

Local Protocol on Civic and Ceremonial

1. Introduction

- 1.1 This Protocol is provided to ensure a consistent approach in respect of civic and ceremonial events, and to ensure that the role of civic and ceremonial promotes the reputation of Torbay Council ('the Council') and to apply correct etiquette.

2. Key responsibilities of the Civic Mayor and Deputy Civic Mayor

- 2.1 As set out in the Job Descriptions for the Civic Mayor and Deputy Civic Mayor in the Council's Constitution. The Civic Mayor acts as an ambassador for the Council and also for the Borough of Torbay, as a non-political, impartial figure, representing the whole community. The Civic Mayor visits communities and businesses, representing the Council and the Borough, and they can also welcome delegates, dignitaries and visitors to Torbay on behalf of the community.

(Note: For clarity, the Leader of the Council's role is to act as an ambassador for the Council promoting its work and acting as its principal political spokesperson.)

- 2.2 The Civic Mayor, Deputy Civic Mayor and their Consorts/Escorts, when undertaking their civic and ceremonial roles shall:
- i. Conduct themselves in a manner appropriate and fitting to their positions, in accordance with the requirements of the Council's Constitution, generally and in particular, the Code of Conduct for Members;
 - ii. not bring the Council into disrepute, through abuse of office;
 - iii. have regard to advice given by the Council's Governance Support and Events Team;
 - iv. not attend any function or otherwise give support to any organisation or person, whose objectives are contrary to law and/or Council Policy;
 - v. not solicit engagements or visits at home or otherwise procure favours or gifts by virtue of office;
 - vi. not overspend the budget/allowance allocated to the Civic Mayor; and
 - vii. be capable of undertaking the demands of the role (for example to be able to: maintain high levels of concentration during long Council meetings; to cope and manage controversial debate at Council meetings; attend a large number of civic events, including during unsocial hours; hold and engage an audience at civic events for long periods of time; and attend civic events which may be held outside in inclement weather).
- 2.3 The ability to meet the criteria and responsibilities outlined in paragraph 2.2 above, shall be taken into account by the Council, when considering nominees for the roles of Civic Mayor and Deputy Civic Mayor.

3. Annual Meeting of the Council

- 3.1 The election of a Civic Mayor of the Council and Deputy Civic Mayor shall be the first item of business conducted by the Council, in accordance with the Local Government Act 1972.
- 3.2 The role of Civic Mayor/Deputy Civic Mayor and their Consort/Escort are non-political roles.
- 3.3 The Civic Mayor's term of office is one municipal year, and during this time, they continue to be a Member of the Council. The Civic Mayor shall preside over meetings of Council, with political neutrality.
- 3.4 The incoming Civic Mayor and Deputy Civic Mayor shall make a declaration of acceptance of office and oath of allegiance, when accepting the Term of Office at the Annual Meeting of Council.
- 3.5 Where the Civic Mayor wishes to hold a civic lunch, this may be held on the same day as the Annual Council meeting, with an adjournment for the Council meeting to reconvene at 5.30 pm, to consider the remainder of the Council business on the agenda. Consideration must be given to the suitability of venue and convenient timing of the lunch, before arrangements are put in place. In the year of an all Council election, the civic lunch will be held on a later date in the Municipal Year. The annual photo will be taken immediately after the ceremonial meeting.

4. Civic Events

Below is a list of typical events which are organised during the Civic Mayor's Year in Office.

4.1 Civic Service

The Civic Service is normally held at the Civic Mayor's Chaplain's place of worship. Alternatively, the Civic Mayor may request a different venue which can be considered, subject to its suitability to include capacity and accessibility requirements. The date of the Service shall be decided by the Civic Mayor, in consultation with the minister or other person who is responsible for conducting the Service. The Events Team will support co-ordinating the Service. The date for the Service must not clash or coincide with any other elected Member event(s); Council or Committee meetings or major event(s), as identified by the Events Team.

The Civic Service can be held at any time during the Civic year, but historically it is usually held in late September/October.

Civic Dignitaries from the Council's designated list, together with other individuals identified by the Civic Mayor, will be invited to attend the Service and partake in any refreshments the Civic Mayor wishes to provide after the Service.

4.2 Remembrance Sunday

Remembrance Sunday is held on the Sunday nearest to the anniversary of Armistice Day, being the 11 November at 11 am. The Service of Remembrance is led by the Civic Mayor's Chaplain or other representative of the Civic Mayor,

following which the Civic Mayor will lay a wreath in memory of those men and women who gave their lives for their country.

4.3 Miscellaneous events

Various miscellaneous events are attended by the Civic Mayor, some examples of which are listed below:

- a. Hosting Royal Visits upon request by the Lord Lieutenants Office;
- b. Twinning events – Torbay is twinned with the German town of Hameln and Hellevoetsluis in The Netherlands;
- c. Events to raise funds for the Civic Mayor's chosen charities;
- d. Education Awards and Graduation Ceremonies;
- e. Opening of Fayre's/Fetes/Garden Parties/Coffee Mornings/100th Birthday celebrations;
- f. Presenting Awards and Prizes to individuals and organisations;
- g. Art Exhibitions and presentations at local schools;
- h. Firework Displays;
- i. Armed Forces Day; and
- j. Other Local Authority Civic events to which the Civic Mayor has received an invitation.

5. Civic Invitations

5.1 Public organisers of events may request the Civic Mayor to attend events. Duties which the Civic Mayor may carry out at such events include:

- a. Attending functions within Torbay, or on occasions outside the Bay, with prior agreement from the Head of Governance Support, as a Ceremonial Representative of the Council (Note: for events outside the Bay, the Civic Head from that area will be the lead figure head for the event, with Torbay's Civic Mayor/Deputy Civic Mayor, being an invited guest);
- b. Undertaking official openings or presentations within Torbay on behalf of the Council; and
- c. Representing the Council during Royal visits to the town when requested by the Lord Lieutenant's Office.

5.2 All invitations for the Civic Mayor to attend such events shall be sent to the Governance Support Team and not directly accepted by the Civic Mayor. This is to avoid clashes of appointments and to consider the suitability of the event.

5.3 Priority will be given to events within the Borough which promote Torbay. Although invitations to events held outside Torbay can be considered, in consultation with the Governance Support Team. Attendance at events held outside Torbay will only be accepted if it enhances the promotion of Torbay. Invitations will not normally be accepted if the invitation cannot be reciprocated, for example, civic dinners hosted by other local authorities.

5.4 Event organisers are required to give as much notice as possible of their upcoming event. In the case of invitations being received less than 72 hours before an event, the Head of Governance Support reserves the right to decline attendance at the event on behalf of the Civic Mayor.

- 5.5 If the Civic Mayor is unable to attend an event to which they have been invited, the Deputy Civic Mayor will be invited to attend to represent the Council. In the event that the Civic Mayor and Deputy Civic Mayor are not able to attend and it is appropriate to invite an alternative representative, the most recent former Civic Mayor can be invited to attend subject to agreement of both the Civic Mayor (or Deputy Civic Mayor in the absence of the Civic Mayor) and the Head of Governance Support.
- 5.6 Invitations to functions should not be sent direct to or accepted by the Deputy Civic Mayor. The Deputy Civic Mayor will not normally attend functions in his/her own right, except when deputising for the Civic Mayor.
- 5.7 It is not normal practice for the Deputy Civic Mayor to attend the same events as the Civic Mayor. There are exceptions such as, for example, Remembrance Sunday, Civic Church Service/Carol Concert, Civic Ball/Garden Party, Civic Lunch/Dinner. Invitations received which require the attendance of both the Civic Mayor and the Deputy Civic Mayor will be considered for acceptance by the Head of Governance Support, in consultation with the Civic Mayor.

The Civic Mayor may provide permission for the Deputy Civic Mayor to wear civic regalia, when attending an event in place of the Civic Mayor.

- 5.8 Where a commitment has been given for the Civic Mayor or Deputy Civic Mayor to represent the Council/Torbay at an event, the commitment should be honoured unless exceptional circumstances or illness prevent attendance. The Civic Mayor or their representative must notify Governance Support at the earliest opportunity of their inability to attend so that apologies may be given and alternative arrangements made for the Deputy Civic Mayor to attend, where appropriate.

6. Consort or Escort

- 6.1 The Civic Mayor may identify one person to accompany them to the civic and social activities to which they are invited. Alternatively, the Civic Mayor may choose to attend events alone.
- 6.2 The position of Consort/Escort is discretionary, and may be a person who is independent of the Council. The Consort/Escort is expected to uphold the high standards of conduct as outlined in paragraph 2 of this Protocol and should not bring the Council into disrepute, either by way of actions or words. The Consort/Escort must appreciate that the role, together with that of the Civic Mayor is politically neutral and therefore political neutrality must be maintained by them at all times. The Consort/Escort cannot represent the Civic Mayor at civic events, their role is purely to accompany the Civic Mayor to events. The Consort/Escort is not entitled to receive any payment in respect of their role.
- 6.3 The Civic Mayor may determine whether his/her guest will be referred to as Consort or Escort. Previously it was traditional for a female guest to be referred to as Consort if married to the Civic Mayor and Escort if not, and a male guest, irrespective of marital status, was normally known as the Escort.

7. The Role of the Deputy Civic Mayor

- 7.1 The Deputy Civic Mayor shall assist in representing the Council on civic or formal occasions as requested by the Civic Mayor, and will be expected to deputise where the Civic Mayor is unable to attend events to carry out civic duties.
- 7.2 If the Deputy Civic Mayor is approached direct and invited to attend a function in their capacity as Deputy Civic Mayor, in his or her own right the invitation must be shown to the Civic Mayor and Head of Governance Support who will decide in consultation as to whether the invitation should be accepted.
- 7.3 If the Civic Mayor is not able to attend a Council meeting, the Deputy Civic Mayor will take the Chair, where neither the Civic Mayor or Deputy Civic Mayor is present Standing Order A2.2 shall be followed. When the Civic Mayor is present at a Council meeting, the Deputy Civic Mayor shall sit to the Civic Mayor's side on the Dias in order to assist the Civic Mayor in chairing the meeting (for example, identifying councillors who wish to speak about an item under discussion).
- 7.4 Like the Civic Mayor, the Deputy Civic Mayor usually identifies a companion to accompany them to civic and social events attended in their official capacity. Alternatively, the Deputy Civic Mayor may choose to attend events on their own.
- 7.5 The position of Deputy Civic Mayor's Consort/Escort is the same as the Civic Mayor's Consort/Escort and details of the role and obligations are set out in paragraph 6 of this Protocol.

8. Civic Mayor's Charity

- 8.1 The Civic Mayor's Charity traditionally raises funds for local charities. The Civic Mayor may decide to support a maximum of two charities. The chosen charity or charities must be registered with the Charity Commission and provide benefit to Torbay's community.
- 8.2 The Civic Mayor will announce the chosen charity/charities at the Annual Council meeting when they are elected. If the Civic Mayor has chosen to support two charities, it will be for the Civic Mayor to determine how the proceeds raised will be split between the charities.
- 8.3 Any cheques or proceeds from fund raising events are to be handed to the Events Team who will be responsible for processing. All cheques should be made payable to 'Torbay Council'. The Council's Finance department will keep accurate records of income raised and will arrange for payments to be made to the Civic Mayor's charity/charities when the Civic Mayor's Term of Office ends, in accordance with the Council's Financial Regulations.
- 8.4 Funds raised for the Civic Mayor's charity/charities cannot be used for any other purpose other than that for which it was donated.
- 8.5 Other events may be organised by local organisations, clubs or institutions, with proceeds given for the Civic Mayor's charity/charities. If the Civic Mayor wishes to hold his/her own charity event, the details and arrangements must be agreed in advance with the Director of Pride in Place.

- 8.6 It is the responsibility of the Civic Mayor to organise prizes and raffles to raise funds for local charities, if they wish. To support this local businesses, councillors, friends and family may choose to donate prizes to be used for raffles and tombola's,
- 8.7 The Civic Mayor's charity/charities may be invited to give presentations at some civic events and appropriate guidance on such presentations can be provided by the Governance Support or Events Teams upon request.

9. Civic Mayor's allowance and other costs

- 9.1 In accordance with the Members' Allowances Scheme, the Civic Mayor is paid a Special Responsibility Allowance. The Civic Mayor is also paid an additional Civic Mayor's Personal Allowance which is separate from the Members' Allowances Scheme to meet expenses. Examples of such expenses are:
- a. Clothing;
 - b. Partner's clothing;
 - c. Donations to charities;
 - d. Donate to collections at events attended by the Civic Mayor;
 - e. Personal hospitality (including lunches and dinners); and
 - f. One-off events held by the Civic Mayor.
- 9.2 It is the Civic Mayor's personal responsibility to seek independent financial advice as to the taxable status of the Civic Mayor's Personal Allowance.
- 9.3 The Council will fund up to £100.00 towards the printing costs for any Torbay Civic Awards certificates.
- 9.4 If the Civic Mayor chooses to hold a Civic Lunch, Civic Ball or Garden Party and/or a Civic Carol Concert, the full cost of the event (including the cost of officer time) shall be self funding and covered by the sale of tickets which all attendees are required to purchase. Once all the event costs have been paid, any profit will be donated to the Civic Mayor's Charity bank account. Any financial loss incurred as a result of a Civic event shall be met and paid in full by the Civic Mayor personally, where they have acted contrary to Officer's advice.
- 9.6 At the end of the term of office, the retiring Civic Mayor will receive a Past Civic Mayor's badge, which will be funded from the Civic Budget. The Civic Mayor may purchase a badge for their Consort/Escort which will be ordered on a blue ribbon or another gift and the cost of this will be met personally by the Civic Mayor.

10. The Role of the Civic Mayor's Chaplain

- 10.1 The Civic Mayor is invited (but not required) to choose a Chaplain to provide support to them during their term of office.
- 10.2 The Civic Mayor shall ensure that their chosen Chaplain is made aware of the Council's commitment to the values of equality and diversity for all. The Chaplain must be inclusive of those from all faiths/beliefs or those who choose none, when delivering prayers and reflection.
- 10.3 The role of Civic Mayor's Chaplain is an honorary title and the Chaplain is invited to attend and take part in various civic events, for example, Annual Council, Armed

Forces Day, Remembrance Day, Civic Service, Civic Carol Service and the Civic Mayor's Ball or Garden Party.

- 10.4 The Civic Mayor may request their Chaplain to open Council meetings with a short inclusive prayer or reflection (no more than 2 minutes) and in accordance with paragraph 10.2 above. The Civic Mayor must confirm their intention for their Chaplain to attend Council meetings for the entire municipal year with the Head of Governance Support, prior to the Annual Council meeting.

11. Civic Regalia

- 11.1 The Civic Mayor's robes of office consist of a red robe, trimmed with fur, a black cocked hat, a lace stock (Jabot) worn around the neck and white gloves. The Civic Mayor may use the Council's robe and hat and the Civic Mayor is expected to purchase their own jabot and gloves.

- 11.2 Robes cannot be worn without the Chains of Office.

- 11.3 The Civic Mayor may decide whether or not they wish to wear the robes throughout their term of office. If the Civic Mayor chooses to wear the robes of office during their term, they are only permitted to do so at the following ceremonial occasions:

- a. Civic Service;
- b. Remembrance Sunday;
- c. Royal Visits;
- d. Special and public functions connected with the business of the Council at which royalty is present;
- e. Council meetings;
- f. Civic Lunch/Dinner;
- g. any events arranged by the Lord Lieutenants Office requesting the robes be worn;
- h. Functions outside the Borough only with the permission of the Council for that area (see paragraph 11.5); or
- i. Receiving guests from Cruise Ships (land based only).

Any additional requests for the robes to be worn will be considered by the Head of Governance Support.

- 11.4 The full Chain of Office shall only be permitted to be worn at the following ceremonial occasions:

- a. Civic Service;
- b. Remembrance Sunday;
- c. Royal Visits;
- d. Annual Council meetings;
- e. Civic Lunch/Dinner; or
- f. any events arranged by the Lord Lieutenant's Office requesting the robes be worn.

For all other events the Civic Mayor shall wear the smaller Day Chain of Office with the Torbay fob. The smaller Day Chain of Office shall not be worn with the robes, with the exception of Council meetings if the Civic Mayor decides to wear robes or where robes have expressly been requested by the event organiser.

- 11.5 The Civic Mayor shall not wear the civic insignia in another local authority area without the express permission of the Council for that area.
- 11.6 Civic chains should never be worn with a military uniform. However, a Civic Mayor who is a member of the clergy may wear full canonicals with the chain over the gown. Similarly, the chain may be worn over academic dress.
- 11.7 The Deputy Civic Mayor's robe consists of a blue robe, trimmed with fur. The Deputy Civic Mayor will wear the Deputy Civic Mayor's civic chains provided by Torbay Council.
- 11.8 The Civic Mayor and the Deputy Civic Mayor shall be permitted to wear their respective Chains of Office at the same event.
- 11.9 The main Full Chain of Office and Torbay fob should only be used and worn within the United Kingdom and only when the Civic Mayor is accompanied by a Security Officer of the Council. In the event that there is a need to take civic regalia out of the United Kingdom, this must be approved in advance by the Head of Governance Support, and the Council's insurers must be notified and the appropriate insurance cover arranged.
- 11.10 A ribbon and Torbay Fob must always be used by the Civic Mayor and/or the Deputy Civic Mayor when boarding a ship or boat or attending an event on the water instead of the Chains of Office.
- 11.11 The Civic Mayor's Consort/Escort, may choose to wear the appropriate Chain of Office when accompanying the Civic Mayor to civic events.
- 11.12 The Deputy Civic Mayor's Consort/Escort will not be entitled to wear a Chain of Office when accompanying the Deputy Mayor to Civic events.
- 11.13 All Chains of Office and Fobs must be transported in their appropriate storage boxes to prevent any damage. Any loss or damage must be immediately reported to the Head of Governance Support for them to assess and arrange for repair and or an insurance claim to be submitted.
- 11.14 Due to the fragility of the Council's Mace, it shall only be used at Council meetings and Remembrance Sunday. There is no legal requirement for the mace to be present at any Council meeting or event.
- 11.15 The Civic Mayor/Deputy Civic Mayor are not permitted to remove civic regalia from its secure storage without prior notification to the Governance Support Team and the Security Team.

12. Addressing the Civic Mayor

- 12.1 The Civic Mayor shall be verbally addressed as 'Mr/Madam Civic Mayor' or other address requested by the Civic Mayor. The formal and full title of the Civic Mayor is "The Worshipful the Mayor of Torbay" and this title shall be used for formal verbal announcements/introductions and written address (which includes letters and invitations).

13. Receipt of Gifts

- 13.1 Often gifts will be offered to the Civic Mayor in the course of their civic duty. The Civic Mayor or Deputy Civic Mayor may accept gifts on behalf of the Council and must ensure that these gifts are passed to the appropriate Director or Divisional Director of the Council who will ensure that gifts are logged in the Council's inventories to comply with the Council's Financial Regulations. The Members' Code of Conduct and Local Protocol on Gifts and Hospitality applies and must be followed by the Civic Mayor and Deputy Civic Mayor when any offer of a gift, favour or hospitality is made to them personally.

14. Civic Car

- 14.1 The Council does not have an official Civic Car and the Council's Security car may be used by the Civic Mayor on the following occasions, when available:
- a. Attendance at major civic events organised by Torbay Council where the Civic Mayor will be wearing the main Full Chain of Office (e.g. Remembrance Sunday, Civic Lunch/Dinner and Civic Service); and
 - b. Attendance at major civic events where an official invitation requests the Civic Mayor to wear the main Full Chain of Office (e.g. Devon Legal Sunday Parade).

15. Use of the Torbay Coat of Arms

- 15.1 Applications for the use of the Coat of Arms and Badge should be made in writing to the Chief Executive indicating the purpose for which it is required. All applications for use of the Coat of Arms will be determined by the Chief Executive in consultation with the Civic Mayor.
- 15.2 The Coat of Arms will be used solely by the Civic Mayor for the Civic Mayor's correspondence and for use in conjunction with the Order of Proceedings for Civic Events (i.e. Civic Mayor Making, Honorary Freeman, Freedom of the Borough Ceremony, Civic Service, Civic Lunch/Dinner).

16. Honorary Freeman of the Borough

- 16.1 The title of Honorary Freeman is the highest honour that a Council of a City or Borough can bestow. All nominations for Honorary Freeman shall be kept confidential and must be submitted to the Head of Governance Support. The Council's procedure for applications for Honorary Freeman must be followed. Honorary Freeman will be presented with a badge on a green ribbon.
- 16.2 Honorary Freeman can be invited to the following Civic Functions: -
- a. Annual Council;
 - b. Civic Service;
 - c. Remembrance Sunday;
 - d. Civic Lunch/Dinner;
 - e. Honorary Freedom of the Borough Ceremonies; and

- f. Various “one-off” events e.g. Jubilee celebrations.

16.3 Honorary Freemen have no legal, social, or royal precedence.

17. Freedom of the Borough

17.1 Freedom of the Borough can be bestowed upon an organisation and this can happen at a Council meeting. Any processions or parade will be held on a date and time mutually convenient for both the Council and the nominated organisation. The parade must be organised and funded by the organisation but hosted by Torbay Council, and the Council will assist with the planning of the event. Organisations that are the subject of the Freedom of the Borough, will be presented with a scroll.

17.2 A representative from organisations who have been honoured with Freedom of the Borough are invited to the following Civic Functions:

- a. Annual Council;
- b. Civic Service;
- c. Remembrance Sunday;
- d. Civic Lunch/Dinner;
- e. Honorary Freedom of the Borough Ceremonies; and
- f. Various “one-off” events e.g. Jubilee celebrations.

17.3 The award of the Honorary Freedom of the Borough does not convey with it any legal rights or responsibilities, other than a ceremonial role at civic functions.

18. Flag Flying

18.1 The Union Flag shall be flown continuously from the flagpole sited on the Town Hall, Torquay. Exceptions to this are:

- a. St. George’s Day, 23 April, each year, the St. George’s Flag will be flown in place of the Union Flag;
- b. For the week prior to Armed Forces Day, each year, the Armed Forces Day Flag will be flown in place of the Union Flag; and
- c. Any guidance or instruction issued by the Government or Buckingham Palace

18.2 There may be occasions when requests are received for other flags to be flown, for special events or festivals. Such requests will be considered by the Chief Executive, in consultation with the Civic Mayor.

18.3 An event requiring the flying of the Union Flag will take precedence over any other event.

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

The Union Flag shall be flown at half mast on the following occasions:

- a. From the announcement of the death until after the funeral of the Sovereign, except on Proclamation Day when they will be flown in accordance with National Guidance and the Torbay Council Protocol on Marking the Death of a Senior National Figure.
- b. The funerals of members of the Royal Family, subject to special commands from His Majesty in each case.
- c. The funerals of Prime Ministers and Ex-Prime Ministers of Great Britain, subject to special commands from His Majesty in each case
- d. Other occasions by special command of His Majesty.
- e. On the death of the Civic Mayor from the announcement of the death until sunset after the funeral.
- f. From the announcement of the death until sunset after the funeral of:-

18.5 An Honorary Freeman of the Borough;

- ii. A Serving Councillor;
- iii An Ex-Civic Mayor/Civic Mayor (where the Council is formally notified); or
- iv A Chief Official.

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

19. Invitations to Royal Garden Parties

19.1 The Council is allocated a number of places each year for persons to attend one of His Majesty's Garden Parties, specifically to celebrate past service. The Chief Executive shall determine who will attend to represent the Borough of Torbay based upon the principles set out below, unless directed otherwise by the Lord Chamberlain's office via the Local Government Association:

- a. Places shall be offered equally between elected Members and Torbay Council staff. Where only one place is allocated, the Chief Executive shall determine whether this is offered to an elected Member or Torbay Council staff based on length of service;
- b. for elected Members, places shall be offered to the longest serving elected Member on Torbay Council (to exclude breaks in service) in recognition of past service;
- c. for staff, places shall be offered to those with the longest years of continuous service working for Torbay Council; and
- d. places shall only be offered to those who haven not previously attended a Royal Garden Party as a representative of Torbay Council or any other organisation.

(Note: The Local Government Association can exercise the right to change the number of invitees/invitations made available.).

20. Marking the Death of a significant public figure.

- 20.1 In the event of the death of a significant public figure, the Chief Executive will instigate the relevant action plan and consult with the Civic Mayor and Deputy Civic Mayor on Torbay's response to such news.