

# ***WIRRAL CIVIC HANDBOOK***



**Wirral Mayor's Office**  
Wallasey Town Hall  
Brighton Street, Wallasey  
Wirral CH44 8ED



## INDEX

<b>Section</b>	<b>Page</b>
<u>Introduction</u> .....	4
<u>Roles &amp; Responsibilities</u> .....	7
<u>Precedence</u> .....	9
<u>Engagements</u> .....	12
<u>Chains, Badges &amp; Robes</u> .....	13
<u>Clothing</u> .....	15
<u>Civic Office / Support Staff</u> .....	17
<u>Mayoral Transport</u> .....	19
<u>Speeches</u> .....	20
<u>Charity</u> .....	22
<u>Gifts</u> .....	25
<u>Budgets</u> .....	26
<u>Chairing of Council</u> .....	26
<u>Civic Calendar</u> .....	28
<u>Occasional Civic Functions</u> .....	30
<u>Other Civic Duties</u> .....	30
<u>Twinning</u> .....	31
<u>Flag Flying</u> .....	31
<u>Election Purdah</u> .....	32
<u>Mobile Phones</u> .....	33
<u>Freedom of the Borough</u> .....	33
<u>Honorary Alderman</u> .....	33
<b><u>Appendices</u></b>	<b>Page</b>
<u>Guidance notes for those persons booking the Mayor</u> .....	34
<u>Charities supported by the Mayor 2015/16</u> .....	36
<u>Information regarding the Wirral Coat of Arms</u> .....	38
<b><u>Protocols and Guidance for Specific Engagements</u></b>	
<u>Mayor Making</u> .....	40
<u>Councillors Swearing In Ceremony</u> .....	42
<u>Citizenship Ceremony</u> .....	44
<u>Zeebrugge Commemoration</u> .....	48
<u>Remembrance Sunday</u> .....	50

## 1. INTRODUCTION

### 1.1 The Mayor

The Mayor of the Council of the Borough of Wirral is our community's First Citizen. These protocols have been produced to provide information and guidance during the Mayor's term of office.

At the heart of the "new arrangements" (... LG Act 2000) is the belief that local government must capture and retain the interest of local communities. This is vital to:

- Allow them to articulate their aspirations, needs and priorities;
- Assist in co-ordinating a Council's work with organisations which operate locally;
- Focus and shape the future work of such organisations;
- Contribute to the achievement of sustainable development in the area; and
- To act as a representative of the Community at joyous and tragic occasions.

The Mayor is a major influence in promoting the image and importance of Wirral in a regional and national context and can also help in the promotion of the Council's objectives in the local community. In turn, the people of the Borough of Wirral continue to have the highest regard for their Mayor.

Being a Mayor is very different to being a Councillor. For those chosen it becomes clear that the rules of office for the Mayor are unlike those of Councillor.

There are different 'rules', different working hours, different restraints and being Mayor can often be physically and mentally tiring. It is also, if entered into with the right spirit, a hugely enjoyable and rewarding job.

These protocols are intended to be a working document which will be revised and updated – when there is additional information which could usefully be included.

We want each Mayor's year of office to be enjoyable and will do everything possible to support his/her role as one of the Borough's high profile ambassadors.

The words 'Mayor' and 'Major' derive from the same Latin word 'Magnus', meaning great. The office of Mayor, together with the Domesday Book and the feudal system, was brought to this country by the Normans.

### 1.2 Wirral, the Mayor and the Town Halls

The Borough was formed on 1 April 1974, under the Local Government Act 1972, as a merger of the county Boroughs of Birkenhead and Wallasey, along with the Municipal Borough of Bebington and the Urban Districts of Hoylake and Wirral. Many of the old Town Halls or Civic buildings survive, either being used by individual service teams, partner organisations or for the administrative business of Wirral Council (note: additional information about the Borough crest may be found at **appendix 3** to this handbook).

Wirral or the Wirral /wɪrəl/ is a peninsula in the North West of England. It is bounded to the west by the River Dee, forming a boundary with Wales, to the east by the River Mersey and to the north by the Irish Sea. Both terms "Wirral" and "the Wirral" are used locally (and interchangeably), although the merits of each form are debated.

The roughly rectangular peninsula is about 15 miles (24 km) long and 7 miles (11 km) wide. Under the Local Government Act 1972 the northern part is the Metropolitan Borough of Wirral in Merseyside. The southern part is now administered by Cheshire West and Chester Borough Council. Historically part of Cheshire, Wirral's boundary with the rest of Cheshire was officially "Two arrow falls from Chester City Walls", according to the Domesday Book. Under that definition, places such as Ledsham, Puddington and Saughall would be part of Wirral. The peninsula has also been "a hundred".

The Hundred of Wirral is the ancient administrative area for the Wirral Peninsula. Its name is believed to have originated from the Hundred of Wilaveston, the historic name for Willaston, which was an important assembly point in the Wirral Hundred during the Middle Ages. The ton suffix in a place name normally indicates a previous use as a meeting location for officials. During its existence, the hundred was one of the Hundreds of Cheshire

The name of Wallasey originates from the Germanic word Walha, meaning stranger or foreigner, which is also the origin of the name Wales. The suffix "-ey" denotes an island or area of dry land. Originally the higher ground now occupied by Wallasey was separated from the rest of Wirral by the creek known as Wallasey Pool (which later became the docks), the marshy areas of Bidston Moss and Leasowe, and sand dunes along the coast.

**Wallasey Town Hall** is the civic centre but is nowhere near the centre. There had been a proposal to build the Town Hall in Liscard on Rake Lane. There had also been a proposal to build it on the promenade at New Brighton. The Battle of the Sites went on for months, and it was finally decided to build the Town Hall in Seacombe. One vote won the day. The Brighton Street building cost £155,000. A century ago it was regarded as a big white showpiece.

The foundation stone was laid by King George V on 25 March 1914. He was accompanied on this visit by Queen Mary.

The building was not opened for municipal purposes until 3 November 1920. From 1916 until 1919 it was used as a military hospital. Over 300 beds were placed in its rooms and corridors. Over 3,500 wounded men passed through the makeshift wards.

Built by Messrs. Moss & Sons Ltd., from the design of Messrs. Briggs, Wolstenholme & Thornley, in the Renaissance style, it was faced with Derbyshire stone from the famous quarries at Darley Dale.

The main entrance led on through a fine corridor to a central hall and a grand staircase – executed in white marble, with a bronze handrail supported on wrought-iron balusters.

The large Council Chamber, 50 feet long by 34 feet wide, was panelled in dark oak. Over-looking it, a public gallery with seating for one hundred people.

Around the foyer and at the top of the staircase in Wallasey Town Hall are all of the names of past Wirral Mayors dating back to 1974, and Wallasey Mayors dating back to 1910.

**Birkenhead Town Hall.** When Hamilton Square was designed in the early 19th century, a plot of land was made available for the siting of a town hall between Hamilton Street and Chester Street. However, it wasn't until 1887 that the current building was completed. Designed by local architect Charles Ellison in 1882, the building was constructed using Scottish granite and sandstone from the now filled in local quarry at Storeton.

The building consisted of a council chamber, offices, with a concert hall and function rooms known as the Assembly Rooms. Birkenhead's magistrates' court chambers are located in a separate building of the same design to the rear. The clock tower is 200 feet in height and consists of four faces. After a fire in 1901, the upper part of the clock tower was rebuilt to a design by Henry Hartley. The rebuilding included a stained glass window by Gilbert P. Gamon representing Edward I's visit to Birkenhead Priory in 1277.

Despite the abolition of the County Borough of Birkenhead on 1 April 1974, the building continued to be used as council offices until the early 1990s, when work was undertaken to restore the external stonework and many interior decorations and features, including the former Council Chamber.

The Wirral Archives Service was based in the building until 2008, when it transferred to the council's Cheshire Lines Building nearby. The service collects and stores all types of historical documents relating to the Wirral area, its people, businesses and institutions. Amongst the records in the collection are documents and photographs from Birkenhead's Cammell Laird shipyard, when the original company closed in 1993.

Between 2001 and 2010, the Wirral Museum occupied a significant portion of the building. It featured both themed and permanent exhibits such as the history and development of Wirral, the Cammell Laird collection, the Wirral Silver and Mayoral collections, Della Robbia Pottery and a detailed scale model of the historic Woodside area in 1934.

Birkenhead Town Hall still retains some civic service, such as the municipal registration centre for births, marriages and deaths and as a venue for local and national elections. It is also utilised for the celebration of notable occasions and as the town's focal point for annual Remembrance Sunday ceremonies.

The Assembly Rooms have been made available for functions, events and as a venue for the arts, including concerts, theatrical performances and cinema presentations.

## **2. ROLES & RESPONSIBILITIES**

### **2.1 Apolitical**

First and foremost it is important to remember that the position of Mayor is apolitical. Being apolitical means taking an unbiased position in regard to political matters; being politically neutral; without political attitudes, content, or bias. Mayors therefore needed to be careful about attending events which may be construed as having a political bias.

The convention has been that during the Mayoral Year, the Mayor reduces his or her political profile. Mayors generally go to great lengths to display their even-handedness in political matters during the year. It would be inappropriate for an individual to be associated with a contentious issue or election process, which confuses roles. The Mayor should also maintain this a-political role when chairing Council meetings.

The year in office may lead the Mayor to consider how ward business can be kept up to date during the year. The Mayor is advised to discuss this with his/her Group Leader and fellow Ward Councillors.

### **2.2 Function**

The Mayor, and in his/her absence, the Deputy Mayor, will have the following roles and functions:-

- Ceremonial Role
- Chairing the Council Meetings

### **2.3 Responsibilities**

The Mayor (and Deputy Mayor) will be elected annually and will have the following responsibilities:-

- 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, paying due legal regard to the rights of Councillors and the interest 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 Cabinet or hold Committee Chairs are able to hold the Cabinet and Committee Chairs to account;
- To promote public involvement in the Council's activities;
- To be the conscience of the Council (moral sense of right and wrong); and

- To attend such civic and ceremonial functions as the Council and he/she determines are appropriate.

## **2.4 Ceremonial Responsibilities**

- To represent the whole Borough during his/her term of office;
- To promote public involvement in the Council's activities;
- As the first citizen of the Borough of Wirral, to perform an ambassadorial role both inside and outside the Borough;
- To promote the Borough of Wirral in a positive manner; and
- To act as a link between the Council and various groups and organisations.

## **2.5 Mayoress and Consort**

These roles are not recognised by law. The role of Mayoress was originally bestowed on the Mayor's wife. If the Mayor chooses to appoint a consort, the role may be undertaken by a spouse, partner, friend or relative of either sex and is accorded precedence alongside the Mayor. It is generally understood that he/she will provide assistance as follows: -

- Personal Support for the Mayor
- Accompany the Mayor on engagements
- Observance of civic protocol
- Support with the Mayor's charities

In carrying out their roles, the Mayor, Deputy Mayor, Mayoress, consort, or escorts, should consider the public nature of their office. Behaviour and manner will need to be appropriate at all times so as not to bring the Council into disrepute. He/she should follow the advice and guidance issued by the Civic Office and should not:

- Attend any function or otherwise give support to any organisation or person whose objectives are contrary to law and/or Council policy; or
- Solicit engagements or visits or otherwise procure favours by virtue of office.

On rare occasions when the Mayoress/Consort is unable to escort the Mayor to an appointment, the Mayor can choose to either attend alone or take another person to escort them. Should the Mayor wish to take another escort it is important that this person does not wear the chain and that the Civic Officer is given advanced notification of the person attending so he/she can contact the person/organisation which had invited the Mayor.

It should be noted that the Mayoress/Consort or Deputy Mayoress cannot attend functions in their own right. Exceptions to this are when the individual attends as an

'Honorary President' of an Association e.g. when attending specific Golf Club(s) or Inner Wheel events.

## **2.6 Deputy Mayor**

### **Purpose of the Post**

To assist the Mayor of the Borough of Wirral, this includes a supporting role at Council meetings.

### **Duties**

Deputise for the Mayor, when the Mayor is unable to fulfil the duties of the post, at the request of the Mayor.

Support the Mayor at annual civic events and other events hosted by the Council, at his/her request.

Carry out the duties of the post fairly and without discrimination, and in accordance with the aims and objectives of the Council.

## **2.7 Mayor's Parlour**

The Mayor's Parlour is the Mayor's room and it is the Mayor's prerogative to have the room as he/she pleases. In recent years Mayors have chosen pictures from the civic collection held at the Williamson Art Gallery to display in the Parlour.

The Parlour is there for the Mayor to meet with guests and to have meetings when required. There are facilities for the Mayor to have refreshments and there is a locked drinks cabinet.

Nobody should use the Parlour without the Mayor's permission.

Guests the Mayor may welcome to the Parlour during the year include:

- Members of the Royal Family
- Senior Military
- Captains of Naval Ships that visit the Mersey
- Lord Lieutenant of Merseyside
- Children or Groups who come for a tour of the Town Hall.

## **3. PRECEDENCE**

### **3.1 The 'Chain Gang'**

The locality districts Mayors are commonly known as the "Chain Gang". They are:

Lord Mayor of Liverpool

Lord Mayor of Chester

Mayor of the Borough of Wirral

Mayor of St Helens

Mayor of Knowsley

Mayor of Sefton

When any of the Mayors from outside the Borough visit Wirral it is the Mayor's responsibility to be present to welcome them.

The Mayor will not be able to attend every function he/she is invited to and there may be some functions that overlap. The Mayor has the right to offer a function that he/she cannot attend to the Deputy Mayor. The Deputy Mayor will then attend on the Mayor's behalf.

Permission to wear the chain of office outside the Borough must be obtained from the host authority.

### **3.2 Other Boroughs and Parishes**

Inevitably, the Mayor will find himself / herself involved in civic, social, and ceremonial events and clear agreed rules of protocol will do much to minimise unnecessary misunderstanding which may arise from time to time. Always seek advice from the Civic Office staff prior to any engagement or event. 'Local custom' may dictate that things are not always handled 'by the book'.

So far as civic protocol is concerned, the Local Government Act 1972 provides at Section 3(4) that the Mayor of a Borough Council shall have precedence after the Sovereign over all others within his/her Borough, but not so as prejudicially to affect the Royal prerogative.

### **3.3 Other Events**

If the Mayor is present in an official capacity at functions not organised or hosted by Wirral Borough Council, then provided that no member of the Royal Family is present, the Mayor is entitled to be afforded precedence over all other persons present.

Mayor Making: This is Part One of the Annual Meeting of the Borough Council of Wirral and as such the Mayor shall take precedence.

### **3.4 Church Services and Processions**

On Remembrance Sunday, civic dignitaries and principal guests will progress from Birkenhead Town Hall to the War Memorial in the following order (in pairs):

- The Mayor, Lord Lieutenant
- Wirral Borough Council's Chief Executive
- The Leader of the Council, the Mayoress or Consort
- The Deputy Mayor, the Deputy Mayoress or Consort (tend to go to local services in own Ward)
- Local Member(s) of Parliament
- Visiting Mayors and Mayoresses
- Borough Councillors
- Other guests i.e Honorary Aldermen, Freemen, past Mayors, etc

In respect of processions on entering a Church e.g. on Civic Sunday the above order of precedence will be recognised with the first in precedence entering the Church last, i.e. the Mayor will be the last person to enter the Church. On leaving the Church the Mayor will lead the procession, other dignitaries following in the order narrated above.

Again, in all things, 'local custom' may prevail, be prepared to seek advice from the Civic Office ahead of the event, or Chauffeur / Mayoral Attendant on the day. Additional guidance / protocols regarding specific events may be found in **Appendix 4** to this handbook.

### **3.5 Recognition of the Mayor**

If not presiding at an event, the place to be reserved for the Mayor's use should be on the immediate right of the person presiding.

### **3.6 Line-ups**

Orders for Royal line-ups will be determined by the Lord Lieutenant's office.

## **4. ENGAGEMENTS**

### **4.1 Invitations**

It cannot be stressed too strongly how essential it is that all who seek the Mayor's presence at their events must be referred to the Civic Office. All invitations (including those that arise internally – from Officers or Councillors) must be sent to the Civic Office. The staff will then discuss them with the Mayor.

It is essential that every appointment is routed through the Civic Office. Often the Mayor will be approached in person, by letter, over the phone, by representatives of the Charity, or an organisation asking him/her to attend a function. When this happens it is wise to refer the person to the Civic Office, where advice will be given on the availability of the Mayor and on proper procedures. A form will be sent out to be completed and returned. This prevents the possibility of a clash of functions and assists greatly in the planning of the Civic Year.

The Mayor should not accept any invitations verbally. For his/her own safety and for the security of the chain it is essential that the Civic Office has details of the function attended. Business cards are provided with the Civic Services Officer's details and these are to be handed out if the Mayor is approached with an invitation.

The weekly engagement list is issued on Thursday / Friday for the following week commencing on a Monday. It gives details of the venue, dress code, whether a speech is required and whether the Mayor should wear the chain of office (see section 9 of this handbook for guidance on speeches).

The booking form is sent out in response to all invitations, which includes guidance notes for those persons booking the Mayor (**see Appendix 1**). This helps the Mayor to plan a speech and lets him/her know exactly what is expected when he/she

reaches the venue. A summary of the charities supported by the Mayor during 2015/16 (see **Appendix 2**), is also sent to the organisers of events.

An engagement, once accepted, should not be cancelled except for most important reasons. Under no circumstances should an engagement be swapped for a later invitation that is more appealing. The organiser of each event sees their event as being the most important and this must be remembered.

The Mayor should attend **punctually** (but not too early), and be ready to take his/her place at the appointed time, complete with chains and robes if necessary. Failure to do so will mean everybody at the function is affected.

The Mayor should not attend commercial functions where his/her name might be used for advertising purposes, except in cases where it is clearly for the benefit of the Borough.

At dances or other functions that cover a lengthy period, it is not necessary to stay to the end (unless of course, the Mayor is hosting the event...).

Once an invitation has been properly accepted, it should not be cancelled unless there is an extreme emergency. The Mayor (or his Deputy if acting as substitute) must attend punctually wearing the Mayoral chain as appropriate. The timing of the event will have been taken into consideration when drawing up diary worksheets – please endeavour to arrive on time at the agreed place.

Training in chairing skills and a short induction in the civic role programme can be provided upon request.

The Mayor should be in a position to accept 95% of all engagements and the Deputy Mayor should only be expected to be involved in the event of a double booking or during the Mayor's annual holiday, unforeseen illness etc".

## **4.2 Quality Engagements**

The Mayor and Deputy Mayor are asked to look closely at any invitation to attend events outside the Borough and are asked to reduce or eliminate attendance at civic functions of other councils outside Wirral / Merseyside. Local invitations generally take precedence over invitations to visit other councils to attend social/charity events organised by other civic heads.

Invitations to events outside the Borough are often declined when judged by the Mayor that their attendance would be of little or no value to the citizens of Wirral. (Mostly charity events hosted by other civic heads)

## **5. CHAINS, BADGES & ROBES**

### **5.1 General Principles**

The general rules for the wearing of the Robes, Chain of Office (which includes badge), are set out below.

The Mayor should not wear the Chain of Office outside the Borough boundary without the express permission of the Council being visited. The Civic Office will offer advice when appropriate.

In attending events, ceremonies and services, the civic 'team' should take into consideration diversity, and the customs, traditions and religious representation of others.

The Mayor wears the Chain of Office:

- At all meetings of Wirral Borough Council;
- At other meetings over which he may be asked to preside as the Chairman of Wirral Borough Council;
- When hosting social occasions within the Borough;
- When attending formal civic functions within the Borough;
- When representing the Council at any formal occasion within the Borough;
- At any other occasions when it is appropriate that he/she should do so in the interests of the status and dignity of the office of Mayor of the Borough of Wirral.

The Badge of Office is normally worn when attending social occasions within the Borough, or when invited as a guest of other civic leaders outside the Borough, unless otherwise requested.

The Deputy Mayor will, when deputising for the Mayor, wear the Deputy Mayor's Badge of Office and for the purpose of civic protocol will generally be accorded the same status as the Mayor.

The rules governing the wearing of the Mayoral insignia varies from council to council. Wirral Borough Council adopts the advice contained in Shaw's publication "Civic Ceremonial" and the following guidelines are in place:

### **5.2 Functions where robe and chain appropriate**

Functions when the robes and chain are appropriate include:

- Public functions within Borough of Wirral attended by a member of the Royal Family (subject to arrangement with the organisers);
- Ceremonial Council Meeting - held in May;
- Civic Church Services;
- Civic wreath laying ceremonies;
- Greeting High Court Judges;
- Mayor's official reception;

- Festivals of Remembrance.

### **5.3 Functions where chain is appropriate**

Functions when just the chain is appropriate include:

- Meetings of the Council;
- Functions outside the Borough of Wirral attended by a member of the Royal Family (providing the permission of the relevant Mayor is obtained);
- Civic receptions;
- Receiving or entertaining parties of visitors to either of the two Town Halls;
- Civic receptions in other towns (by agreement);
- Complimentary Dinner in honour of the Outgoing Mayor;
- Meetings where the Mayor presides or officiates;
- Opening conferences of organisations of a public character;
- Opening exhibitions arranged by organisations of a public character;
- Official University/College functions and ceremonies including Degree ceremonies;
- Speech days and school prize-giving's and open days;
- School sports days;
- School carol services;
- Memorial services;
- Hospital visits;
- Military services;
- Inspections of units and depots of the armed forces;
- Bazaars, carnivals, etc.

### **5.4 Chain (and Badge) – Safe Custody Guidelines**

The Council has agreed the following guidelines for the safekeeping of the Civic Regalia. The Mayor and Deputy Mayor must read these carefully and adhere to them. If there are any doubts, please contact one of the Civic Offices.

#### **Responsibilities**

*The Council will:*

- Maintain insurance cover for all civic regalia under the Corporate 'All Risks' Insurance Policy;
- Be responsible for the maintenance of the regalia including any damage or wear and tear, etc.

*The Mayor will:*

- Ensure the specific conditions of the Council Insurance are followed as outlined in the guidance below; and
- As far as is practical follow the other guidelines as to the safe custody of the regalia.

*Specific Conditions of the Insurance:*

- The regalia must not be left in an unattended vehicle unless all the doors, windows and other means of access have been secured and locked and all keys to the vehicle removed to a place of safety and the regalia is placed in the boot of the vehicle or is otherwise out of sight.

*Other practical measures:*

- The regalia, unless being worn, will be retained by the Civic Office, and will be kept under lock and key in the safe provided by the Council for that purpose;
- The Mayor should normally only wear the regalia on arrival at a function. In any event the regalia should be kept covered in public areas. The Mayor should seek advice from the Civic Office if this arrangement is not convenient;
- The regalia should not be left unattended;
- The regalia should not be cleaned with anything other than a soft cloth. Any damage or wear and tear should be reported to the Civic Office as soon as possible;
- Regalia should not be loaned or placed in the custody of any other person other than the Civic Office;
- The Mayor and Deputy Mayor should inform the Civic Office immediately if their Chains of Office are lost, mislaid, stolen or otherwise missing in order that the Council's insurers can be informed.

The Council has agreed a set of guidelines for the custody and safekeeping of the Civic Regalia. In essence the regalia should at all times be treated with care, not only when being worn but giving thought to where it's worn.

The Mayor and Civic Office should ensure that additional appropriate insurance is obtained when the chain is to be transported overseas.

## **5.5 The Wirral Mace**

The Wirral ceremonial mace is a highly ornamented staff of gold on silver, carried before the Mayor in civic ceremonies by a Mayoral Attendant, intended to represent the official's authority. The mace, as used today, derives from the original mace used as a weapon. The Wirral ceremonial mace tends only to be used at key occasions such as Council meetings, Civic Sunday, Remembrance Sunday or other Military events where the Mayor will be taking the salute, or leading a procession. Additional guidance as to whether the mace is required may be found in the information / protocols relating to specific events listed in **Appendix 4** to this handbook.

## **6. CLOTHING**

### **6.1 General Principles**

The Civic Office will offer advice for each civic engagement if it is not clear from the invitation however; the following is suggested as a guide.

## **6.2 Gentlemen**

For Gentlemen it is useful to have at least three lounge suits and one dinner suit with, perhaps, a light suit for summer as when wearing the Mayoral robes it can get very hot. To enable the chain of office to sit correctly on the shoulders it is advantageous for two loops to be sewn into the seam of the shoulders of the jackets and then the chain can be tied in place using a thin piece of ribbon. Advice is included on the weekly engagement sheet of the dress code for each engagement.

Tradition favours a lounge suit, usually black, dark grey or navy.

Dinner jackets are usually worn for important dinners.

A good quality dark overcoat and/or raincoat for inclement weather are advisable.

The Mayor is recommended to invest in the following items:

- 3 lounge suits  
[Light weight suit for summer wear]
- 1 dinner jacket and trousers
- An appropriate tie to go with the lounge suits
- Bow tie to go with the dinner jacket
- 6 white shirts
- 1 evening shirt

## **6.3 Ladies**

Hats should not be worn to functions after 6pm unless the function is a church service.

The general advice is to dress “up” rather than “down” i.e. wear a suit, skirt or trousers rather than casual dress. Civic occasions should be regarded similar to a wedding with a dressy suit or jacket and dress, sari or other traditional outfit.

For evening wear a cocktail dress is advisable, this can be knee length however long dresses are occasionally worn.

It is traditional for ladies to wear a hat for church services however it is entirely at the discretion of the Mayoress.

The Mayoress should always wear her chain.

## **6.4 Chains**

The Chains of Office are heavy and have “claws” to correctly position into any jackets worn on a regular basis to avoid damage to clothing.

When wearing official Robes and Hats, the Mayor should remove his/her hat when:-

- Acknowledging Salutes;
- During the playing of the National Anthem;
- In the presence of a member of the Royal Family;

- During March Past, the Mayor should remove and replace his/her hat;
- From 'eyes right/left' to 'eyes front' command.

It is not appropriate to wear any floral decorations, other than a poppy, whilst wearing the Chains of Office. The Mayor on occasion may be offered a buttonhole, lapel badge or ribbon whilst attending a function. It may be acceptable to wear it until the end of that engagement and remove it before attending the next one.

## **7. CIVIC OFFICE / SUPPORT STAFF**

### **7.1 What We Do**

It should be stressed that the Mayoral Staff are employees of the Council and for all disciplinary and grievance matters, responsible to the Committee and Civic Services Manager. The Mayor has no disciplinary responsibilities, powers or functions in relation to these employees, and should make any report or complaint about their behaviour in the first instance to the Committee and Civic Services Manager who is their responsible line manager.

Through past experience, the Civic Team respects the fact that all Mayors are different, in terms of their personalities and requirements. It is their job to establish a Mayor's requirements and change their working practices to meet those requirements.

In order to meet these requirements, communication will be essential; the Civic Team value feedback. They aim constantly to improve by listening to their customers.

Obviously, the "civic door" will always be open to enable issues to be discussed, but it is useful to remember that it is more practical to discuss matters at arranged meetings rather than constantly "popping in".

It is important to ensure there is regular liaison with the Committee and Civic Services Manager to ensure the Mayor is aware of matters pertaining to the Council which may impact on the way that his/her duties are carried out. (At the commencement of the Mayoral Year, a meeting will be arranged for the Mayor (and Deputy Mayor) to meet the Civic Office team).

Operational support on a day-to-day basis is provided by the Civic Office. When necessary, for example with larger events, project teams are established to assist the Mayor.

### **7.2 Support Details**

Details of the specific support provided by the Civic office are:-

- Provide a copy of the Handbook;
- Provide day to day secretarial and administrative support  
*[While messages for the Mayor can be taken by the Civic Office, the Office cannot undertake constituency work on behalf of the Mayor];*

- Deal with correspondence and draft letters for the Mayor's signature
- Manage the Mayor's civic diary;
- Receive and follow up invitations,
- Provide thank you cards for the Mayor to complete when appropriate;
- Provide appropriate stationery;
- Provide advice to the Mayor's charity appeal (if required);
- Advise on civic dress and protocols;
- Assist with speeches by liaising with others to obtain information;
- Advise on acceptance of engagements;
- Arrange briefings;
- Provide and receive background information on events;
- Update the website in respect of Mayoral matters, including the Mayor's diary;
- Take into account the Mayor's well-being, safety and security;
- Maintain, insure and purchase civic regalia;
- Arrange appropriate training for the civic 'team';
- Organise civic functions i.e. those hosted by the Wirral Mayor:
  - Issue invitations
  - Arrange accommodation
  - Arrange menus, catering, seating, sound, floral displays, press, photographs, car parking, processions
  - Preparing order of service
  - Arranging civic awards and gifts
  
- Arrange occasional events;
- Provide the Mayor's Chaplain with guidance in relation the duties of the Chaplain;
- Provide such other support that is necessary and appropriate;
- Mayor's Christmas cards – it is usual that the Mayor decides on arrangements for his Christmas message. Cards / e-Cards / charity donations – staff involvement is minimal.
- Ensure there is regular liaison with the Head of Legal and Member Services, the Cabinet Member responsible for Civic Affairs and the Committee and Civic Services Manager to ensure the Mayor is aware of matters pertaining to the Council which may impact on the way the Mayor's duties are carried out. (At the commencement of the Mayoral Year, a meeting will be arranged for the Mayor and Deputy Mayor).

Note: All liaisons with local press are undertaken via the Council's Press Office.

Briefings will also be arranged with other officers on matters of interest or on issues that arise relevant to the Mayoral duties.

### 7.3 Photograph

At the time of appointment, a photograph of the Mayor will be arranged (wearing Robes and Civic Chains) for display outside the Mayor's Parlour at Wallasey Town Hall. All costs relating to the photograph and framing will be paid from the Civic Budget.

### 7.4 Useful Contact Information

Name	email	Phone
Committee and Civic Services Manager		
Shirley Hudspeth	shirleyhudspeth@wirral.gov.uk	0151 691 8559
Mayor's Office		
Sue Carroll	<a href="mailto:suecarroll@wirral.gov.uk">suecarroll@wirral.gov.uk</a>	0151 691 8527
Sonia Norman	sonianorman@wirral.gov.uk	0151 691 8525
Attendant		
Nick Greenlees	nickgreenlees@wirral.gov.uk	x8527 or 07776 497119
Casual Attendants		
Tony Hope	anthonyhope@wirral.gov.uk	x8255 or 07414 107407
Patrick Sebastian	patricksebastian@wirral.gov.uk	x8424
Paul Stead	paulstead@wirral.gov.uk	x5478 or 07730 008292

### 7.5 Familiarity

Due to the nature of the engagements and the time that the Civic staff spends in the company of employees, it can be difficult in avoiding familiarity. On all occasions staff will refer to the Civics and their partner/consort by their titles.

It is essential that any discussion about managerial issues are not entered into with the Civic staff themselves, as these are the responsibility of the Chief Executive and the Committee and Civic Services Manager.

On Civic occasions the Mayor will always be addressed as "Your Worship" or as "Mr. Mayor/Madam Mayor" and the Mayoress as "Mayoress".

Familiarity will be at the discretion of the Mayor.

## 8. MAYORAL TRANSPORT

### 8.1 When the car can be used

The Mayor's transport can only be used by the civics when undertaking official duties.

"An official engagement is one for which an official invitation and Information has been received by the Civic Office".

If a chauffeur is asked by a Mayor to take him/her to a destination that is **NOT** shown on the Mayor's Engagement sheets, and the chauffeur has not received notification

of this further engagement from the Civic Office, then the chauffeur must inform the Mayor that neither he/she or the car will be covered by insurance if he/she takes the Mayor where he/she have asked, the chauffeur must then contact the Civic Office to gain approval.

The Mayor's transport is not available for private use (i.e. shopping or visits to relatives) or for activities associated with being an elected Councillor. Should the role of Mayor and Councillor occur on the same day; every effort will be made to reduce any inconvenience if possible. It is essential, if the non-political role of the Mayor is to be preserved and public cynicism to be abated, that there is a rigid and understood rule between a Member's role as a Councillor and that as a Mayor.

The Mayor's transport is for use by the Mayor and his/her Lady/Consort – the Insurance Section advise that there can only be a maximum of five persons, including chauffeur in a car. The insurance will be invalid if this is exceeded.

**For insurance reasons it is not possible to offer lifts in the car.**

The Mayor's transport must be used for official functions only, other passengers being limited to official guests. The post-holder will be expected to make other arrangements for attending non-official functions.

When using the Mayor's transport, seat belts must be worn at all times and smoking is not allowed.

Occasionally where there may be a conflict of the Mayor's and Deputy Mayor's calendars, or two concurrent events, or high profile event requiring civic representation, the current practice is to hire a rental vehicle. There is a limited budget for this and this must be carefully managed.

The Mayor / Deputy Mayor, guided by the Civic Services Officer agree in advance on those events that require the use of a car. The Mayor should be aware that the budget provision should not be exceeded without prior discussion with the Civic Services Officer. The means of transport should reflect the degree of formality/informality of the event.

## **8.2 Using Own Car**

There will be times when the Mayor or Deputy Mayor may use his/her own car, a mileage claim can be submitted.

## **9. SPEECHES**

### **9.1 General Principles**

The Civic Office will not write the Mayor's speeches.

There are no requirements for the job, other than to have the confidence of the Council, but speech making is an integral part of the duties. The Civic Office will

assist, if requested, to draw up a standard or specific speech, or to arrange typing support for any speeches drafted by the Mayor.

Speeches will come across much better if:-

- they are written in the Mayor's own words (adapted from the Civic Office notes); and
- if the speaker has read the speech through, ideally, practised it aloud and generally familiarised himself/herself with it. This also helps put the speaker at ease which will lead to better clarity and delivery.

The Mayor is a high profile ambassador for the Council and so it is important that he/she makes the best impression possible at all public engagements. If lacking in background information for a particular engagement he/she can ask the Civic Office to provide more research. Similarly if help is required to improve public speaking skills this can easily be sourced, something which is strongly recommended for all.

## **9.2 Being prepared to Speak**

Please read all the information provided prior to attending an appointment and make sure you are fully prepared.

It is inevitable that the Mayor will be asked to speak on occasions without notice. To handle situations like these, please remain calm and follow the pointers below.

## **9.3 Making a Speech**

Overcome any fears by taking deep breaths in through the nose and out through the mouth, do not worry about the fear as it needs to be there, always be prepared, try to forget the audience and be in charge when speaking.

Helpful hints to ensure that the Mayor is always prepared to speak with little notice, prepare a standard short speech that can be used at any function i.e.

- I thank you for this kind invitation;
- There has always been a high rapport between your organisation and the Council and long may it continue; and...
- Thank you...

## **9.4 When Speaking**

Look pleased about having to speak, and remember the points made earlier about representing the Borough.

- Do not partake in a large quantity of alcohol (keep a clear head);
- Speak clearly and slowly;
- Smile when you speak;
- Be enthusiastic;
- Look at your audience, eye contact is very important.

## 10. CHARITY

### 10.1 Civic Office Support

It is the Mayor's responsibility to lead in any fund raising initiative on behalf of various charities. Bear in mind that staff resources are limited, and also restricted (for certain tasks) by audit rules and regulations.

All administrative functions related to the Mayor's charities must be undertaken by the appropriate officers of the charity in question and not by the Mayor or the Civic Office.

It is expected that the charities will undertake all fund raising and its administration, as the Council does not have the staffing resources to support this type of activity. However, staff in the Civic Office is happy to advise the charity as to the suitability of events, appropriate procedures and matters of protocol if required.

It is not possible for the Civic Office to undertake this role (fundraising), although Civic staff will undertake to be the custodian of any funds raised. The secretarial roles involving the organisation of any specific Mayor's Charity event is undertaken by the Charity Committee.

Unfortunately the Civic Office does not have the staff resources to act as fundraisers, but assistance can be given in other ways:

- By adding the details of the charity or charities on Civic Engagement Forms;
- By asking for a donation to the Mayor's charity or charities when he/she is asked to open or attend commercial premises.

On advice from audit officers, official officer support must be kept to a minimal level.

The Civic Office will not act as Charity Committee Secretary and cannot act as lead organiser, as their focus is upon the Council's civic programme and Mayoral support rather than upon the Mayor's charities. Exceptions to this ruling, forming a regular part of the Civic Calendar may include:

- Golf Event
- Charity Ball
- Spotlight on Youth
- School Quiz
- Tea Dance

## **10.2 Mayor's Charity - Cautionary Note**

A note of caution, the primary role of the Civic Office is to ensure the smooth running of the Civic Events and Office of the Mayor and not charity events. Staff will attempt to support the Mayor but in looking at charity events, thought must be given to how the Mayor can organise these without always assuming that the office will be able to staff and organise them.

The Civic Office may be a Trustee of the Mayor's charity and may act as the Treasurer for the committee.

## **10.3 Choosing a charity**

The Mayor may wish to adopt a Charity (or several charities) for the Mayoral Year and it has usually been the practice to do so. It must be stressed that such an undertaking is secondary to the function of the Mayor (as detailed above) and therefore the setting of fundraising targets is to be avoided. This is because the use of monetary target can lead to the 'Mayor's Charities' becoming almost an overriding preoccupation of the Mayoral Year, which can detract from the role as well as requiring significant administrative support. This is not intended in any way to denigrate the remarkable fund raising achievement of some previous Mayors but in the light of experience it is suggested that the Mayor adopts existing Charities rather than creates a specific Charity.

## **10.4 First actions for a new Mayor**

Choose a charity or charities to be supported during the year. Make sure the charities have enough volunteers to run the Charity Committee for the year and help arrange/support fundraising events.

Set up the Charity Committee for the year, including nominating the chairman and secretary.

It is the Mayor's responsibility to convene his or her Charity Committee at the start the Mayoral Year – preferably, the committee members will have been identified earlier, once the Mayor-Elect is identified.

It is normal practice that the Mayor names their chosen charities at the beginning of the Mayoral Year. Additional charities may be added during the year at the Mayor's discretion.

Throughout the year money is received for these charities, and each contribution is recognised by an official receipt and letter from the Mayor to the donor via the Civic Office, who also monitors the charity account".

The Mayor is the only Civic to select a charity or charities to support during his/her Year in Office.

At the end of the Year in Office cheques will be drawn for the charity or charities supported and presentations by the Mayor will be arranged. (Owing to financial

practice it is not usually possible to declare the definitive final fund totals raised at the time of the outgoing Mayor's retiring speeches).

## **10.5 Guidelines for Mayor's Charity Committee**

The Civic Services Officer will meet with the Mayor-Elect as soon as possible to discuss the selection of a charity.

When choosing a charity, the incoming Mayor should bear in mind that practical help is needed for running events of any description as well as promoting and selling tickets. The number of representatives who attend the committee meetings should be kept to a minimum and other help called upon when needed. Charities based locally often prove to have more volunteers willing to help. At least one member of the committee should have some experience in fund raising and it is advisable to find someone willing and able to take on the role of secretary.

Having chosen a charity, the Mayor will then call the inaugural meeting. A representative from the Civic Office who acts as Treasurer will bank any funds received, pay bills as required and report financial statements to the Committee. The Treasurer and the Committee and Civic Services Manager are able to sign cheques on the Mayor's Charity Fund Account which has been set up by the Borough Council and which is balanced off at the end of each Mayoral Year.

The committee will discuss ideas for a completely new programme of events for the forthcoming year. Once an outline programme of planned events is agreed the Secretary of the Committee should check the availability of the Mayor and, where necessary, through the Civic Office book the rooms needed for each proposed event.

If a major event is planned such as, for example, a Mayor's Ball, this should be referred to the Civic Office who have expertise at planning large scale events and a member of staff will be designated to be part of the working party set up to run this event.

All printing of tickets, posters, menus etc. should be shown to the Civic Office for approval.

The Charity Committee must be responsible for ensuring that sufficient people are available to run any event including buying the provisions required and probably making the coffee on the day or running stalls. They will also need to find sufficient tombola/raffle prizes for events and actively help to sell tickets and promote every charity event.

It is normal for the Mayor to report to Council at the Annual Meeting the results of the charity appeal during the year (recorded in the minutes) and make a presentation to the charity just prior to the end of the term of office.

## 11. GIFTS

### 11.1 Receiving

The Mayor should treat with extreme caution any offer of gift, favour or hospitality that is made. The person or organisation making the offer may be doing, or seeking to do, business with the Council or may be applying to the Council for planning permission or some other kind of decision.

An individual is personally responsible for all decisions connected with the acceptance or offer of gifts or hospitality and for avoiding the risk of damage to public confidence in local government.

Generally minor tokens of goodwill or flowers can be accepted as personal gifts. The Members' Code of Conduct also states:

“A member must within 28 days of receiving any gift or hospitality over the value of £25, provide written notification to the Authority's Monitoring Officer of the existence and nature of that gift or hospitality.”

*(Council Constitution - Member's Code of Conduct, para. 15.1)*

Advice on gifts and hospitality can be obtained from the Committee and Civic Services Manager.

Arrange for letters of thanks to be issued. Gifts may not be retained by the Mayor either during their Mayoral Year or after and shall be passed to the Civic Office who shall manage such gifts on behalf of the Council.

### 11.2 Giving

The Civic Services Officer obtains civic gifts, as required. These are used upon the following types of occasion:-

<b>Gift purpose</b>	<b>Typical example of a gift which may be given (this list is for guidance only)</b>
To recognise the contribution of retired and non-elected councillors who have served for a considerable length of time or have served as Mayor	Possibly a glass paperweight, crystal glasses, china plate or a crystal bowl bearing an inscription such as “For services to Wirral Borough Council”. The type of gift will reflect the length of service. For a particularly long-serving councillor, a specific gift with a personal engraving might be appropriate. The Mayor will be consulted about the gift to be offered.
Ambassadors and other visiting dignitaries representing a city elsewhere	Possibly a wooden shield or paperweight

Gifts taken to the Council's twinned and friendship cities during official visits	Possibly a clock or other suitable item, engraved with the crest.
Presentations upon an occasion such as the wedding of an important local dignitary	Possibly a glass paperweight, crystal glasses, china plate or a crystal bowl bearing an inscription.
Small gifts for visitors such as volunteer organisations, youth organisations, etc	Badges, pens, pennant, literature, etc

## **12. BUDGETS**

### **12.1 Mayor's Hospitality Budget**

The Mayor's hospitality budget is very limited and the Mayor should be wary of promising hospitality to any group or organisation (including other Council Departments) without first discussing the possibility with the Civic Office.

Alcoholic drinks are only provided in the Mayor's Parlour and civic rooms for distinguished guests or VIPs at Civic Receptions. Drinks will not be provided for the Mayor's personal guests – any such drinks must be procured / paid for by the Mayor from the Mayor's personal allowance.

## **13. CHAIRING COUNCIL**

### **13.1 The Mayor (or in his absence, the Deputy Mayor) shall undertake the following duties:**

- to determine that meetings of the Council are properly constituted and that a quorum of members is present;
- to be informed as to the business and objects of meetings;
- to preserve order in the conduct of those present;
- to confine discussion within the limits required by the business to be determined and within a reasonable period of time;
- to rule on the admissibility of motions and amendments put in debate by the Members of the Council (following advice from the Head of Legal and Member Services);
- to formulate summaries of those issues arising in debate for the consideration of the meeting;
- to adjudicate on points of order and personal explanation raised at meetings and other incidental issues (following advice from the Head of Legal and Member Services);
- to determine the proper and most appropriate method of voting on any question before the Council;

- to put relevant questions to the meeting, secure orderly votes thereon and declare the result;
- to inform the Council whether he or she will vote on any matter to be determined;
- to give if appropriate, a second vote or a casting vote in order to deal with an equality of votes in the circumstances set out in this protocol;
- to adjourn any meeting of the Council should the circumstances justify or require it, having first of all taken such steps to establish that Members of the Council support such an action;
- to read out any motion to exclude the press and public from meetings and to seek the consent of the Council; and
- to sign the minutes.

### **13.2 Use of casting vote**

The Mayor (acting as Chairman of the Council) shall, at all times, have due regard to the requirements of the Council's Standing Orders and statute law concerning the use of a "second" or "casting" vote. The Mayor shall:

- Give a "second" vote (after voting previously on the issue) or a "casting" vote (having not voted previously) on any issue on which there is equality of voting;
- Shall issue a "second" or "casting" vote in favour of the status quo unless there is a legal requirement to vote otherwise than for the status quo;
- May decline to give a second or casting vote if an affirmative vote is not required on grounds of urgency or otherwise and an opportunity will arise to consider the matter again, within a reasonable period;
- Shall, in the circumstances outlined above, explain such a decision to the Council.

The Mayor has a casting vote in addition to his/her own vote and it is essential that this is exercised in the event of a tie at a Council meeting. There is no convention that the Mayor should seek to vote to protect the status quo. The law requires that the Mayor has complete freedom of conscience in exercising his or her casting vote and it is important that discretion is not seen to be fettered”.

### **13.3 Council Meetings**

The Mayor should ensure that he/she is available for all Council meeting dates.

The rules governing meetings of the Council are contained within the Constitution (Rules of Procedure) but are complex. The Mayor should familiarise himself/herself with these (again) before meetings”.

The Mayor’s Personal 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 the 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.

#### 14. CIVIC CALENDAR

<b>Date</b>	<b>Function</b>	<b>Details</b>
May	Mayor Making	Incoming reception following Part 1 of the Annual Council Meeting - this has a separate budget line. The Civic Office will arrange invitations, food, flowers, engraving, Deputy Mayor's badge and guard of honour.
Monthly	Citizenship Ceremonies	Mayoral attendance at citizenship ceremonies provides added significance to attaining citizenship - attended by the individual, their family and close friends. The Mayor welcomes individuals, delivers a speech and distributes certificates and citizen packs.
June	Armed Forces Day	Flag Raising Ceremony on the Monday before. Mayor takes salute of march past parade on the day (normally a Saturday in late June). Taking place at the flagpole at the front of Wallasey Town Hall - alternatively the Cenotaph in Hamilton Square.
Date may vary – to be agreed with Mayor and Civic Office	Civic Sunday	Guests are invited including all chain gang and HM Lord Lieutenant, all members should attend (with a civic procession often including a band). The service is organised by the Vicar and Mayor's Chaplain. Refreshments are served following the Civic Service.
Usually during the summer months	Mayor's 'At Home'	The Mayor invites Civic Heads of Neighbouring Authorities to visit Wirral. A vintage bus is hired and a tour of Wirral is arranged followed by lunch, usually in the Floral Pavilion.
October	Youth Parliament	The annual Youth Voice Conference and Youth Parliament are held each during Local Democracy Week in October. The Youth Voice Conference involves a series of workshops and hotseating sessions.

November	Remembrance Sunday	11 November or Sunday nearest to - Guests from the Armed Services locally are invited to attend along with Magistrates and Clergy of the Borough. The Borough organises this event on behalf of the RBL. The Civic Office prepares the service. Band (TBC) provide the music and a reception is held in Birkenhead Town Hall following a march past in Hamilton Square. A pre meeting for this is held in August/early September. There is a separate budget code for this event. Approx. 1000 people attend this event.
Usually February/March	Civic Heads Dinner (Wirral Authorities)	Black tie dinner for Civic Heads of neighbouring authorities – held at Wirral Met College.
Usually February/March	Former Civic Heads Dinner	Dinner for former Mayors of the Metropolitan Borough of Wirral - held at Wirral Met College.
Usually February/March	Wirral Awards Dinner	The Wirral Award is intended to confer civic recognition upon individuals or organisations resident or located in Wirral for outstanding achievement within the previous 12 months, or for distinguished service to the Borough over a 20 year period - there is a short presentation followed by a dinner in the Round Room
April	Zeebrugge Raid Remembrance Ceremony	Royal Marines Remembrance of the Raid on Zeebrugge, St Georges Day 23 <sup>rd</sup> April 1918. Commemorating the action at Zeebrugge 1918 and in memory of fallen comrades – utilising 2 Liverpool Ferry Boats.
April	Annual Tourism Awards Dinner	Lunch and Awards Ceremony in the Floral Pavilion, New Brighton.
Usually April	Civic Ball	Main Civic Event of the year and biggest fund raiser for the Mayor's Charity.

## 15. OCCASIONAL CIVIC FUNCTIONS

Date	Function	Commentary
n/a	Royal Visits	Royal Visits - in conjunction with the Lord Lieutenant's Office. More work is required from Civic Team and the Borough Council in general.
n/a	Ex Member Presentations	Presentations made to retiring members or members who lose seats following the elections.
n/a	Honorary Aldermen and Freemen	Presentations made to members, ex-members, and the public who attain these positions.
n/a	Staff	Long Service Presentations.
n/a	Royal Garden Party	There is a rota for this – Local authorities are generally offered between 6 to 8 places – shared amongst each political party with the Mayor taking precedence as long as they have not been before.
n/a	Medal Parades, Freedom Parades and Freedom of the Borough Ceremonies	As and when - need to be planned well in advance.
Feb / Mar	Mayor's Cadet	Interviews for the Cadet take place February half term / March. Ensure opportunity is taken to thank Organisations & Cadets for their civic involvement, providing guard of honours and bands at our events. The Mayor's cadet needs to be notified to which events they should be attending.
n/a	National Anniversaries	2014 will be 100 years since the start of the First World War. Events will run until 2019 to commemorate various Centenary Anniversaries of WW1.

## 16. OTHER CIVIC DUTIES

- Regalia upkeep and insurances - ensuring that if the Mayor is travelling we are covered with the right insurance.

- Mayor's Charity Accounts and Banking - produce annual accounts.
- Town Hall Tours - as and when - these are booked in and usually the Mayor attends. We provide refreshments at the end of the tour.
- Mayor's Robes/Uniforms - maintenance and cleaning.
- Mayor's Christmas Cards.
- Ad Hoc Mayor's receptions - involves presentations and tours of the Town Hall and Borough.
- Artwork in the Town Hall - general up keep and making sure the right paperwork is provided if any are loaned or sent back to the Williamson Art Gallery, Wirral / Merseyside Museums, etc.
- Civic Gifts - purchase and record of stock held.

## **17. TWINNING**

The Metropolitan Borough of Wirral is twinned, or has sister city relationships, with:

- Nowy Sacz, Poland
- Lorient, France
- Gennevilliers, France
- Midland, Texas, USA
- Latina, Italy
- Zeebrugge, Belgium (proposed)

## **18. FLAG FLYING**

### **18.1 General Principles**

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

The Department for Culture, Media and Sport issue instructions for the hoisting of the Union and other Flags on certain stipulated days such as Royal Birthdays and Saint's Days.

### **18.2 Occasions on which flags are to be flown at half-mast**

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 Her Majesty in each case.

The funerals of Prime Ministers and Ex-Prime Ministers of Great Britain; and

on the death of:

- An Honorary Alderman
- A Councillor or an ex Councillor
- An Ex-Mayor or Mayoress – from announcement of the death until midday on the day of the funeral
- A Freeman
- A Chief Official

or other occasions by special command of Her Majesty.

NOTES: The **flag of the Borough Council** will be flown at half-mast from the day of notification to the Authority of the death of a serving Mayor or past Mayor of the Council until sunset of the day of the funeral.

In respect of the death of a current or former elected member of Wirral Borough Council, **the flag of the Borough Council** will be flown at half-mast at the Town Hall on the day of the funeral.

It should be further noted that on Remembrance Sunday the Union Flag is flown right up and NOT at half-mast”.

**[ADDITIONAL INFORMATION WILL BE ADDED HERE - TO INCLUDE REFERENCE TO A DETAILED PROTOCOL – TO BE CONSIDERED BY STANDARDS AND CONSTITUTIONAL OVERSIGHT COMMITTEE – 4 OCTOBER 2016]**

## **19. ELECTION PURDAH**

Special conditions apply to the issue of publicity in the period leading up to elections.

During the period of six weeks or so leading up to an election, the Council must take special care not to issue any publicity that might conceivably be perceived as having the potential to influence the outcome of the poll. Details can be found in the Representation of the People Act 1983, the Local Government Act 1986 and the Local Authority Publicity Code of Recommended Practice published in 2001.

To ensure compliance with the various Acts and Publicity Code, the Council, therefore, enters a period of Purdah in the six weeks leading up to an election where it will avoid issuing any publicity in the name of or associated directly with any Councillor.

The Mayor is strongly advised to ensure the dates of major Civic events such as the Annual Civic Awards are arranged to ensure there is no conflict with the Purdah period.

## **20. MOBILE PHONES**

### **20.1 General Principles**

The Mayoral Attendant has been issued with a mobile phone that is always with him when he is on duty. This means that the Civic Office staff can contact him. In accordance with internal audit rules, the phone is for strictly business purposes only. Other drivers/attendants are expected to carry their own personal mobile phone.

## **21. FREEDOM of the BOROUGH**

Freedom of the Borough will be considered for individuals/groups who have given outstanding eminent service to the Borough over a significant period of years.

## **22. HONORARY ALDERMAN**

Members are invited to consider conferring the title of Honorary Aldermen on former Councillors in recognition of their eminent services in the Borough i.e. in excess of 25 years.

### **22.1 Background**

The Council may by a resolution passed at an Extra-Ordinary meeting of Council confer the title of Honorary Aldermen on persons who have in the opinion of the Council rendered eminent services to the Council as past Members of the Council but who are not then Members of the Council.

### **22.2 Process**

It requires a Council decision to approve this proposal.

In the event that Council gives its approval, an engrossed document together with an aldermanic badge will be presented to the Honorary Aldermen at a Council meeting to be followed by a reception hosted by the Mayor.

### **22.3 Financial Implications**

The cost of purchasing the Honorary Aldermen badges and engrossments, and costs of any receptions, will be minimal and can be met from within existing budgets.

### **22.4 Statutory Considerations**

The process complies with the provisions contained within the Local Government Act 1972.

**METROPOLITAN BOROUGH OF WIRRAL**

The following information is given for the assistance of organisers of functions attended by the Mayor:-

- (a) **ARRIVAL**  
THE MAYOR AND MAYORESS SHOULD BE MET ON ARRIVAL BY SOME RESPONSIBLE PERSON AND ESCORTED TO THEIR PROPER POSITIONS. The Mayor should be addressed as "Mr Mayor". The Mayoress should be addressed as "Mayoress".

If the Deputy Mayor is attending, he should be addressed as "Deputy Mayor". The Deputy Mayoress should be addressed as "Deputy Mayoress".

- (b) **PRECEDENCE**  
The Mayor takes precedence over ALL PERSONS in his/her own Borough, including civic heads from other authorities. EXCEPT in the presence of Her Majesty The Queen or Members of the Royal Family and the Lord Lieutenant of the County.

- (c) **SEATING ARRANGEMENTS**  
The place reserved for the Mayor should be on the immediate right of the person presiding at the function. This relates only to functions held in Wirral. In other cases, the Mayor should be given seating appropriate to his/her office.

- (d) **SPEECHES**  
Please give careful consideration particularly to indicating length of speech by the Mayor.

- (e) **PRESS COVERAGE**  
The local press are informed weekly of the Mayor's diary of engagements but it is advised that any organisations wishing for press coverage of their event should make direct contact with the local newspapers.

- (f) **PHOTOGRAPHY**  
During the visit we may wish to take photos on behalf of the Mayor. Photographs taken will be stored within Wirral Council's photo library for 5 years. Images may be used in connection with a variety of Council marketing/information literature, on the Council's websites and social networking pages and may also be supplied to the media.

If you are happy to be included within the photo shoot you are not required to do anything further. However, if you would prefer that photographs are not taken please inform the photographer on the day of the visit.

### Mayor of Wirral's Charities

For the 2015/16 Municipal Year, the Mayor and Mayoress supported and raised funds for the following three charities:

- Alzheimer's Society Wirral Branch is a small group of local volunteers who devote their spare time to fundraising for the Alzheimer's Society's local dementia support workers and activities including a befriending service and 'Singing for the Brain'.
- Clatterbridge League of Friends was founded in 1954 to raise funds to improve patient amenities and other services. Since then, its volunteers have raised over £1 million for hospitals on the Clatterbridge site.
- North West Air Ambulance Service operates three helicopters, flying 365 days a year, with doctors and paramedics on board to provide emergency medical treatment when time is critical and pre-hospital care is needed to make a life changing difference.

For the 2016/17 Municipal Year, the Mayor and Mayoress will support and raise funds for the following:

**This page is intentionally left blank**

## WIRRAL

Additions : 1974 [Bebington](#) (Borough), [Birkenhead](#) (Borough), [Hoyle](#) UDC, [Wallasey](#) (Borough)



### Official blazon

**Arms** : Vert issuant from the base a Trident erect pendant therefrom by the strings a Bugle Horn Or all between two Flaunches Argent on each two Bars wavy Azure.

**Crest** : On a Wreath of the Colours within a Crown Palisade Or upon a Red Sandstone Rock between two Sprigs of Bog Myrtle (*Myrica gale* Linnaeus) an Oystercatcher (*Haemotopus ostralegus*) rising proper.

**Supporters** : On the dexter side a Lion Gules gorged with a Collar dancetty of two points downward Argent and on the sinister side a Lion Argent gorged with a like Collar Gules each holding aloft in the interior forepaw a Crosier head outward Or.

**Motto** : 'BY FAITH AND FORESIGHT'

### Origin/meaning

The arms were officially granted on August 10, 1976.

The shield like that of Hoyle, symbolises the Wirral peninsula, with a green background between white and blue waves for the Mersey and Dee estuaries. The central charge is the trident from the crest of Wallasey, epitomising the

varied maritime activities of the Wirral - ports, shipbuilding, ferrying, fishing, sailing and seaside holiday resorts. Suspended from the trident is a conventionalised representation of the Wirral Horn, seen in the arms of Wallasey and the device of Wirral UDC. This recalls the tenure of the Master Forestership of the Forest of Wirral by 'cornage' the actual horn eventually coming to the Stanley family.

Above the shield is the closed helm proper to Civic Heraldry, with its twisted crest-wreath and decorative mantling in the green and gold of the shield, typifying the rural parts of the Wirral and the sands of the coastal area. Upon the wreath is the crest, symbolising some of the special natural features of the Wirral. On a sandstone rock representing the islands and the rocky areas of the middle of the peninsula, is the oystercatcher from Hoylake's crest, the bird that is seen in huge numbers on the Deeside area particularly. Flanking the rock are two sprigs of the Bog Myrtle or Sweet Gale, typical of the area and the whole is enclosed within a gold 'palisado' crown - a coronet of palings signifying protection of these distinctive features of the district. Five points indicate the five areas of the Borough.

The supporters represent the main early influences in the history of the Wirral. On the left is the red lion of Randle Meschines, Third Earl of Chester, who formed the entire Hundred of Wirral into a Forest administered by the Master Foresters from Storeton in the modern Bebington area. The crosier in the lion's paw represents St Werburgh's Abbey at Chester, whose manors, churches or lands in Wirral included Bebington, Bronborough (site of an earlier Saxon monastery), Eastham, Childer Thornton Raby and Neston, all or parts of which were also in Bebington Borough.

On the other side is the white lion of the Masseys, founders of Birkenhead Priory, in whose arms, as in those of the former County Borough, the lion and crosier appear, though in the Civic Heraldry the colour of the lion was changed. The white lion is also that of the Domvilles who held Brimstage in Bebington.

For necessary distinction, each lion wears a collar in the form of a letter W, white on the red lion and vice versa.

The motto, *By faith and foresight*, a good principle for a new authority is suggested by words in the mottoes of Birkenhead (*Fides* - 'Faith') and Hoylake (*Prospice* - 'Look ahead')

## Mayor's Attendant Key Events Check List / Protocol

**Event:** Mayor Making Ceremony

**Date:** Annual Event

**Location:** Wallasey Town Hall, Brighton Street CH44 8ED

	Yes / No	Comments
Mayoral Car	Yes	See job sheet for timings
Robes	Yes	
Chains / Evening Jewels	Chain	Past Mayor's medal required
Mace	Yes	
Mayoress / Consort in attendance	Yes	
Mayor's Cadet	Yes	x2 (outgoing and new Mayor) parents to attend ceremony

### Introduction:

The Mayor is always a serving Councillor, elected by the Full Council at its Annual General Meeting (or Annual Council) held each May, and stands for one year in office. The Mayor is the first citizen and chosen representative of Wirral, acting as a focal point for community and civic life.

Prior to taking office, the Councillor (Mayor Elect) will have served a year in the role of Deputy Mayor, and may be well known to the Mayoral Attendant having acted as stand-in for the Mayor at events during this time.

The Mayor Making ceremony is well scripted, and a copy for the 2015 event (held at Wallasey Town Hall) is available from the Civic Office, with the relevant Attendant duties highlighted. Past Mayor Making ceremonies have taken place at other venues in the borough e.g. The Floral Pavilion, New Brighton (2014).

The ceremony is followed by an 'invite only' buffet & drinks event hosted by the newly installed Mayor.

Note: The ceremony forms 'Part One' of the Annual Council meeting business (Part Two – committee appointments etc - takes place the following evening).

### Attendant - Specific Duties

The Mayor's attendant will:

- Ensure the outgoing Mayor is at Wallasey Town Hall at the appointed time.
- Robe the Mayor – in the Mayor's Parlour.

- Formally announce the entrance of the Mayor. ***“Ladies and Gentlemen, please be upstanding for the Mayor of Wirral, Councillor xxxx xxxx”***
- Set the Mace in position.
- Nomination Ceremony takes place.
- The attendant will escort the Mayor Elect from the Civic Hall, and to the Mayor’s Parlour for robing.
- Formally announce the entrance of the Mayor Elect. ***“Ladies and Gentlemen, please be upstanding for the Mayor of Wirral, Councillor xxxx xxxx”***
- Acceptance of Office Ceremony takes place (this will include the attendant assisting investing the New Mayor with their chain of office)
- Lead the Mayoral procession (New Mayor and Mayoress, Deputy Mayor and Mayoress / Consort and the Retiring Mayor and Mayoress / Consort from the Hall to the Mayor’s Parlour.

Note: so there is no need for the Retiring or New Mayors to memorise anything scripts are provided (they may be nervous about this).

**A FULL SCRIPT OF THE 2015 CEREMONY  
AND ITINERARY IS AVAILABLE  
FROM THE CIVIC OFFICE**

**ALL ARRANGEMENTS MUST BE CONFIRMED  
WITH THE CIVIC OFFICE PRIOR TO EVENT**

## Mayor's Attendant Key Events Check List / Protocol

**Event:** New Councillors 'Swearing In' Ceremony

**Date:** Annually - immediately after Local Authority Elections (when held, and if applicable)

**Location:** Wallasey Town Hall, Brighton Street CH44 8ED

	Yes / No	Comments
Mayoral Car	Yes	See job sheet for timings
Robes	Yes	No headgear
Chains / Evening Jewels	Chains	
Mace	Yes	
Mayoress / Consort in attendance	No	
Mayor's Cadet	No	

### Introduction:

Once elected, the appointment as councillor will become effective on the fourth day after the election. Individuals may not act as Councillor (this includes attending and voting at meetings) until they have signed the declaration of acceptance of office. By signing the declaration, they agree to follow the local authority's Code of Conduct.

The declaration must be made within two months from the day of election. If the individual fails to submit their declaration by this deadline, the seat will be declared vacant and a by-election will be held.

It is Wirral's practice that the Mayor will receive Councillor's oaths and oversee the signing of the declarations, with the Chief Executive and Head of Legal and Member Services in attendance.

### Attendant - Specific Duties

The Mayoral attendant will:

- Ensure that the room (normally the Council Chamber) to be used for the purpose is prepared and all relevant documentation (including religious texts / bible etc.) is provided by Legal and Member Services or the Mayor's Office.
- Ensure the Mayor is at Wallasey Town Hall at the appointed time.
- Robe the Mayor – in Mayor's Parlour.

- Once all are seated, attendant will formally announce the entrance of the Mayor. ***“Ladies and Gentlemen, please be upstanding for the Mayor of Wirral, Councillor xxxx xxxx”***
- Mayor will give a short introduction, Head of Legal and Member Services will advise. The new Councillors will be called individually to sign their declarations and receive documentation packs from the Mayor.
- Refreshments may be served\*, after which the attendant will escort the Mayor from the room, and to a private area for de-robing.

**\*ALL ARRANGEMENTS MUST BE CONFIRMED  
WITH THE CIVIC OFFICE PRIOR TO EVENT**

## Mayor's Attendant Key Events Check List / Protocol

**Event:**       **Citizenship Ceremony**

**Date:**        Monthly (or as arranged by the Senior Registrar in consultation with the Mayor's Office)

**Location:**   Birkenhead Town Hall, Hamilton Square CH41 5EU

	<b>Yes / No</b>	<b>Comments</b>
Mayoral Car	Yes	See job sheet for timings
Robes	Yes	No headgear
Chains / Evening Jewels	Chain	
Mace	No	
Mayoress / Consort in attendance	No	
Mayor's Cadet	No	

### **Introduction:**

Citizenship ceremonies give added significance to attaining citizenship and provide an occasion at which the applicant, their family and close friends, can celebrate a life defining moment.

The final step on the journey to becoming a British citizen, every applicant for British citizenship is required to swear an oath of allegiance to the Crown and make a pledge to uphold the values and laws of the UK. Wirral wishes the ceremonies to be enjoyable and meaningful events. The Mayor attends each ceremony in order to give a local feel to the event.

Wirral's cultural diversity is a cause for celebration and the citizenship ceremonies are an opportunity for the Council to welcome new citizens to the City, whilst reinforcing the fact that becoming a citizen carries with it both rights and responsibilities. The ceremonies help encourage new citizens to play an active part in the community.

It also provides the local authority with an opportunity to welcome their new citizens into the community and encourage participation in the democratic process.

### **Attendant - Specific Duties:**

The Mayor's attendant will:

- Ensure the Mayor is at Birkenhead Town Hall at the appointed time.

- Robe the Mayor – at home / or in private room in the Registrar’s office area. Once robed, the Mayor may wish to informally meet those taking the oath prior to the ceremony.
- Whilst the Mayor is meeting oath-takers ahead of the ceremony, the attendant will ensure the appointed room is set out, ensuring that the portrait of the Queen, Union Flag, gifts, citizen packs, (and any p.a. music equipment – if used) are in position / available.
- Liaise with the relevant Registrar who will be leading the ceremony to confirm numbers and any last minute / special arrangements.
- Once all oath-takers (and family members) are seated, formally announce the entrance of the Mayor. **“Ladies and Gentlemen, please be upstanding for the Mayor of Wirral, Councillor xxxx xxxx”**
- The Mayor will give a short introduction, Registrar will lead the ceremony, and once sworn, the new ‘citizens’ will be called individually to receive their certificates, citizen packs and gifts from the Mayor.
- When all certificates have been distributed, those wishing to have their photographs taken with the Mayor will have the opportunity to do so. Attendant may be called upon for this...
- The attendant will escort the Mayor from the room, and to a private area for de-robing.

### **The Declaration (for information)**

All new citizens will be asked to either swear the oath or affirm the oath. The choice is down to the individual (you may be asked about the content).

### **Swearing the Oath:**

I (full name) swear by Almighty God that on becoming a British citizen, I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, her heirs and successors according to law.

### **Affirmation:**

I (full name) do solemnly, sincerely and truly declare and affirm that on becoming a British Citizen I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, her heirs and successors according to law.

Both those who are swearing or affirming will then make the **pledge of commitment:**

I will give my loyalty to the United Kingdom and respect its rights and freedoms. I will uphold its democratic values. I will observe its laws faithfully and fulfil my duties and obligations as a British citizen.

The order of the day and both the oath and the pledge will be provided to individuals ahead of the ceremony. Both are repeated by the group after the registrar, so there is no need for the new citizens to memorise anything (they may be nervous about this).

**ALL ARRANGEMENTS MUST BE CONFIRMED  
WITH THE CIVIC OFFICE PRIOR TO EVENT**

**This page is intentionally left blank**

## Mayor's Attendant Key Events Check List / Protocol

**Event:** Zeebrugge Raid Remembrance Parade

**Date:** 24 April 2016 (tbc)

**Location:** Seacombe Ferry Terminal, Wallasey **CH44 6QY**

	Yes / No	Comments
Mayoral Car	Yes	See job sheet for timings
Robes	Yes	
Chains / Evening Jewels	Chain	
Mace	tba	Varies – dependent on parade arrangements
Mayoress / Consort in attendance	Yes	
Mayor's Cadet	Yes	

### Introduction:

Royal Marines Remembrance of the Anniversary of the Raid on Zeebrugge, St Georges Day 23<sup>rd</sup> April 1918. Commemorating the action at Zeebrugge 1918 and in memory of fallen comrades.

In 1906 two new ferryboats came into service on the Mersey, the 'Iris' and the 'Daffodil'. They were twin screw steamers capable of handling 1,735 passengers apiece.

They were built on the Tyne by Roberts Stevenson and Company and towed to the Mersey to have their engines fitted by D. Rollo and Sons. They had a single funnel and mast with three separate saloons on deck. The navigation boxes were carried on a flying bridge. The 'Iris' was 491 tons while the 'Daffodil' was 482 tons; both were 159 feet in length. Little did anyone realise that these two little craft were to sail into history on St Georges Day 23<sup>rd</sup> April 1918, while acting as landing craft and tug boats for the landing parties on HMS Vindictive in the raid on the Mole at Zeebrugge. After this operation these two ferries were awarded the honour of carrying the prefix 'Royal' linking them forever with their passengers on the raid the 'Royal Marines'. Battered and shell pocked the two ferries survived and later returned to service on the Mersey.

Ex-Service personnel, Reservists, serving Marines and Families will attend and join dignitaries onboard the ferry. Members of the public will observe the parade and may attend the service at the Ferry Terminal.

### **Mayor's Role (guided by the attendant):**

The Mayor (accompanied by the Mayor's Attendant, and Mayor's Cadet), the Mayoress, and any other invited guests will meet with the Parade Commander / Royal Marines Association (RMA) representative at the Seacombe Ferry Terminal, Wallasey **CH44 6QY**.

The service comprises a mid-river 'Blessing' on board the Ferry, where wreaths shall be cast upon the waters – led by the Mayor.

Upon return to the Ferry Terminal, a Service will be held – hymns, lessons, and prayer. (Note: the Blessing and Service may be altered / order reversed, dependant on the river tide timings)

The primary role of the Mayor is to lead the casting of wreaths upon the water, and the laying of wreaths at the Seacombe Ferry Port Memorial Stone. The Mayor and Mayoress will also inspect various formed troops, with the Mayor taking the salute at the Parade March Past.

### **Attendant - Specific Duties:**

The Mayor's attendant will:

- Ensure the Mayor / Mayoress and accompanying Mayor's Cadet are at Seacombe Ferry Terminal at the appointed time to meet members of the Royal Marine's Association (RMA) / Memorial Parade Organisers.
- Ensure 2 Civic Wreaths are available - as and when required – one on the ferry, and one for the memorial stone (organisers to advise)
- Accompany the Mayor and Mayoress to their designated positions onboard ferry, and at the subsequent service.
- Assist in the forming up of wreath laying dignitaries, in such a way as to allow wreath bearing members of the group to move unobstructed to the Memorial at the appointed time.
- Ensure the Mayor is in position at the appointed position to take the salute.
- Following the Parade dispersal, the Attendant will escort the Mayor and Mayoress to the reception hosted by the Royal British Legion, or any other reception hosted by Services / Service Organisation. (Note: Mayors Cadet may be released from their duties at this point)

**ALL ARRANGEMENTS MUST BE CONFIRMED  
WITH THE CIVIC OFFICE PRIOR TO EVENT**

## Mayor's Attendant Key Events Check List / Protocol

**Event:** Remembrance Sunday Parade

**Date:** 8 November 2015

**Location:** Hamilton Square, Birkenhead

	Yes / No	Comments
Mayoral Car	Yes	See job sheet for timings
Robes	Yes	
Chains / Evening Jewels	Chain	
Mace	Yes	
Mayoress / Consort in attendance	Yes	Note: additional guests / attendees will attend – see accompanying papers
Mayor's Cadet	Yes	

### Introduction:

In the United Kingdom, Remembrance Sunday is the second Sunday of November, the Sunday nearest to 11th November. (The 11th of November is Remembrance Day). Remembrance Sunday is the anniversary of the end of the hostilities of the First World War at 11:00am on 11th November in 1918.

The Remembrance Sunday Parade is jointly organised by the Mayor's office and the Royal British Legion (troops, band and cannon) at the Cenotaph, Birkenhead.

Birkenhead War Memorial, or Birkenhead Cenotaph, stands in Hamilton Square, Birkenhead opposite the Town Hall. It consists of a cenotaph in Portland stone with carved figures and panels in Westmoreland stone. The memorial was designed by Lionel Budden, and the sculptor was H.Tyson Smith. It was unveiled in 1925 by Sir Richard H.K. Butler. The memorial is designated by a Grade II listed building.

Members of the public will observe the parade and attend the service.

### Mayor's Role (guided by the attendant):

The Mayor (accompanied by the Mayor's Attendant, bearing the Mace and Mayor's Cadet), the Mayoress, the Lord Lieutenant (or Deputy) and other invited guests will meet with the local Chaplain at the Town Hall, Birkenhead (the **Civic Party**).

The service includes 2 minutes silence from 11am to 11.02 am and is attended by The Mayor, Mayoress, often accompanied by former Mayors, Honorary Aldermen, Wirral Council Officers, Local MP(s), the Lord Lieutenant / Deputy Lieutenant, Magistrates and troops.

The primary role of the Mayor is to lead personal prayer in respect of the memories of those who gave their lives in past conflicts (primarily, but not exclusively, WW1

and WW2), and to take formal salute of the Parade comprising military, civil, ex-service / veteran personnel.

### **Attendant - Specific Duties:**

The Mayor's attendant will:

- Ensure the Mayor / Mayoress and accompanying Mayor's Cadet are at Birkenhead Town Hall in good time to greet members of the Civic Party.
- Form up Civic Party guests (in pairs) into order for their approach to the War Memorial at 10.52hrs

*The Mayor, Lord Lieutenant - the Chief Executive - the Leader of the Council, the Mayoress or Consort - the Deputy Mayor, the Deputy Mayoress or Consort - Local Members of Parliament - Visiting Mayors and Mayoresses\**

- Lead the Civic Party to its designated position (mace bearer or attendant may carry Mace), and form up the Civic Party in ranks, with Mayor and Lord Lieutenant to the front facing the Memorial, in such a way as to allow wreath bearing members of the group to move unobstructed to the Memorial at the appointed time.
- Service will take place, followed by the laying of wreaths – Mayor's attendant will announce / call members of the Civic Party forward in order of seniority i.e Mayor first. When Civic Party has finished their duties, the attendant will signal RBL representative to enable other wreath bearers to commence laying of wreaths.
- Parade will disperse.
- The Attendant will ensure that the Saluting Dias (under control of the designated Parade Marshal) is moved to position, and that members of the Civic Party are positioned to either side of the Dias for the final March Past. (note: whilst the Dias is being re-positioned the Civic Party will walk slowly, clockwise, around the Cenotaph – attendant to instruct)
- Once the Mayor has taken the salute, and the Parade has dispersed (turned the corner to the North side of Hamilton Square), the Attendant will escort the Mayor and Lord Lieutenant across to speak with ex-service / veterans and families of the fallen. Members of the Civic Party may make their way back to the Town Hall, or leave the Square.
- The Attendant will guide the Mayor, Lord Lieutenant and remaining members of the Civic Party back into the Town Hall for refreshments.

**\*ALL ARRANGEMENTS MUST BE CONFIRMED  
WITH THE CIVIC OFFICE PRIOR TO EVENT**