer or civic support officers before doing so.

### **14. REMEMBRANCE SUNDAY**

- 14.1 The Royal British Legion is responsible for the Parades and Services to commemorate Remembrance Sunday held throughout the Borough. The Council (through the Civic support staff) provides administrative support for the organisation of these parades and services.
- 14.2 The Remembrance Sunday Parades and Services are Civic Events which require the attendance of the Mayor and Leader. Other Members of the Council are required to attend other Parades and Services throughout the borough.
- 14.3 The Mayor and Leader will be expected to attend the Remembrance Sunday Parade and Service in Accrington and, by invitation and mutual agreement, can attend another service in their home towns.

### **15. CHRISTMAS LIGHTS OFFICIAL 'SWITCH ONS'**

- 15.1 The Mayor shall switch on Accrington Christmas lights.

### **16. MAYOR'S BALL**

- 16.1 This is an annual event where the primary purpose is to raise funds for the Mayoral Charity.
- 16.2 The persons listed in Annex A will be invited to attend the Mayor's Ball at the Council's expense (budgets permitting) and all other guests will be required to purchase tickets, the proceeds from which will be donated to charity.

### **17. CRITERIA FOR SELECTION OF HONORARY FREEMEN AND ALDERMEN <sup>1</sup>**

#### **17.1 Selection Criteria: Freeman of the Borough**

- a) The title of Honorary Freeman of the Borough is the highest honour that the Council can award, the right contained in S. 249 of the Local Government Act 1972.

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<sup>1</sup> Revised criteria approved by Council, 20<sup>th</sup> March 2014

- b) In keeping with the special nature of the award, conferment should be for those who have made a very significant contribution to the Borough.
- c) No more than one nomination will be made each year, unless there are exceptional circumstances.
- d) This honour will be restricted to a person who has made a significant contribution to the Borough over a period of more than 15 years.
- e) Self-nomination or lobbying may result in the nomination being rejected.
- f) Honorary Freemen will be invited to attend the following ceremonies:-
  - Annual Mayor Making Ceremony
  - Freedom of the Borough Ceremony
  - Civic processions
  - Special Memorial services
- g) A nomination will be submitted to and considered in the first instance by Leader' Policy Development Board, with a recommendation to Council if the nomination is supported.

#### 17.2 Selection Criteria: Honorary Alderman

- a) The title of Honorary Alderman will be awarded to an individual who has, in the opinion of the Council, rendered eminent service as a past member of the Council (Section 249 of the Local Government Act 1972).
- b) The criteria for selection shall be:
  - 12 years' service
  - Consideration will be given to members not having 12 years' service but who have, during their years of office, held the title of Mayor, Mayoress, Leader of the Council or Leader of the Opposition (providing the latter office was held for three years or more).
- c) If an Honorary Alderman is re-elected to the Council, the title will be held in abeyance until the end of the term of office
- d) Honorary Aldermen will be invited to attend the following ceremonies:-
  - Annual Mayor Making Ceremony
  - Freedom of the Borough Ceremony
  - Civic processions
  - Special Memorial services
- e) A nomination will be submitted to and considered in the first instance by Leader' Policy Development Board, with a recommendation to Council if the nomination is supported.

**18. SELECTION OF NEW MAYORS / DEPUTY MAYORS**

- 18.1 As a general principle the Mayor should be selected on a fair and equitable basis, having regard to the various political groups represented on the Council and nominees for the office of Mayor will usually be expected to have served on the Council for a minimum of four years and gain the support of the majority of Councillors.
- 18.2 The Deputy Mayor shall be appointed annually at the Council's Annual General Meeting and will take up office in the year before being elected Mayor.

## ANNEX A



### The Mayor's Ball VIP Guest List

The Mayor and Mayoress/Consort shall invite the following:

- The Lord Lieutenant of Lancashire and Spouse/Guest
- The High Sheriff of Lancashire and Spouse/Guest
- The Leader of the Council and Spouse/Guest
- The Chief Executive and Spouse/Guest
- The Deputy Mayor and Mayoress/Consort of Hyndburn
- The Member of Parliament and Spouse/Guest
- The Chairman and Lady/Consort of Lancashire County Council
- The Mayor and Mayoress/Consort of Blackburn with Darwen
  - The Mayor and Mayoress/Consort of Burnley
  - The Mayor and Mayoress/Consort of Blackpool
  - The Mayor and Mayoress/Consort of Chorley
  - The Mayor and Mayoress/Consort of Fylde
  - The Mayor and Mayoress/Consort of Lancaster
  - The Mayor and Mayoress/Consort of Pendle
  - The Mayor and Mayoress/Consort of Preston
  - The Mayor and Mayoress/Consort of Ribble Valley
  - The Mayor and Mayoress/Consort of Rossendale
  - The Mayor and Mayoress/Consort of South Ribble
- The Mayor and Mayoress/Consort of West Lancashire Borough Council
  - The Mayor and Mayoress/Consort of Wyre
  - The Mayor and Mayoress/Consort of Bury
- The Town Mayor and Mayoress/Consort of Clitheroe
- The Mayor's Chaplain and Spouse/Guest
- The Chief Superintendent of Police and Spouse/Guest

## ANNEX B

### Flying the Flag on Hyndburn Borough Council Buildings and Sites

#### **1. Union Flag**

The union flag to be flown on Hyndburn Borough Council buildings (Accrington Town Hall and Oswaldtwistle Civic Arts Centre) and on Town Square, Great Harwood on the following occasions:-

##### **Full Mast:**

Coronation  
Queen's Birthday  
Commonwealth Day  
St. George's Day  
Remembrance Day until Remembrance Sunday (or vice-versa if Remembrance Sunday is earlier)<sup>2</sup>  
Visits of Distinguished Persons  
Mayor's Sunday  
Annual Meeting of Council and installation of Mayor  
Conferring the Freedom of the Borough  
Official opening of new public buildings

##### **Half Mast:**

On the deaths of:-

Members of the Royal Family  
Serving or former Prime Ministers or Leaders of the Opposition  
Local Members of Parliament  
Former Mayors of Hyndburn Borough Council  
Serving Councillors and Chief Officials  
Former Councillors  
Ex-Mayors and Chairmen respectively of the former Accrington Borough Council and the Urban  
District Councils  
Honorary Freemen and Honorary Aldermen

#### **2. St. George Flag<sup>3</sup>**

The St. George Flag to be flown at full mast on Hyndburn Borough Council buildings (Accrington Town Hall and Oswaldtwistle Civic Arts Centre) and on Town Square, Great Harwood on St. George's Day until the nearest Sunday to the Scouts' annual St. George's Day Service (or vice-versa if the Service is earlier).

*Exceptions to the policy, including requests to fly a flag other than the union flag, are determined by the Chief Executive, in consultation with the Mayor and Group Leaders<sup>4</sup>*

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<sup>2</sup> confirmed at Leader's Policy Development Board on 24th June 2014

<sup>3</sup> confirmed at Leader's Policy Development Board on 24th June 2014

<sup>4</sup> Scheme of Delegation – Delegation to Chief Executive, para.2.10