



# **The Lord Mayor's Annual Report to Council**

**May 2018**

## **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. 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 2017/18.*
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 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 promote 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 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 17<sup>th</sup> and 18<sup>th</sup> 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 any 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.

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 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 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, consular and diplomatic representatives, Heads of State and members of the Royal Family.

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 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.

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 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.

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, 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 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 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**

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 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 2017/18**

How to start a review of what has been an incredible year for me? It is a year that would not have been possible without the support of two major sets of people, one being my fellow councillors without whose vote I would not have been nominated and appointed, the other being the citizens of Sutton Coldfield who, over the past 36 years have consistently returned me to office to represent them. A huge thank you to all of you!

I must also thank my wonderful children without whose support I would not have been able to continue as a Councillor, and who have put up with my not being at sports days, Christmas plays and all sorts of other events because I was carrying out my role locally as a Councillor.

This year I have been fortunate to have Philip as my main consort with Caroline filling in as her career has allowed. It has been good to see their development during the year as they have had experiences that the majority of young people of their generation would not have.

I am advised that the usual hundreds of requests for Lord Mayoral attendance have poured in – as many as ten a day on occasion. Early on I learned that you dispose of your own diary and hand over your life to the Lord Mayor's office to sort out for you.

### Community

I decided one of my main focuses would be community events and getting to know the work being done by thousands of volunteers who keep the City going. It has been amazing to attend events such as small luncheon clubs run by volunteers who help to ensure that isolation is not an issue in their areas by running events to which vulnerable elderly residents are invited, thus ensuring that they have a decent meal and get together with others.

I have been most impressed by the work of our mosques and temples and all the other religions in the City and in the huge amounts of money raised to assist disaster relief in other countries – not to mention the recent flooding in the UK. What a pity the media don't see that good news of this kind should be reported – a positive approach to the contribution of our many and varied ethnic minority groups must surely assist integration and understanding of each other's cultures.

I have been privileged to share several 100<sup>th</sup> Birthday parties and have some touching memories to take away with me, and some amusing ones.

I have opened small community gardens, and gardens in EPHs catering for our elderly folk suffering from dementia. Dementia UK has been one of my main charities for the year and during the year the Admiral Nurses who are funded by monies raised by Dementia UK have established a choir with a view to raising the profile of their work and also investigating the benefit of singing for those battling the problem – both sufferers and carers alike. We were able to hold an awareness event in the banqueting suite for Dementia UK, and also hosted an event for Whizz Kidz, another of my main charities, where young wheelchair users went out into the city and visited various retail outlets to see how well they were received and treated during their 'shopping' trip. This was also an awareness raising event working with Whizz Kidz and Pound Shops who are one of their major sponsors in Birmingham.

One of the stand out events for me was the ceremony held in the banqueting suite, attended by the Duke of Gloucester, and the Lord Lieutenant John Crabtree where we presented British Empire Medals to worthy citizens involved in charitable works and also an MBE to a recipient who decided she wanted to be presented with her award in her City. What an event that was, made all the more special by the attendance of cadets who gave a gravitas to the proceedings by escorting recipients to the presentation area and back to their seats. They also escorted me, at some pace, up the main staircase in full robes. My welcome speech was somewhat breathless!!

## Involvement with the Armed Forces

As a Councillor you are vaguely aware of the City's involvement with the various arms of the forces. As Lord Mayor you really begin to understand the extent of that involvement and the important events that take place on a yearly basis that you either take for granted or in which you have no interest. During the year we had Armed Forces Day and Remembrance Sunday, and additionally Freedom Ceremonies for the Marines and for RAF Cosford – all full robed events for which one prays for no rain. Luckily I did not get even one drop of rain on the robes or tricorn.

None of you will forget the dreadful occurrence in Manchester during the evening before Mayor-making. I certainly won't as the first decision I had to make was whether or not to go ahead with the evening celebration meal. Not the news or question one wants to be faced with on your special day. But there was no question in my mind that we should not go ahead. I could not sleep easy if we had held the celebration whilst parents were worrying about whether their children would survive horrific injuries, or had just learned the worst news a parent could have.

But on the bright side, the event I will never forget was the Lord Mayor's Ball in September. It had been postponed from June because of events in Manchester and London. The Lord Mayor's Office staff were very vague each time I asked for progress reports, which is difficult to deal with when you are a bit of a control freak!! What I didn't know was that RAF Cosford, the Army and the Royal Marines had come together to put on the most incredible event and this really kicked the year off in style. The images of a young serviceman who had won a very large saint Bernard stuffed toy dancing with it for most of the evening and of young Marines dancing on the tables (towards the end of the evening) will stay with me for ever.

I have been most impressed by the events organised by the British legion and the involvement of all the cadet forces, most recently the splendid St George's Day parade at St Pauls in the jewellery quarter. A multi-cultural line of young people at their best, looking smart in their uniforms, forming a guard of honour all the way from the pavement to the church and beyond- an impressive sight.

I visited Army Cadet training facilities at Morcop in Cumbria. They let me loose with a paint balling gun and set me off on a trail through woodland. The idea was to stop and shoot at targets in various places. I fear I would have been despatched quite quickly by the first target, but eventually got the hang of the pressure needed to fire the harmless paint gun and at least wounded a few. It was good fun, but there were serious lessons to learn about backing up your partner and doing things safely.

There were many more events that would fill several more pages but I must move on.

## Our Sporting Heritage

What a year it has been for our reputation as a world class sporting venue. Once again we hosted the USA and Jamaican Track and field teams for their training prior to the IAAF World Championships.

The event coincided with the launch of the Bears and Bear Cubs raising money for the Birmingham children's hospital. The athletes were much amused by the Bears and many photos were taken with them in St Philip's church yard and Victoria Square.

We hosted the World Indoor Athletics during the dreadful snowy weekend earlier this year. The athletes were amazing in their tenacity to get to the NIA, indeed one competitor travelled all the way from Glasgow by taxi because trains etc were cancelled. An unexpected plus side of this situation was that several of the athletes who had never seen snow seemed to enjoy the experience.

Philip and I were lucky to be invited to observe the Transplant Games in Glasgow and to collect the flag as the hosting city for the 2018 games. Neither of us was aware of the games but soon were inducted into the games family and I have been able to work with the organising committee on the launch of the games that took place in the Council House and in encouraging members of our minority ethnic groups to take up the challenge to increase the number of donors from their communities as some organs can only be transplanted if they come from the same ethnic background as the recipient. I am pleased to report that this challenge has begun to permeate into various community groups and hopefully the situation will change and the number of people dying from lack of a donor organ will reduce considerably.

The most recent sporting event I attended was the Dwarf Sports Association meet at Alexander Stadium. This event has taken place for 25 years, 15 of those being in Birmingham. It is an event I will never forget, attended by Ellie Simmonds the local Olympic swimmer. I learned a lot about the condition and its various manifestations and also about the effect that negative press and cruel remarks in school and on social media have on these super young folk and their families.

## Miscellaneous

### Royal Visits

During the year we have welcomed the following members of the Royal Family:

Prince Edward (Earl of Wessex) closing of the old Conservatoir  
Prince Edward (Earl of Wessex) opening of new Conservatoir  
Princess Anne – Pony Club AGM and Birmingham University Sports Hall  
Princess Anne – Queen Alexander College (Cllr Shafiq Shah stood in)  
Prince Andrew (Duke of York) – Help Harry Help Others visit  
Duke of Gloucester – Presentation of awards  
Duke of Kent - Back to Backs and Weston Beamor, Jewellery Quarter  
Duke & Duchess of Cambridge – Aston Villa Football Club  
Prince Harry and Megan Markle – City Walkabout

### New Opportunities for trade

During the year we have hosted many dignitaries from all over the world. Birmingham is very much on the agenda for further development of trade for more areas of China, and also for Thailand, Vietnam, South Korea and Laos; and I am sure in the future there will be trading between the City and many more countries.

We also hosted a lunch for the Agent General for Queensland so that we could discuss with her some of the arrangements for our visit to Australia to collect the flag for the Commonwealth Games that will be taking place in Birmingham in 2022.

### Australia

This has to be the highlight of the year. It came as a great surprise to be invited by the leader Cllr Ian Ward, to represent Birmingham at the closing ceremony in the City of the Gold Coast at the end of the Commonwealth Games in Australia.

It was an amazing opportunity and, putting the lengthy travel aside, was a wonderful experience. Seeing the amount of organisation that goes into staging such a huge event makes one realise the enormous task ahead. I am confident that if we all get behind it, cross party as we traditionally have for such events, Birmingham will pull it off and do so in style. It is a unique opportunity to showcase what we have to offer visitors, athletes and potential investors alike, and for our wonderful athletes to compete in front of home supporters. **It will put Birmingham firmly in its rightful place of first City outside of London.**

## Finally

It has been an amazing year and an experience that I thoroughly recommend to anyone who is contemplating putting their name forward in the future.

If I have missed out anything that you were hoping would appear in the report, then I apologise but out of the many hundred events and meetings I have attended I have tried to give a flavour of the variety and the complexity of our wonderful City and its citizens.

## Fund Raising Committee

A big thank you must go to the Fund Raising Committee who, despite a rocky start managed to put together a programme that will enable me to make worthwhile donations to my main three charities, one of which has already received funding and equipment to enable them to increase their activities supporting vulnerable young ladies across Birmingham. The last event of the year was a Choir Concert hosted by Emanuel Church in Sutton Coldfield and featuring my favourite choirs from the many concerts I attended during the year. The harmonies were wonderful and the enthusiasm to be there and the new contacts made will, I hope, lead to other events in future. I wish the committee every success for the coming year.

## Lord Mayor's office

I could not close without saying a huge thank you to the Lord Mayor's Office staff and the attendants. Never underestimate the amount of work involved in putting on some of the big events and keeping track of the smaller ones – not to mention my demands for clerical support so that promises I made to groups and individuals did not get forgotten - everything done with a 'Yes Lord Mayor' and a smile.

I hope that the incoming Lord Mayor has an equally if not more exciting year in 2018/19.

## 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.

A handwritten signature in cursive script that reads "Anne Underwood". The signature is written in dark ink and is positioned above a horizontal line.

Councillor Anne Underwood  
Lord Mayor of Birmingham 2017/18

## 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:

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 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.

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.

Developing and maintaining a Birmingham Protocol for Operation Bridge and other 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 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.