



The Lord Mayor's Annual Report to Council

May 2026

Nature and Purposes of this Report

This is the fifteenth 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. Communication is vital in achieving a strong and positive understanding of the role of the Lord Mayor's Office.

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 2025/26.*
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 Charity.

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 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 local 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 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, practices and civic tradition and upholding and promoting the broad and lasting interests of the city, the City 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 a regional, national and international context.

The principal function of the Civic Office is to serve and to represent. The Lord Mayor and civic dignitaries are the ambassadorial face of Birmingham and promote the city locally, nationally and internationally. The tradition, standing, and impartiality of the office of Lord Mayor help to transcend barriers. The Lord Mayor represents Birmingham 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).

The office of Mayor, together with the Domesday Book and the Feudal System, was 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 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 the Lord Mayor holds few formal powers, the esteem in which the role is held lends itself to the significant power of influence. 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 Councillor 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 are essential if they are to represent the citizens of Birmingham as a whole. The taking of a public position on any issue is a potential wedge between the Lord Mayor and a section of the local community.

The title of 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 diligence.

The volume of engagements undertaken by the Lord Mayor is not an indicator of quality and, if excessive, can limit the opportunities to take full advantage of the multitude of contacts and subsequent connections that could be made.

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, and that requests from organisations that have not received a mayoral visit previously are encouraged. A mayoral year should not merely be a repeat of previous years.

It is also important that people at all levels of the community and voluntary organisations, particularly those in 'the front line' get a share of Mayoral time.

In a sense 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 various briefings. It provides an 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.

The city has some of the best civic insignia in the country - a matter of 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.

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

This is a legal provision of the Local Government Act 1972, enabling Council 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 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 Lord Mayor is the First Citizen and the Ambassador of the City.

The majority of the Lord Mayor's responsibilities relate to the ambassadorial 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, consular and diplomatic representatives, Heads of State and members of the Royal Family.

The Lord Mayor's ambassadorial duties also include 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
- 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 of the City ceremonies.
- Working proactively for the Lord Mayor's Charity and supporting many other charities.
- Promoting and raising the profile of many Council initiatives and projects that benefit the citizens of Birmingham.
- Creating partnerships and making introductions between key people and organisations in the city and at an international level.
- Encouraging active citizenship and facilitating participation by all in the life of the city.
- Maintaining good relationships and working with 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.
- Acting as an ambassador for the city both nationally and internationally.

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, Partner Cities. In more recent times, trade and economic considerations have played a major role, but the importance of cultural and social links and understanding should not be lost.

There is also scope for simpler, community-to-community friendship links. Birmingham has a substantial and thriving Irish community; many having close family connections with County Councils throughout Ireland, and reciprocal visits take place regularly. Birmingham also has very strong links with the town of Albert in France, having been one of the 'War Godmother Towns' that helped to rebuild Albert after the First World War.

The Lord Mayor hosts a number of civic functions during the year. The Head of Protocol, Civic and Ceremonial 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.

The Deputy Lord Mayor's principal duties are:

- To assist the Lord Mayor
- To deputise in the absence of the Lord Mayor or at the request of the Lord Mayor 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, in particular acting as an invaluable source of information and advice for each new Lord Mayor.

4. Mayoral Links to the Magistracy and Judiciary

The Lord Mayor's formal 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. In recent years there has been an expanded range of informal connections that are much appreciated.

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

5. The Lord Mayor and Voting

At City Council meetings the Lord Mayor may exercise 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, however 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 2025/2026

There has never been a Lord Mayor of Birmingham who has not absolutely enjoyed the role, and the honour that they have been given. So, I begin by thanking Councillor Roger Harmer for his kind words in nominating me for the honour of serving as the Lord Mayor of Birmingham.

I must also mention Councillor Waseem Zafar who seconded me. You will be aware he is, sadly, no longer with us. His kind words, especially about my wife, reflect years of friendship and support. His commitment and enthusiasm for this city will be missed by me, the Chamber and the city. The Council also lost Councillor Kerry Jenkins in this municipal year. Her dedication to Brandwood and Kings Heath and the scrutiny function of the Council are also a tremendous loss.

I would also like to thank the Deputy Lord Mayor Councillor Ken Wood for his advice and support during my year in office. In fact, a number of former Lord Mayors, the so-called 'Chain Gang', have continued to support me and the office of the Lord Mayor, whether they continue to sit as councillors or not. Alderman Mike Leddy in particular has continued to champion the vital and grossly undervalued civic function of the Council.

The strange thing about this office is that many people have some hazy idea about what the Lord Mayor does. I can tell you this. No one knows what it involves, until they first arrive in the Lord Mayor's Parlour. The diary is packed, and the range of events is incredible. You can start the day at one of our wonderful schools for children with special needs, and you can end the day addressing an international conference of shipping and cargo freight insurers.

It is this range of engagements that shows that the ambassadorial role of the Lord Mayor, the political impartiality of the office, is more widely recognised outside the Council than it is within it. In a time of increasing uncertainty, that role could and should be even more developed for the benefit of the city.

I will point out that one of the duties of the Lord Mayor was particularly daunting. Unfortunately, I suffer from a fear of heights. Anyone who knows me will be aware that I don't go within twenty feet of a window above the first floor. And yet one of my early

duties as Lord Mayor was a topping out ceremony at a major construction project. This ceremony takes place to put the highest part of the structure in place. So it takes place on the roof. The roof of a tower block. In this case, you got to the roof using a lift, a builder's cage sort of stuck to the side of the building. It had great views of the city. If you like that sort of thing. For me it was a ride of terror. I can't think of a polite word for how I felt on the way up. But as I said, it was a major project. A benefit to the city. And somehow, I managed not to bottle it.

It is not always clear to people that the Lord Mayor is the friendly front end of a whole team of people, dedicated to the civic function, and the promotion of our great city locally, nationally and internationally.

That is why I owe so much to the time and effort of the staff of the Lord Mayor's Parlour. I would at this point like to extend my heartfelt thanks to Anne, Lynne, Sharon, Bev, Sybilla Rose (who was based in the Parlour but working for the Charity), Tarek, Bal, Gerry, Ronnie, Matt and Vlad for their tolerance, good humour, unwavering support, and for helping to ensure that this year was such a memorable year.

I would also like to extend a personal thank you to Louise Osbourne who took time out from her work promoting the Birmingham film and TV Festival to coach me and help improve my confidence and public speaking.

My thanks also go out to Reverend Jeremy Allcock from Birmingham's Parish Church, St. Martin in the Bull Ring. His help in supporting the organisation of my Civic Service was invaluable and helped to ensure that the service struck exactly the right tone.

Both I and the Lady Mayoress were particularly delighted to have welcomed King Charles III, who I am pleased to say did actually manage to make it to the city this year, to visit the Oratory.

The Lady Mayoress and I also welcomed Her royal highness the Princess Royal and Her Royal Highness the Duchess of Gloucester. This proves that the city of Birmingham is held in high regard by the Monarchy. This is further shown by the number of organisations in the city that benefit from royal patronage.

Birmingham also has a deep, historic connection with His Majesty's Armed Forces. Many members of the Armed Forces are from the city. Birmingham also provides specialist medical services at The Royal Centre for Defence Medicine, based at the Queen Elizabeth Hospital Birmingham.

So I am pleased to say that our engagement with the Armed Forces has been steadfast, from the Armed Forces Flag Raising to attending the RAF Cosford Air Show. I have been honoured to be able to recognise the dedication and sacrifice of those who serve at our Remembrance Sunday Service and Parade, and at the Armistice Day Service at the Hall of Memory. I have also taken part in events in schools in the city to help emphasise the importance of Remembrance Day.

I would at this point like to take a moment to thank some councillors, in particular Councillors Robert Alden, Deidre Alden and Gareth Moore have all been a significant presence at civic events throughout the year. This could be their admiration for me in

the role of Lord Mayor of Birmingham. It might also be their respect for the importance of the civic function of the Council. Either way, their support is a credit to them and an example to others. So thank you for your support.

As a part of that important civic function I have attended occasions such as the Film & TV Expo Reception, the Law Society President's Dinner 2025, and the British Empire Medal Investitures, celebrating outstanding service.

I was pleased to be at the launch of Birmingham City FC's ambitious plans for a new 62,000-capacity "Powerhouse" stadium at the former Birmingham Wheels site in Bordesley Green. The £3 billion plus redevelopment will establish a sports quarter to host football, NFL, rugby, and concerts.

I was also there for the opening of the Digbeth Loc. Studios in Digbeth, Birmingham. Peaky Blinders creator Steven Knight is yet another proud son of Birmingham who is true to his roots and true to the city.

I proudly launched Life Sciences Week here in Birmingham. This is a pioneering programme designed to bring together professionals, researchers, and businesses shaping the future of life sciences in the region. I am sure that in 2026, it will be bigger and better. Event like this really do put Birmingham at the forefront of the conversation.

The International Day of Birmingham is now an annual celebration in the city, held on September 24th. It is spearheaded by comedian Joe Lycett to celebrate Birmingham (UK) and its international namesakes. Following the TV series United States of Birmingham, where he connected Birmingham in North America, the day features community events, a flag-raising in Victoria Square, and a celebration of "Brummie" culture.

I am also pleased that my term of office saw the striking of the first ever Birmingham Medal. Sadly, the very first medal was awarded posthumously to Benjamin Zephaniah who was lost to us last year. The medal was designed by the Birmingham City University School of Jewellery and it recognizes significant contributions to local culture and community.

It also fell to me to award Black Sabbath the Freedom of the City. Their phenomenal last concert at Villa Park was entirely for the benefit of charity. Those charities were Cure Parkinson's, Birmingham Children's Hospital and Acorns Children's Hospice.

No one knew at the time that we would soon be mourning the passing of Ozzy. But in true Brummie style, he got the send-off he deserved when the cortege came to Broad Street. I was able to give my condolences and the condolences of the city to the family.

I am also pleased that the city continues to host a number of major sporting events throughout the year. We have recently hosted the AJ Bell Great Birmingham run. Our venues like the Birmingham Utilita Arena and the Alexander Stadium continue to attract major events. I was delighted to be in attendance when the British Indoor 800 meter record was broken here earlier this year by Keely Hodgkinson.

You will have heard people say that Birmingham is a global city. We must attract people, not just nationally, but internationally as well. I have been pro-active in selling the virtues of our city. So I was delighted to host a reception for a delegation from Leipzig this year. I also hosted a Civic Reception for the Sister City Exchange Programme with Nanjing. This included a wonderful musical concert by students, who I met again when I visited China. I can confirm that our relationship with our sister cities is not only alive and well, it is valued and nurtured by them. These relationships provide a ready channel of communications between the various institutions of our cities. The Spirit of Pakistan Week Launch Dinner that I attended further highlighted Birmingham's rich global connections.

I got the chance to visit the Rawalpindi Chamber of Commerce and Industry to cement the ties between our two cities. I have also visited Azad Kashmir Blind Association and met the Chairman of the Council in Mirpur.

Birmingham, known for so long as the city of a thousand trades is still home to a solid manufacturing base. Earlier this year I spent half a day at Firmin's. They are the oldest private manufacturing company in the United Kingdom. They are a prestigious manufacturer who specialise in high-quality military ceremonial buttons, badges, insignia, and accoutrements.

My visit to China earlier in the year included a visit to the cities of Guangzhou, Nanjing, and Zhuhai. While there I visited schools, universities, technology centres and a range of cultural organisations. The links between our cities are stronger than ever and much appreciated.

Community and charity have been central to the role of the Lord Mayor's office. Events such as the Lord Mayor's Charity Big Quiz, the 6th Form Mega Quiz, and the Business & Culture Awards bring people together for important causes.

My visits to Midlands Air Ambulance, Birmingham Hospice, Acorns, and support for cancer research highlighted the compassion that defines our city.

I must also say thank you to those within our city who have contributed to the Lord Mayor's Charity. There are a number of Trustees and volunteers of the Charity who have worked tirelessly to support my events. This has enabled us to support a wide variety of good causes in the city. Thanks also need to go to Stephen Goldstein, who is now retiring, for his work over the years. Welcome to PJ Ellis who I know will work to amplify the work of the charity in the city.

I have been struck in my year in office by the warmth, compassion and generosity of the people of Birmingham. Across the city, there are literally hundreds of groups and organisations working to meet the needs of their fellow citizens. I have visited day centres, food banks, schools, and faith groups. All run by people, your friends, your neighbours, who have dedicated themselves to improving the lot of others.

I can't say that the year has not been entirely with its challenges. The ongoing bin-strike has led to protest and disruption within the chamber. On the one hand, I am pleased that protest is alive and well in the city. But the democracy must always be allowed to function. And all Members are entitled to exercise that function in safety. So I would like

to thank Paul Ellis and his team for supporting our ability to function as we should, freely and democratically.

Every part of our city has a role to play in Birmingham's success. Our businesses, educational institutions, cultural organisations and community groups all contribute to making Birmingham a city where people want to live, work, study and invest. It has been my privilege as Lord Mayor to champion that work and to celebrate the people who make it happen. Thank you.

In closing, I would like to thank my family, my wife the Lady Mayoress, my daughters and son for their help and support for the last year. I could not have coped without them. Thank you.

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. Debrett's *Correct Form* is also a valuable reference for procedure and etiquette.

Councillor Zafar Iqbal
Lord Mayor of Birmingham 2025/2026

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 Protocol, Civic and Ceremonial

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

Acting as the chief protocol officer for the City Council

Acting as 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 Leader of the Council and the Chief Executive on civic and Mayoral matters.

Working closely with the Leader of the Council to manage reputational risk and ensure collaborative working and 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; and writing relevant policy documents.

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

Managing the programme of major civic and ceremonial events including Remembrance Sunday, Royal Visits and visits from Heads of State, Freedom Parades, Freedom of the City presentations, the Annual Civic Service, and flag-raising ceremonies.

Organising the full calendar of civic functions.

Curating and 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.

Developing and maintaining a Birmingham Protocol for major operations and relevant policy documents.

To co-ordinate the City's nominations for Queen's Honours.

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 Lieutenant's Office
- 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 Lord Chancellor's Office, MHCLG)
- 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
- Birmingham Irish Association
- 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. Each recipient receives a testimonial presented at Full Council at the end of the Lord Mayor's term of office.

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 Lord Mayor, in conjunction with former Lord Mayors, and the Awards are administered and supported by the Lord Mayor's Office.

Appendix 4

Related Offices and Freedoms

The Lord Lieutenant

The Lord Mayor works closely with the Lord Lieutenant 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 civic premises. 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 lightly or 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 military 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 Charity

The Lord Mayor of Birmingham's Charity raises funds to support projects and good causes either based in Birmingham or for the benefit of the people of Birmingham.

This ensures that all of the funds raised by the Charity will be spent right here in the city.

Local organisations can apply to the Lord Mayor for funding by providing full details of the project and what donations will be spent on; and donations are made throughout the year.

Corporate supporters can also apply for funding from the Lord Mayor's Charity for specific projects that their companies support, which enhances partnership working.

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. 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.