

The background of the page is a grayscale photograph of a large, ornate building, likely a city hall or council chamber. It features a prominent central dome topped with a flagpole flying a flag. The building has multiple stories with many windows and classical architectural details like columns and balustrades. The text is overlaid on this image.

The Lord Mayor's Annual Report to Council

May 2017

Nature and Purposes of this Report

This is the seventh 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.*
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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 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 of Birmingham and promotes the city locally, nationally and internationally. 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).

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 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 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 the local community.

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 various 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.

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.

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 of the City.

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
- 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.
- 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.
- 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, 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.

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, 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 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. 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 2016/17

Having been a member of Birmingham City Council for thirty years I will be honest and say that I have not always appreciated the importance and value of the office of Lord Mayor. However being the first citizen of Birmingham has been a truly wonderful experience and I and the Lady Mayoress now recognise the pivotal ceremonial role the post holds both within and outside the City.

Birmingham is a major international City because it was the birthplace of manufacturing, the result of the inventiveness of James Watt and the ingenuity of Matthew Boulton that saw the world's first manufactory as it was then termed open in Handsworth. A medium-sized market town in the medieval period, Birmingham grew to international prominence in the 18th century at the heart of the Midlands Enlightenment and subsequent Industrial Revolution, which saw the town at the forefront of worldwide advances in science, technology, and economic development, producing a series of innovations that laid many of the foundations of modern industrial society. And Birmingham could not have grown as fast as it did without immigration – initially from the towns and villages of neighbouring Counties like Warwickshire, Worcestershire and Staffordshire, then from the rest of England, Ireland, Wales and Scotland. More recently from the New Commonwealth and even more recently from the European Union and other parts of the world.

It is easy to forget that the wealth of Birmingham was created in large part by immigration which provided a source of entrepreneurship, skills and labour. Celebrating the history of Birmingham and remembering that we are a City based on immigration has been an important part of our Mayoral duties. We have attended numerous events organised by the many communities that make Birmingham such a diverse and vibrant City. Highlights include the 50th anniversary of the independence of Barbados – the birthplace of one of my boyhood heroes Sir Garfield Sobers; the Mega Mela in Cannon Hill Park – a fantastic cultural event, Vaisakhi – the largest outside India, Chinese New Year, St Patrick's Day Parade – the third biggest in the world, St David's Day – small but very significant and of course England's own St George's Day.

There have been many more equally important events, some involving Flag raising ceremonies in Victoria Square, others involving food and musical performances, yet more like Birmingham Pride that simply celebrate diversity, and of course, the ubiquitous Birmingham Jazz Festival which celebrated its 34th year in 2016. A highlight was the Commonwealth Cultural Extravaganza in the Town Hall to commemorate Her Majesty Queen Elizabeth's 90th Birthday, which brought many communities together in one showcase production that proved beyond doubt that Birmingham is indeed a harmonious and settled City. We need far more of these inter-community initiatives in the City to demonstrate to those with a less than accurate view of the City that just as in the past – our greatest strength is our people and that we remain a friendly welcoming City.

Our year as Lord Mayor and Lady Mayoress has gone so quickly. I used to think I was good at coping with being busy, having combined my councillor duties with full-time employment for thirty years. But nothing prepares you for the role of being Lord Mayor which is quite simply like being on an unstoppable roller-coaster – exciting, exhilarating with one or two scary moments but over all too quickly! What sustains you in your duties are the fantastic people who make our City so special.

The thousands of school children we have met who are full of hope and optimism and who left us in no doubt that the City's future is safe in their hands. The many businessmen and women we have met and the local companies we have visited, whose success is so critical to Birmingham's future. The staff, employees and workers whose skills, hard work and endeavours are essential in an increasingly competitive world.

The volunteers who are perhaps the least recognised but most vital group of people who do so much to fill the gaps left by the public and private sectors and who make such a difference to the lives of the people they touch. It strikes me that large cities like Birmingham wouldn't function so well if it wasn't for the legion of volunteers who give their time regularly and without complaint. Nor that the majority of the volunteers that I've met have been women. So I'm pleased that I chose to highlight the voluntary sector and the contribution women make to the City as my key themes for the year.

Mention must be made of the sportsmen and women who help put Birmingham on the map. Whilst our two football teams Birmingham City and Aston Villa remain in the Championship and our Rugby Union team Birmingham Moseley did not gain promotion, our cricket team Warwickshire won the One Day Cup and our athletics team Birchfield

Harriers won both the Men and Women's National Championships – the first time in history that this notable feat has been achieved.

Birmingham is privileged to have five world class centres of higher education in Aston University, Birmingham City University, Newman University, University College Birmingham and of course the world's first civic university – the University of Birmingham. We have visited all five and helped distribute the thousands of certificates that are awarded every year in Birmingham. I think I have discovered a new medical phenomenon – Lord Mayor's wrist – having shook thousands of hands at Degree Ceremonies, a consequence of having so many successful graduates in the City.

It is important to remember that those students from overseas and from other parts of the UK will become honorary Birmingham citizens and de facto ambassadors for the City when they return home. But it is also critical for us to retain as many as we can to ensure local companies have the skills needed to compete on the world stage. Mention must also be made of the City's many colleges all of whom provide excellent education and training for the City's young adults. I forged a particularly close relationship with South & City College which focuses exclusively on vocational education and training – practical skills which our City desperately need.

During the year the City was visited by members of the Royal Family and we were delighted to meet the Princess Royal, Princess Alexandra and the Duke of Gloucester. I am indebted to Colonel George Marsh, who as Vice Lord Lieutenant of the West Midlands acted as the Queen's representative in the County until the appointment of John Crabtree as Lord Lieutenant in January 2017. We got to know both very well during our term of office along with the High Sheriff of the West Midlands, Keith Bradshaw a proud son of Aston who carried out his duties with dignity and good humour. Mention must also be made of the civic heads of the other six local authorities in the West Midlands County who we met on many occasions. I truly believe that the tensions that emerge between the seven separate parts of the West Midlands from time to time are a thing of the past and that there is a growing realisation that we are stronger as a region when we speak with one voice.

We had the opportunity to travel and promote Birmingham abroad on several occasions. Our first visit was to attend a service at the Thiepval Memorial to commemorate the centenary of the first battle of the Somme - the bloodiest battle in British military history which began on 1st July 1916 and lasted for four months until 18th November. It is simply staggering that on the opening day of the battle alone the British Fourth Army took 57,470 casualties, of which 19,240 men were killed. At the roll call of the 8th & 6th Royal Warwickshire Battalions on 2nd July 1916 only 15 out of 700 men answered. We also remembered the many thousands of French and German men who were killed during the Battle.

We were in the Somme region as guests of the Mayor of Albert - Stéphane Demilly to celebrate the friendship that grew up between our citizens after the First World War. In 1924 the Lord Mayor of Birmingham, Alderman Percival Bower, set up an appeal to raise money to help rebuild Albert which had been completely destroyed during the war. In 1926 the French Government conferred the 'Legion d'Honneur' upon Percival Bower in recognition of his work for the Albert Adoption Scheme. In May 1927 Albert representatives visited Birmingham during which the Mayor of Albert stated that 'a

friendship born of suffering was imperishable' Today Albert still has a 'Rue de Birmingham' and almshouses paid for by the citizens of Birmingham still exist although with a different use. As the current Lord Mayor of Birmingham I was proud to say on the eve of the 100th anniversary of the Battle of the Somme - the friendship between Birmingham and Albert is indeed imperishable.

From France we continued to Belgium where it was a humbling experience to read the Exhortation after the Last Post on Sunday 4th July at the Menin Gate in Ypres as part of the commemorations. This was the most moving experience of a memorable visit to the 1st World War battlefields of France and Belgium.

We had the privilege to visit China at the invitation of Birmingham City University to commemorate the 10th anniversary of their presence in Shanghai. We were very impressed with the warm hospitality and reception we received, not entirely unexpected because we always received the same welcoming reception from the Chinese community in Birmingham. We went on to the City of Wuhan to open the Birmingham Institute of Fashion and Creative Art (BIFCA), the result of a partnership between Birmingham City University and Wuhan Textile University. BIFCA offers a selection of creative arts degrees taught with the opportunity to spend two years studying at WTU's Wuhan campus and two years in Birmingham. Both of us were particularly pleased to be invited to open this exciting new facility, myself, because as a Councillor representing the City Centre of Birmingham, I have a large number of students from China living in my Ward. The Lady Mayoress because she herself is a Fashion and Textile Design graduate from the Birmingham Institute of Art and Design, part of Birmingham City University.

In December we had a day trip to Frankfurt to attend the official naming of a new tram that celebrated the 50 years of friendship between Birmingham and Frankfurt. Although a very tiring trip of 18 hours I was invited to drive the tram – a most memorable experience. We also had an opportunity to visit the Frankfurt Christmas market in Frankfurt. Not entirely dissimilar to the Frankfurt Christmas market in Birmingham.

We were delighted to visit Chicago as a guest of the Windy City to celebrate 24 years of our sister City relationship. I was in the Birmingham delegation which visited Chicago in 1996 as Chair of the Leisure Services Committee and it was great to see that the links between our two cities are as strong as ever. It was pointed out to me that the two cities have a lot in common so I asked about how Chicago got its reputation for being the Windy City. I was told that it has nothing to do with the weather but everything to do with local politicians who after winning the right to host the World's Fair in 1890 were labelled windy by New Yorkers who were extremely irritated that a "frontier town" could beat them. I stoutly defended Birmingham's reputation by saying that having served on the City Council for 30 years any comparisons of our two great cities did not extend to the verbosity of our local politicians, who are noted for being both eloquent and succinct!

We were also delighted to receive an invitation from the Queen's Royal Hussars based in Celle, Germany to visit an historic regiment which recruits mainly from Birmingham and the wider West Midlands. Having ridden in a Challenger Mark 2 tank I can safely say that my appreciation and admiration for Councillor Mike Sharpe who was a tank driver in the regiment has increased enormously. Whilst there I had the opportunity to visit the site of Bergen Belsen concentration camp along with new recruits to the Queens Royal Hussars. I was reminded of the line from the Robbie Burns poem – "Man's inhumanity to man. Makes countless thousands mourn."

We chose to support two charities in our Mayoral year. Our first chosen was Birmingham and Solihull Women's Aid which celebrated its 35th anniversary in 2016. It supports women and children affected by domestic violence, rape and sexual assault. BSWA believe that women and children have the right to live free from violence, abuse and fear and works in close partnership with agencies such as housing and the police to ensure the best outcomes for women and their children. One-to-one, tailored support services deliver long-term, positive outcomes for women and their children by addressing all of their needs including poverty, debt, homelessness, housing, legal issues, health and wellbeing.

Our second charity was Bloodwise which was chosen following a visit to the University of Birmingham. I was overwhelmed by the truly world class, blood cancer research that is being carried out by Bloodwise, right here in Birmingham at the City's Medical School. It's exciting to know that the charity's revolutionary work, particularly in speeding up access to clinical drug trials, is already improving the lives of so many patients with the disease. I was invited on the lab tour after attending a South Birmingham Branch Bloodwise AGM in July of last year. Impressed by the dedication of the members who have raised over £500,000 in the last 40 years, I wanted to learn more about the life saving research taking place in the city. Birmingham is central to the life-saving work carried out by the charity, with £20 million invested in 32 different blood cancer research projects and clinical drug trials in the City which help speed up access to new treatments for patients with leukaemia, lymphoma and myeloma.

Almost every day I learnt new fascinating facts about Birmingham. For instance I did not know that Birmingham was the first City to arrange a veteran's branch of the Royal British Legion and that the Birmingham Forward Branch is still going strong after 95 years. As Lord Mayor I attended many Services of Thanks and Remembrance for the men and women who serve, or who have served, in Britain's armed forces. In June, Birmingham held a splendid service on Armed Forces Day in Centenary Square, whilst in September we remembered the bravery of the RAF on Battle of Britain Day. We attended the National Memorial Arboretum at Alrewas four times. Our final visit to Alrewas was in April 2017 when we took a party of women from the local War Widows branch to the relocated Rose Garden which acts as a tribute to the women whose husbands and loved ones died whilst serving in the armed forces. I hope it will become an annual event.

Armed Forces Day was a chance to show our support for the men and women who make up the Armed Forces community. As Lord Mayor I was proud to see the march past of Birmingham's finest - currently serving troops, veterans and cadets. The annual Remembrance Day event in Centenary Square in November was another solemn occasion and it was gratifying to see that attendance is increasing year on year. At all the events I took time out to speak to the veterans carrying the military standards and to thank them on behalf of Birmingham's citizens for their service for Queen and Country and to state how, as Birmingham's first citizen, I am acutely aware of the debt this City and its people owe them.

We were also fortunate to be invited to visit the three branches of our armed forces as principal guests. At the annual 11th Signal & West Midlands Brigade Reception at Donnington we were treated to music from several bands including the Band of the Brigade of Gurkhas. In August we were able to take a cruise from Portsmouth on HMS

Daring, our City's Royal Navy ship along with many other Birmingham representatives. On Battle of Britain Day in September 2016 we attended the annual reception at RAF Cosford where we had the spectacle of a Spitfire fly past, which was a fitting end to a memorable evening. At each visit I expressed the City's gratitude to the men and women, who serve their country in the British Army, the Royal Navy and the Royal Air Force and who, along with military operations, are increasingly involved in humanitarian work throughout the world.

During my year as Lord Mayor I took countless groups on tours around the Council House and couldn't help but notice that the Freedom of the City board opposite the portrait of Joseph Chamberlain contains only Army and Navy names – there are none connected to the Royal Air Force. Having enjoyed a magnificent relationship with RAF Cosford in my Mayoral year I do hope that this obvious yet unintended oversight can be corrected in 1918 – the centenary year of the Royal Air Force and that RAF Cosford will be granted the freedom of the City.

Mention must also be made of the City's many faith groups and I was delighted to attend many events organised by the Birmingham Council of Faiths whose aim is to promote harmonious relations between people of different faiths in the City. The Love Your Neighbour initiative was a fitting response to the many vigils I attended in memory of Jo Cox MP, the victims of the Orlando shootings; those killed in Nice as well the most recent atrocity on Westminster Bridge. We must never forget those killed by the Nazis in the Holocaust and other acts of genocide and I was moved beyond words to represent the City on Holocaust Memorial Day and at the 21st Srebrenica Memorial Event. To quote Maya Angelou – "Hate. It has caused a lot of problems in this world but has not solved one yet."

On a lighter note I've met Adil Ray, aka Citizen Khan, with his family just before he received his honorary doctorate from Birmingham City University, and I ran into the great Ann Jones at Edgbaston Reservoir – arguably Birmingham's greatest sportswoman, she won the Women's Singles Championship and Mixed Doubles Championship at Wimbledon in 1969. I also had the honour of presenting Lenny Henry with his scroll when he was appointed Chancellor of BCU and met rock royalty Noddy Holder as a fellow judge on the Pride of Birmingham Awards.

Birmingham is a great City whose greatest strength is its people and whilst I started the year full of pride and admiration for what our citizens have achieved in the past, what I have seen in my Mayoral year has left me convinced that our future is secure, so long as we retain the confidence and determination to succeed in an increasing uncertain and competitive world. Can I thank the City Council and its elected members for granting Deed and myself the privilege to represent Birmingham as its first citizens. Can I extend an even bigger thank you to thousands of people we have met who have made our Mayoral year so memorable with their warmth, friendship and kindness.

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 Carl Rice
Lord Mayor of Birmingham 2016/17

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. 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 members of the Lord Mayor's Advisory Group 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 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 way in which the Lord Mayor of Birmingham's Charity operates changed in 2016. The Charity now chooses a theme which runs for three years and all projects funded by the Charity will either be based in Birmingham or be for the benefit of the people of Birmingham.

The theme for 2016-2019 is Health and Wellbeing.

One of the important and exciting benefits of the change is that all of the funds raised by the Charity will be spent right here in the city.

Another exciting benefit is that rather than each Lord Mayor choosing the good causes they will support at the start of their year, they can now also choose to make donations to local projects throughout the year. In addition, local good causes can apply to the Lord Mayor for funding by providing full details of the project and what donations will be spent on.

Corporate supporters can also apply for funding from the Lord Mayor's Charity for specific projects that their companies support, which will enhance partnership working. The three year theme will also bring continuity and help corporate supporters to plan ahead.

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.