



The Lord Mayor's Annual Report to Council

May 2016

Nature and Purposes of this Report

This is the sixth annual report from the Lord Mayor and the principal purpose is to give an overall impression of the work that is carried out by the Lord Mayor, the officers of the Lord Mayor's Office and former Civic Heads. The report draws attention to the importance of this work for the Council and for the City as a whole. Improved communication is vital in achieving a strong and positive understanding of the role of the Lord Mayor's Office.

In the following text the plural form 'Lord Mayors' rather than 'Lords Mayor' is adopted and 'Mayoralty' and 'Mayor' are also employed when more widely applicable points are made.

The substantive sections of the report are:

1. *The Fourth Function* - setting out the context, history, attributes and perceptions of the Lord Mayoralty.
2. *The Duties of the Lord Mayor* - illustrating the wide variety of roles, responsibilities and assignments undertaken.
3. *Other Civic Positions* - explaining the roles of the Lord Mayor's Consort, Deputy Lord Mayor and Lord Mayor's Deputies.
4. *Mayoral links with the Magistracy and Judiciary.*
5. *The Lord Mayor and Voting.*
6. *The Selection of Lord Mayors.*
7. *The Mayoral Year 2015/16.*
8. *Further Information.*

Appendices:

Lord Mayoral Protocol.

The Senior Officer Position in the Lord Mayor's Office.

The Lord Mayor's Award.

Related Offices and Freedoms.

The Lord Mayor's Charities for 2015/16.

Civic Insignia.

1. The Fourth Function

In addition to the Full Council itself, there are four, rather than the sometimes quoted three, principal areas of municipal function. These are Executive, Regulatory, Scrutiny and Civic. The fourth of these, which is delivered through the Lord Mayor's Office, arguably has the longest tradition and equally arguably is the most widely recognised by our citizens. However it is perhaps less well recognised in parts of the City Council itself.

Birmingham is the largest unitary authority in Europe and the Civic function of the Council should be commensurate with this status. The underlying objective of the Lord Mayor's Office – an alternative title for which would be the Civic Office - is serving the people of Birmingham and, within the bounds defined by law and the provisions of the Council's constitution, interpreting the role of Lord Mayor in the context of Birmingham, its values, heritage, customs and practices and civic tradition and upholding the broad and lasting interests of the wider council, our communities and our citizens as a whole.

The Civic Office carries out a wide range of public duties on behalf of the Council and the people of Birmingham. While there are great variations in roles, the concept of 'Mayor' is recognised throughout the country and indeed worldwide. Thus the Lord Mayor has many occasions on which to promote the image and importance of Birmingham in both a regional, national and international context should opportunity be taken of this.

The principal function of the Civic Office is to serve and to represent. The Lord Mayor and civic dignitaries are the representative face, both locally and to the world at large, of what Birmingham is all about. The tradition, standing and impartiality of the office of Lord Mayor help to transcend barriers and the Lord Mayor represents the Birmingham community at formal ceremonies and on both joyous and tragic occasions.

Members of the City Council are used to serving all their constituents regardless of political support, but the Lord Mayor belongs to the public as a whole in an even more fundamental way due to the extent of the Lord Mayor's contact with communities across the city.

The Lord Mayor is politically neutral - the First Citizen being above political controversy. This is a vitally important aspect of the role and it is one that distinguishes the Lord Mayor from executive mayors (Directly Elected Mayors). Following the recent referendum this role was rejected by the citizens of Birmingham.

The office of Mayor, together with the Domesday Book and the Feudal System, were brought to this country by the Normans. In continental Europe the office has existed since at least the fifth century.

The right to appoint a Lord Mayor is a relatively rare honour that is even less frequently bestowed than city status. Currently, 23 cities in England have Lord Mayors:

Birmingham, Bradford, Bristol, Canterbury, Chester, Coventry, Exeter, Kingston-upon-Hull, Leeds, Leicester, Liverpool, the City of London, Manchester, Newcastle upon Tyne, Norwich, Nottingham, Oxford, Plymouth, Portsmouth, Sheffield, Stoke-on-Trent, the City of Westminster and York.

The role of the Chairman of a District Council is exactly the same as the Mayor of a Borough Council, and they have the same status as first citizen, after the Sovereign, in their district.

While in other countries the role of Mayor may have more formal powers than here, most Lord Mayors refer to the esteem in which the role is held by the general public. This stems in part from history, in the 17th and 18th centuries, formal mayoral power was considerable.

The office has a central part to play in modern councils and modern society and arguably a growing one. Part of this role is as a result of the traditions it inherits. The First Citizen in any community is in a special position, and a lot of the prestige associated with the role is bound up in the traditions and ceremony that surround the Mayoralty.

The dignity of the office of Lord Mayor is protected by a time-honoured range of protocols and customs and in taking on the role a member is becoming part of this City's long history of local democratic institutions. It goes without saying that the office of Lord Mayor is immeasurably more important than the individual occupying the position. People expect that the First Citizen in their community will be shown the greatest respect. The protocols are shown in Appendix 1.

The Lord Mayor's impartiality and the avoidance of contentious issues in public discussion is essential if he / she is to represent the citizens of Birmingham as a whole. The taking of a public position on an issue is a potential wedge between the Lord Mayor and a section of our citizenry.

The title Lord Mayor has been accorded to the first citizen of the City of Birmingham since 1896 and the Lord Mayor shall, by law, have precedence in the City but not so as to prejudicially affect Her Majesty's Royal Prerogative. The Lord Mayor is styled 'The Right Worshipful the Lord Mayor of Birmingham' and has precedence immediately after the Royal Family in civic premises and after the Lord Lieutenant elsewhere in the City.

The limited nature of the formal powers of the Lord Mayor does not mean a lack of significance for the role or an inability to initiate beneficial change. Indeed, combined with the absolute impartiality that goes with the office of Lord Mayor, the freedom from formal powers can be a positive asset. Moreover, with the enormous number of engagements that are undertaken by the first citizen, it would be impossible to exercise day to day executive powers with due deliberation.

The volume of engagements undertaken by the Lord Mayor is not an indicator of quality and if excessive can limit the opportunities during a mayoralty to take full advantage of the multitude of contacts and subsequent connections that could be made while the influence of being Lord Mayor is available. However, this does suggest an enhanced role for the Deputy Lord Mayor and for former civic heads acting as deputies. Yet with significant budget restrictions placed upon the Lord Mayor's Office, opportunities for the Deputy Lord Mayor and Lord Mayor's Deputies to engage further have been limited.

Furthermore it is important that a reasonable proportion of the engagements should be proactive - for example those relating to the Lord Mayor's objectives for the year - rather than reactive and that requests from organisations that have not received a mayoral visit previously are considered on an equal basis to habitual destinations. A mayoral year should not merely be a repeat of previous years.

It is also important that people at all levels of community and voluntary organisations, particularly those in 'the front line', get a share of mayoral time and that the Lord Mayor's contacts are not limited to meeting Chief Executives and receiving briefings from board members.

There is a sense in which the Lord Mayor belongs to the people of Birmingham. This perception not only affects the way that the role is carried out but suggests that it is not for others to dispose of or encroach upon.

The Lord Mayoralty is a chance to be exposed to a wide range of issues across the board through first hand observation and through multifarious briefings. There is the opportunity to reach out, encourage, involve and support and to make productive connections with and between people. What Lord Mayors say and do is heard by hundreds of thousands of people - both personally and through the media.

Lord Mayors carry no political baggage and, this being so, can talk with greater freedom to any of the citizens of Birmingham. They can be instrumental in developing things because they cannot be accused of some ulterior motive or some hidden agenda.

The power of the Lord Mayor comes from the respect in which the position is held. The respect arises from, on the one hand, the antiquity of the position and the contribution of predecessors, and on the other the facts that there are no formal powers and no politics hence no axes to grind or targets to be met. The post simply represents an embodiment of Birmingham to which nearly all citizens relate and wish to support.

Some of the power of the mayoralty depends on perception. There is an 'original perception' based on history and tradition. There is also a contemporary perception based on the 'above the fray' dimension and an immediate perception based on cues such as the manner of arrival, the presence of attendants, clothing, the mayoral chain and such established stature, physical presence and bearing that any particular Lord Mayor may possess. All of these perceptions contribute to the value of a visit by the Lord Mayor to a community event.

The Lord Mayor gains a unique overview of the activities, concerns and wishes of the people of the city, gained through the number and depth of visits, and their wide variety. Accordingly, The Lord Mayor can act as a link between various groups and can offer guidance to them. Along with previous Lord Mayors, the office as a whole is a reserve of institutional memory of the civic affairs of the city.

The city has some of the best civic insignia in the country - a matter for considerable pride and one reason why the attendance of the Lord Mayor at events is so much appreciated. Basic information on the chains, mace and badges is given in Appendix 8. The city also holds the mayoral chains formerly used by the Royal Town of Sutton Coldfield prior to its incorporation into the city. These are on display in the Lord Mayor's suite of rooms. While there is no reason in principle why these should not be used - for example on a commemorative occasion - they have become rather fragile and significant work would be required if they were to be worn.

2. Duties of the Lord Mayor

There are two distinct aspects of the office of Lord Mayor:

- The Lord Mayor is the Chair of Council meetings (a legal provision of the Local Government Act 1972) enabling its business to be carried out in an orderly and proper manner, having regard to statutory obligations and the Constitution of the Council for the conduct of meetings. The fact that the first citizen chairs the meetings of the full City Council is an important symbol of the fact that the Council itself is the council of the people of Birmingham.
- The Lord Mayor is the first citizen of the City.

The Lord Mayor may call an extraordinary meeting of the Council subject to proper procedures being followed.

The person presiding at the Annual meeting must give a casting vote in the event of any equality of votes for the election of the new Lord Mayor. Such a casting vote would be in addition to a 'deliberative' (ordinary) vote. (1972 Local Government Act sec 4(3)).

The majority of the Lord Mayor's responsibilities relate to the 'first citizen' function of representing the Council, the City and its people and in so doing meeting a wide range of voluntary organisations, charities, employers, agencies, civic heads from other Local Authorities and consular and diplomatic representatives.

Many of the Lord Mayor's duties are ambassadorial, representing the people and the City both at home and abroad. Responsibilities are many and varied and include, as examples:

- Presiding, as ceremonial head for the Council over its civic functions and social occasions

- As First Citizen of the authority, acting as a focal point in times of crisis, tragedy or triumph. This arises as a consequence of precedence.
- Hosting events, receiving and welcoming members of the Royal Family, dignitaries and visitors, at all times observing the recognised protocol.
- Taking part in functions as a representative of the people of Birmingham or the City Council.
- Maintaining good relationships and links with the Armed Services and veterans' organisations, including the taking of salutes and presiding at freedom ceremonies.
- Working proactively for the Mayoral charities and supporting many other charities.
- Promoting and raising the profile of many Council initiatives and projects of a charitable and voluntary nature that benefit the citizens of Birmingham.
- Encouraging active citizenship and facilitating participation by all in the life of the city.
- Maintaining good relationships and working with the faith organisations within the city, attending a variety of religious occasions and making visits.
- Supporting voluntary activities that benefit the local community and the people of Birmingham.
- Celebrating local success and recognising achievement both internal and external to the Council.
- Opening significant buildings, exhibitions and businesses
- Joining citizens in community events.
- Enhancing social cohesion, making connections and expressing the unity of the city.
- Acting as a reassuring reminder of tradition and constancy in a volatile world.

The Lord Mayor also has a role in friendly relations between Birmingham and other cities and regions both at home and abroad. This latter includes, but is not confined to, twinning and Sister Cities. In more recent times, trade and the economic considerations have played a major role but the importance of cultural and social linkage and understanding should not be lost sight of. In the early days of twinning, Mayors were seen as focal points for both communities. However, few resources are now available to actively maintain links in this regard.

There is also the scope for simpler, community to community friendship links with, for example a civic memorandum being produced and signed at mayoral level. Birmingham has a substantial and thriving Irish community, many having close family connections with County Councils throughout Ireland. Reciprocal and most cordial visits have taken place during my Mayoral year and they have benefited the Irish Community here in Birmingham more than ever.

The Lord Mayor hosts a number of civic functions during the year. These include:

- Civic Banquets
- Civic Receptions
- Civic Luncheons
- Civic Dinner Parties

Yet again this year, the civic hospitality budget is very constrained. Prior to the reduction in budget, the Lord Mayor's Office had a much wider range and larger scale of operation. For example, there was an office at the National Exhibition Centre and each year both the International Convention Centre and NEC provided lists of major exhibitions and conferences for which civic receptions would be advantageous both in their own and the city's interests. There was, of course, at that time a correspondingly larger hospitality budget.

Nevertheless, the Head of Lord Mayor's Office, has the responsibility of making high level connections with a very wide range of external organisations.

Examples of the demands of the role can be found in Appendix 2.

3. Other Civic Positions

The Deputy Lord Mayor

In Birmingham the position of Deputy Lord Mayor is occupied by the previous year's Lord Mayor. It is worth noting that this practice is not the case in all local authorities - indeed the majority of councils have the year as deputy first.

The Deputy Lord Mayor's principal duties are:

- To assist the Lord Mayor
- To deputise for the Lord Mayor at the Lord Mayor's request at civic or community events.

The Lord Mayor's Deputies

If both the Lord Mayor and the Deputy Lord Mayor are unavailable to cover a particular event, previous Lord Mayors can be called on to act in a civic capacity as deputy and bring their considerable experience to bear as former civic heads.

The former Civic Heads represent one of the primary sources of the civic institutional memory and a number undertake many supportive roles in the office and in the delivery of the civic function, as well as serving on the Lord Mayor's Advisory Group, a Sub-Committee of Council Business Management Committee.

4. Mayoral Links to the Magistracy and Judiciary

The Lord Mayor's formal historic link to the magistracy disappeared many years ago, by virtue of the Administration of Justice Act 1973 and section 10(2) of the Justices of the Peace Act 1979 although equivalent powers were retained by the Lord Mayor of London. Nevertheless, the Lord Mayor can perform certain tasks in a manner similar to a JP.

For example, the Lord Mayor may:

- Take and authenticate by their signature any written declaration not made on oath;
- Give a certificate of facts within their knowledge or of their opinion as to any matter;
- Sign any document for the purpose of authenticating another person's signature.

The Lord Mayor, in conjunction with the Liaison Judge and the Chairman of the Birmingham Bench, presides at the swearing in ceremonies for new magistrates which normally takes place in the council chamber. Recently there has been an expanded range of informal connections that are much appreciated.

The Lord Mayor meets with members of the Judiciary on a number of occasions and through the Honorary Recorder may sit with the Judge in trials held in Birmingham.

5. The Lord Mayor and Voting

The Lord Mayor may give a casting vote (having not voted previously) or indeed a second vote (after voting previously on the issue in question (a 'deliberative vote')).

While some Local Authorities have attempted to point the Lord Mayor towards support for the status quo, there is no convention that the Lord Mayor should seek to vote to protect the status quo.

In fact the law requires that the Lord Mayor has complete freedom in exercising a casting vote and it is important that discretion is not seen to be fettered. The Lord Mayor should always be able to vote in accordance with his or her conscience.

The Lord Mayor may reasonably decline to use a casting vote if an affirmative vote is not required on grounds of urgency and there is an opportunity to consider the matter again in an acceptable period.

However, if there is a risk - reputational, financial or otherwise - to the Council, the Lord Mayor will no doubt deploy a casting vote as he or she sees to be in the best interests of the Council as a whole.

6. Selection of Lord Mayors

The Lord Mayor must be a member of the City Council but it was not until 1974 that it became compulsory for Mayors to be selected from members of the council (Local Government Act 1972 section 3.1).

Previously, under the Local Government Act 1933, the Lord Mayor could be elected from 'those qualified' - which roughly equated to all those entitled to vote in the area.

In Birmingham an agreed formula is applied so that a candidate is presented to the council from the major political groups in a frequency proportional to their representation on the Council.

7. The Mayoral Year 2015/16

I would like to take this opportunity to thank the members of this Council who voted for me to become the Lord Mayor of Birmingham – this is the greatest honour you can bestow on a fellow Councillor.

I would also like to also thank all the previous Lord Mayors who offered advice and guidance to me throughout the year; they were certainly right when they told me that I would discover things and places in the city I was not aware of!

The job is hectic to say the least and you are never aware of what is around the corner and what you will be going to in two weeks' time.

I found this out on my first day in the office when I received an invitation from Frankfurt, our twin city in Germany, to have lunch with the HM The Queen on the following Thursday. I travelled to Frankfurt for the day and was fortunate to also be taken on a guided tour of the Frankfurt Art Gallery and the Monet exhibition, which was a real treat for me. I also had a tour of the city, which is extremely clean and green and one of the highlights of the tour was a wonderful Square of traditional buildings which had been rebuilt after the original buildings were destroyed during the war.

It is the everyday things you see and the people you meet that never cease to surprise me. When we look at what is happening all around us, so much is missed because there is so much to see. When you become Lord Mayor you get to see many things you were never aware of – the hundreds of people all working behind the scenes, working for others, raising money for charities that on many occasions we never get to hear about, the hundreds of unsung heroes who work hard looking after other people.

Such people improve the lives of so many and supplement, to a massive extent, state provision.

A visit to the Queen Elizabeth hospital was an insightful and moving experience. I met with people who had survived horrendous injuries and who, thanks to the skills and professionalism of the staff at this great hospital, together with medical advances, had survived. Many required further intensive support in order to be able to return home.

Visiting factories and seeing how some of our small businesses are not only working hard but are taking on the competition around the globe, exporting to many countries and developing new innovations was inspiring. These small firms have a policy of continuous development so that they can compete in the global markets.

Like previous Lord Mayors I visited many schools. Children have so many questions for the Lord Mayor and I enjoyed advising them to always listen in class more than they speak. I also took the opportunity to remind parents of their responsibility to ensure that their children attended school and were supported in learning.

During the year I had the privilege of meeting several members of the Royal Family along with my consorts. Of course the main event was the visit to the city of HM The Queen and HRH Prince Philip. I was very proud to show the redesigned New Street Station, another landmark development for Birmingham.

I was delighted to mark the development on Broad Street of the first Park Regis Hotel in Europe. The hotel chain has numerous hotels across the Far East and it is significant that Birmingham was chosen as the first European location.

This is just one of many new developments across the city, demonstrating that the city continues to attract investment and, in line with its motto, continues to move forward.

The Lord Mayor is the Chancellor of Birmingham City University and as such I visited several of the University's campuses. I was amazed at the diversity of the courses on offer and the innovations in IT. During the year I attended graduation ceremonies at BCU, Aston University and Newman College. I am very proud of our city's teaching establishments and the achievements of all of our students.

Remembrance Sunday was a day that will stick in my mind for years to come, particularly the privilege of laying a wreath on behalf of the City. I was impressed by the number of military personnel on parade; so many were young and already had decorations for serving in combat zones. I am pleased to see that more young people and children are attending the Remembrance day parade each year. I cannot help but wonder if television and social media is informing many people that we still have troops serving in combat zones in various sections of the world. I was very surprised on returning home to find that a picture of me at the Parade had been tweeted and picked up by a friend in Canada - how communications have changed in the past 20 years!

The City also received a visit from Prince William, Duke of Cambridge to unveil commemorative paving stones in memory of the 10 people from Birmingham who had been awarded the Victoria Cross in World War 1.

Troops from The Queens Royal Hussars, one of the Regiments having the Freedom of the City were at the Remembrance Day Parade and invited me to visit the NATO military training area at Bergen-Hohne, Germany. I visited in February this year and experienced training exercises at some of the 22 firing ranges for main battle tanks and infantry fighting vehicles. I was delighted to experience a ride in a Challenger 2 main battle tank, a memory that will stay with me forever.

Whilst in Germany I also visited a war cemetery – I found it emotional to see how many soldiers lost their lives in the space of less than a week. The inscriptions on the headstones indicated that many were fathers, a stark reminder of the number of children who had lost their fathers during the war.

I also visited Bergen Belsen concentration camp, where thousands of victims are buried. The Documentation Centre and exhibition point out that no birds ever fly over the camp and I indeed noticed this, there is just total silence.

In support of disabled athletes from some of the Regiments with the Freedom of the City, I attended the Invictus Games in Orlando in May. 500 competitors from 15 countries took part in the Games over 4 days; competing in swimming, rowing, wheelchair basketball and rugby, track & field events and even golf. One competitor recorded a run time that qualified him to participate in the Paralympic Games in Rio in 2017. Above all the camaraderie between all of the competitors shone through. I got to hear of the stories behind some of the life-changing injuries and the personal journeys taken on the road to recovery and to competing in the Games.

Prince Harry was a constant presence throughout the 4 days and I would encourage anyone who has not already seen it to watch Prince Harry's speech at the closing ceremony of Invictus 2016.

Finally I would like to thank all my consorts who accompanied me on several occasions. Also thanks go to the staff of the Lord Mayor's Office who organise, administer and oversee all of the work of the Lord Mayor including all of the engagements undertaken. Thanks too to the Trustees of the Lord Mayors Charity and to members of its Fundraising Committee who did a sterling job in helping to raise money for the charities I chose this year – Cancer Research UK, Fisher House, Multiple Sclerosis Society and Birmingham Trees for Life.

A couple of weeks ago I joined other councillors in the 10k run. Members of UB40 assisted me in starting each section of the run; they were tremendous fun and really added to the atmosphere on the day.

Many of you will now be aware that the Lord Mayors Annual Ball will from now on take place in June instead of May and will herald the new Lord Mayor. I hope that all Members of the Council will try to attend this year's event on 24 June and support great causes right here in Birmingham.

The past 12 months have gone very quickly for me and I cannot believe that I am now handing over the baton over to a new Lord Mayor.

Once again thank you everyone – I just hope that I will always remember all of my experiences throughout this year and that I will never think it was just a dream.

8. Further Information

Members who would like to learn more about civic traditions, protocol and ceremonial heritage throughout the country are referred to *Civic Ceremonial* by Paul Millward - upon which this report draws extensively. The Local Government Acts of 1972 and 2000 give valuable information on precedence and protocol.

A concise history of the Lord Mayoralty in Birmingham has been written by Professor John Stewart of INLOGOV, University of Birmingham. Copies of this work are available free of charge from the Lord Mayor's Office as are pamphlets describing the Council House and the Civic Insignia. Debrett's *Correct Form* is also a valuable reference for procedure and etiquette.

Councillor Raymond Hassall
Lord Mayor of Birmingham 2015/16

Appendix 1

Lord Mayoral Protocol

General Information

The Lord Mayor is the first citizen of the City of Birmingham. In maintaining the dignity of this widely respected position of long standing, it is important that due regard is paid to the office as it has been since the title of Lord Mayor was first accorded in 1896.

There is an established protocol regarding precedence, procedure, speaking arrangements and other matters at events when the Lord Mayor of Birmingham is present. In terms of precedence it is expressly laid down by statute (31 Henry VIII c10) that the determination of precedence is a matter for the Royal prerogative.

The following notes indicate the procedure that should be followed in the City when the Lord Mayor and Lady Mayoress of Birmingham are attending public functions.

Precedence

The Lord Mayor shall, by law, have precedence in the City with the sole exception that this shall not prejudicially affect Her Majesty's Royal Prerogative. This means that the Lord Mayor takes precedence over all other members and officers of the Council at all events.

The Lord Mayor's office will be pleased to assist organisers - within or outside of the Council - on any protocol issues when these involve the attendance of the Lord Mayor, the Lady Mayoress, the Deputy Lord Mayor or a Deputy acting on behalf of the Lord Mayor.

Arrival and Departure

As, in many instances, the Lord Mayor may be unacquainted with those responsible for the organisation of your function, it is mutually helpful if an appointed person meets the Lord Mayor at the entrance to the building when he arrives.

The Lord Mayor (and the Consort/Lady Mayoress if he/she attends) should then be escorted and introduced immediately to the President, Chairman or whoever is acting as host for the function, or, in certain circumstances, to the assembled company.

When the Consort/Lady Mayoress only attends the function, or when the Lord Mayor is represented by the Deputy Lord Mayor or by a Deputy, similar arrangements should be made.

The departure time from the function that has been agreed with the Lord Mayor's Office is expected to be observed.

Reception

When the Lord Mayor of Birmingham enters an assembly it is customary for those present to rise. Similarly, this courtesy is extended to him when he/she leaves the meeting.

Precedence at Visits and Functions

As the first citizen of Birmingham, the Lord Mayor should be the first to receive Royal visitors to the Council. The Lord Mayor should also be the first to receive emissaries and diplomatic visitors such as Ambassadors, Charges d’Affaires or Consuls.

At meetings, unless the Lord Mayor occupies the Chair, he should be seated on the immediate right of the Chairman. This also applies to seating arrangements at lunches and dinners.

At lunches and dinners, when the toast of “*The City of Birmingham*” is given (although this toast is not obligatory) it usually follows that of “*The Queen*”.

When the toast is omitted but the Lord Mayor has previously consented to speak, it is customary to accord him/her the privilege of being the first to propose or respond to the toast immediately following the loyal toast.

Similarly at meetings or social gatherings, the Lord Mayor would be the first speaker, although an introduction may appropriately be made by the Chairman of the meeting.

In programmes or printed material that contains a ‘welcome’ at an event where the Lord Mayor is to be present, the ‘welcome’ should be by the Lord Mayor or, if several ‘welcomes’ are included, that of the Lord Mayor should be first.

Information for the Lord Mayor

The provision of a comprehensive briefing is essential to the Lord Mayor’s participation in your event. The briefing form, *which must be completed in full with no elements omitted*, should be sent to the Lord Mayor’s Office at the earliest convenient date *but at least two weeks before the function*.

Photographs, Filming and Recorded Interviews

The Lord Mayor and the Consort/Lady Mayoress will normally be pleased to be included in a reasonable number of photographs taken at your event. However, *photographs must on no account be used for commercial or political purposes*.

If the event is to be filmed, this should be notified to the Lord Mayor’s Office in advance. If, in addition to other participation in the event, a filmed or recorded interview with the Lord Mayor or Lady Mayoress is desired, filming and subject matter should be agreed with the Office in advance of the event. Informal use of video cameras by members of the audience is allowable within reason.

Forms of address

The formal announcement to be made when the Lord Mayor only is present is:

*“The Right Worshipful, The Lord Mayor, Councillor *****”.*

When the Consort/Lady Mayoress is also present the announcement is: -

*“The Lord Mayor and Her Consort” or “The Lord Mayor and The Lady Mayoress”,
“Councillor ***** and Mr *****”
or “The Lord Mayor and The Lady Mayoress Councillor *****”.*

When the Lady Mayoress only is present it is: -

*“The Lady Mayoress, Mrs *****”.*

When the Lord Mayor’s Consort only is present it is

*“The Lord Mayor’s Consort, Mr *****”.*

These are also the correct descriptions for use in printed materials.

The usual mode of address is:

*“Lord Mayor – Lady Mayoress”. “Lord Mayor – Lord Mayor’s Consort”. The older form:
“My Lord Mayor” is also correct but nowadays is less frequently used.*

When the Lord Mayor is represented by the Deputy Lord Mayor he/she is addressed as
“Deputy Lord Mayor”.

Similarly if the Lord Mayor is represented by a deputy, who will be a former Lord Mayor,
it is: *“Mr / Madam Deputy”.*

The correct descriptions are: -

*“The Deputy Lord Mayor, Councillor *****.” and
“The Lord Mayor’s Deputy (Councillor (or Honorary Alderman)...)”.*

Variations and Queries

The Lord Mayor will wish to help ensure the success of every event. In this it is emphasised that precedence must be observed by all participating in the event and any variations to the programme must observe precedence.

The Lord Mayor, the Consort/Lady Mayoress or Deputies should not be asked to deliver a formal speech or address, conduct a recorded or filmed interview or play a particular or changed role in any ceremony associated with the function they are attending, unless a prior request has been made to the Lord Mayor’s Office and consent obtained.

Organisers may have other queries and the Lord Mayor’s Office should always be consulted on these should there exist any remaining doubt.

Appendix 2

Head of Lord Mayor's Office

Given the significance of the role, this position calls for an appropriate status and title. Very broadly the principal functions are as follows:

Being Private Secretary to the Lord Mayor of Birmingham and director of the civic affairs function of the City of Birmingham.

Providing essential support for the Deputy Lord Mayor and former civic heads when acting in deputising capacities.

Acting as adviser to the Lord Mayor, Consort /Lady Mayoress, Deputy Lord Mayor and Lord Mayor's Deputies on issues relating to protocol, non-politicisation and conduct befitting the office.

Acting as Adviser to the Deputy Leader of the Council on civic and Mayoral matters.

Working closely with the Leader and Deputy Leader of the Council to manage reputational risk, and ensure collaborative working between the Lord Mayor and the Leader and to ensure best possible communication between the two offices.

Managing the overall budget for the Lord Mayor's Office.

Directing and administrating the Lord Mayor's Office in light of current legislation and internal procedures.

Oversight of all personnel and activities managed and administered by the Lord Mayor's Office.

Managing the programme of major civic and ceremonial occasions including Remembrance Sunday, Royal Visits and Freedom Parades.

Organising the full calendar of civic functions.

Arranging overseas visits.

Working as the link officer with other civic offices both nationally and internationally to develop and enhance partnerships and exchange information.

Co-ordinating the City's response to national and international disasters/tragedies/atrocities; including drafting responses from the Lord Mayor on behalf of the City to Heads of State and the media, managing the half-masting of flags, observances of silences and/or other memorial events as appropriate, and ensuring that all Government directives are actioned appropriately.

To be available 24 hours a day, 7 days a week to respond to any matters requiring an immediate response outside office hours.

The co-ordination and administration of the Lord Mayor's Award.

Dealing with numerous and significant organisations and individuals on a regular basis, including:

- The Lord Lieutenancy (Royal Visits)
- The Armed Forces (Remembrance Sunday, Freedom Parades, Regimental visits)
- The consulates of over 20 countries
- The office of the High Sheriff
- Government departments (such as the Home Office)
- The Church of England, the Roman Catholic Church, the Muslim, Sikh, Jewish, Buddhist and other faith communities.
- The Royal British Legion
- The Broadcast Media
- The Birmingham Federation of Ex-Service Associations
- The Honorary Recorder and the Crown Court
- The Magistrates Association
- The Local Government Association
- West Midlands Police
- West Midlands Fire Service
- The Lunar Society
- The Civic Society
- Cathedrals and Major Churches
- BARRA
- War Widows
- War evacuees
- Birmingham City University (the Lord Mayor is Chancellor)
- Rotary Clubs
- Birmingham Royal Ballet
- The Irish in Birmingham
- The Chinese Community
- The Birmingham Society
- Broad Street Business Improvement District
- A wide range of companies with civic engagement such as Sandvik, Firmins, Elkington & Co and Ede & Ravenscroft

Further information is available from the Lord Mayor's Office.

Appendix 3

The Lord Mayor's Award

The Lord Mayor's Award fills the significant gap between a letter of appreciation from the Lord Mayor and the award of the Freedom of the City. The standard has been set high, it being envisaged that a relatively small number of such awards would be made each year in order to preserve its distinction. Nominations for the Lord Mayor's Award should have broad support throughout the council. The recipient could be an individual, a group of individuals or an organisation.

The Award consists of a testimonial and a medal inscribed with "For exceptional service to the City of Birmingham" with the Award recipient's name and the year awarded being inscribed. This is encircled by the cogwheel and bezants of the civic badge.

On the front of the Award is the coat of arms encircled by "Lord Mayor's Award" at the top and "City of Birmingham" at the bottom. The Award presented to the recipient by the Lord Mayor at Full Council or a suitable alternative ceremony.

The overriding principle is that any Lord Mayor's Awards must be on merit, this being defined as outstanding achievement or exceptional service to the City and people of Birmingham.

No Councillor, past or present, would be considered for the Award, as the same are already considered for the title of Honorary Alderman. To avoid the Award becoming politicised, the Award is not given for services rendered to any Political Party or related organisation.

The Lord Mayor's Award is not made simply for a job well done or because someone has reached a particular level. The Award will recognise 'going the extra mile' in the contribution. The person(s) should stand out from their peers in what they have achieved.

Accordingly, consideration for the Award is given to individuals or organisations who have, through their sustained endeavours, initiative and dedication:

- improved the reputation or benefited the perception or fabric of the City of Birmingham;
- benefited a significant number of the people in Birmingham or improved their lives;
- represent outstanding examples of selfless service to the City of Birmingham and its citizens;
- command the respect of their peers and who are exceptional role models in their field; or
- 'against the odds' demonstrated great moral courage and loyalty to the City and people of Birmingham.

Nominations can be made by Birmingham Councillors and / or members of the public at any time, although it is envisaged that the Lord Mayor will make the awards at the Council AGM. Nominations received are considered by the Group Secretaries in conjunction with the Lord Mayor and the Awards are administered and supported by the Lord Mayor's Office.

Appendix 4

Related Offices and Freedoms

The Lord Lieutenant

The Lord Mayoralty works closely with the Lord Lieutenancy during the year. The office of Lord Lieutenant dates from the sixteenth century. The Lord Lieutenant had various tasks throughout history and was originally responsible for local military defence and the keeping of order. The Lieutenancy role also has historic associations with the magistracy and the most recent legislation is the Lieutenancies Act 1997.

The Lord Lieutenant is appointed by the Queen and is Her Majesty's representative in the region - in our case the West Midlands. The Lord Lieutenant has primary responsibility for Royal visits. The Lord Lieutenant has considerable involvement with the armed forces, undertakes some charitable and benevolent activities and is 'keeper of the rolls' (concerned with the conduct of JPs).

The Lord Lieutenant may have a large number of Deputy Lieutenants (typically 30 or 40) and is supported by a Lieutenancy Office. As determined nationally, the Lord Lieutenant takes precedence over the Lord Mayor except within the Council House. The Lord Lieutenant once appointed may remain in office until the age of 75.

The High Sheriff

A High Sheriff is appointed for each county in England and Wales. The office of High Sheriff is an ancient one dating back to Anglo-Saxon times. Before the creation in Tudor times of the office of Lord Lieutenant the High Sheriff was the Sovereign's sole representative in a County.

The position is not to be confused with the much newer post of City or Borough Sheriff which exists in around sixteen councils in England. The Lord Mayor and High Sheriff are each present at a number of ceremonial occasions and there are significant opportunities to develop connections and common interests further.

The High Sheriff is appointed for one year and is responsible to the Crown with formal responsibility for the well-being of High Court Judges. The High Sheriff is supported by an Under Sheriff. The Shrievalty Association publishes a guide to the office of High Sheriff

Honorary Freemen

This is the highest honour that the City Council can bestow and therefore it should not be awarded too frequently. It is awarded to persons who have, in the opinion of the council, rendered eminent services to the city. Local Government Act 1972 Sec 249 (5).

“After the passing of the resolution a newly appointed Freeman may, depending on custom, take the appropriate Freeman’s Oath and sign the Freeman’s Roll, his or her signature being witnessed by the Lord Mayor and Chief Executive.”

Freedom of the City

The freedom of entry associated with the Freedom of the City is granted to service units which have rendered conspicuous service and which are closely associated with the city and the recruitment of people from the region.

The Freedom of the City is bestowed as an honour. It is worth noting that Councils outside London probably do not in any case have powers to prevent entry by HM forces even should they wish to do so!

Appendix 5

The Lord Mayor's Charities for 2013/2014

The good causes for 2014/15 that are supported by the Lord Mayor's Charity Appeal are set out below. If you would like to make a donation online, this can be done quickly and securely through our justgiving page at: www.justgiving.com/Lord-Mayor

Birmingham Children's Hospital

'Making things better for the children, families and the staff who treat them by providing additional facilities, equipment and research and by creating a caring environment for all who use the hospital.'

www.bch.org.uk

Focus Birmingham

Focus Birmingham is a specialist charity providing expert support, advice and information to anyone in the Birmingham area affected by sight loss. We also work with people with other disabilities, and because sight loss and disability affects family, friends and carers, we work with them too.

Helpline – 0121 478 5222

www.focusbirmingham.org.uk

SIFA Fireside

SIFA Fireside has worked across Birmingham for more than 30 years tackling homelessness, alcohol misuse and offending. We provide practical help to an average of 100 people a day at our Digbeth Day Centre.

www.sifafireside.co.uk

Queen Elizabeth Hospital Birmingham Charity

Queen Elizabeth Hospital Birmingham Charity is the official charity of the Queen Elizabeth Hospital Birmingham. With generous donations and continued support, we are able to save more lives, develop new treatments and support our exceptional patients and their families. Donations allow the hospital to provide state of the art equipment, research and facilities that go above and beyond that which is provided by the NHS, making it a centre of excellence with added extras.

Appendix 6

Civic Insignia

The Lord Mayor's engagements fall into three relatively distinct categories: ceremonial, formal and informal and regalia and clothing are appropriate to the occasion. On ceremonial occasions (for example the Civic Service, Remembrance Sunday, the Annual Meeting and Freedom Ceremonies) the robes and chain are worn.

The chain is worn on formal occasions ranging from important major events such as Royal Visits, presentations and official visits or openings of community functions.

For other engagements, for example receiving visitors in the Lord Mayor's Parlour, non-public meetings, small localised events either the chain or the day badge may be worn although, given the interest associated with it, the chain is preferred on most occasions, particularly for community events. The badge is frequently worn at internal business and briefing meetings, at City Council and on black tie occasions.

The essential factor is the continued maintenance of the dignity of the Lord Mayor and the City. The attendance of the Lord Mayor, whether it be in robes, chain or badge, is an honour to the event and should not be regarded as a right by the organisers.

The mace is used on ceremonial and some other formal occasions and for meetings of the full City Council. It was made in Birmingham in 1897 by Elkington and Company. The mace, 4 feet 3 inches in length, is silver, cast and chased and gilded.

The Lord Mayor's chain is 18 carat gold, made and maintained in Birmingham, various dates up to 1960. The chain has 55 enamelled links in two rows suspended from two shoulder clasps in the form of wreathed Tudor roses terminating in an oval enamelled badge bearing the initials of William Scholefield.

Incorporated in the suspension link is a diamond, cut by a refugee from occupied Europe (1939-45). From this badge hangs a Maltese cross incorporating the first diamond to be cut in Birmingham.

Two new links were added in 1989 for the City's Centenary. These bear the initials of Frederick Chapman and Harold Blumenthal who were the Lord Mayors in that year. The measurements of the chain are: circumference (outer row): 60 inches; (inner row): 46 inches; height of the pendant badge: 5 inches; width: 3 ½ inches.

The Lady Mayoress's chain was presented to the City by Alderman F C Clayton in 1914 and is 18 carat gold. There are 25 links alternately double-sided fleur-de-lys end openwork scrolling enclosed collet set diamonds. The central badge of openwork scrolling enclosing the letter 'B' in diamonds is set in platinum. Suspended from this is a larger badge with the City coat of arms in gold and enamel. The length of the chain is 36 inches and contains over 70 diamonds.

The Lord Mayor's Consort does not wear a Chain of Office, but wears a civic badge.