



Mayoral Handbook

2023-24

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CITY OF
WOLVERHAMPTON
COUNCIL

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Welcome

Congratulations on your election as Mayor.

As an elected member, you already bring a wealth of experience which will prove invaluable in assisting you as you undertake your Mayoral duties.

The handbook is supplementary to the Councillor Handbook and contains additional information designed to guide you throughout the Mayoral year. I hope the guidance will help you become the most effective Mayor you can be, without preventing you from making the position your own.

Becoming the First Citizen of Wolverhampton is a great honour, and we want your year of office to be both unforgettable and enjoyable and will endeavour to support you every step of the way.

I will have scheduled meetings with you, but of course I am always available should any matters arise. As you will already know from your time as Deputy, the Civic Support Team are very experienced and supportive and will be able to assist you with the vast majority of questions or queries you may have.

Laura Gittos
Head of Governance

Selection of the Mayor/Deputy Mayor

The Mayor and Deputy Mayor of Wolverhampton must be an elected member of the Council (a councillor) and holds office for one year until the new Mayor and Deputy Mayor is elected at the next Annual Meeting of the Council.

In the year of a Council election, the Mayor and Deputy Mayor will remain in office until the Annual Meeting of the Council, even if they are no longer a councillor after the election.

The Role and Function of the Mayor

The Mayor of Wolverhampton is appointed annually by the Council to chair full council meetings and to be the First Citizen of Wolverhampton. However, the Mayor does not have any executive powers.

The Mayor of Wolverhampton is a ceremonial Mayor and is not directly elected by the public. As a result, they may not act politically in their role as Mayor.

The office of Mayor is the highest honour the Council can give to an elected member and as such is recognised, in the City, as being second only to royalty and His Majesty's Lord Lieutenant.

As per [Article 5.1 \(Page 21\) of the Constitution 'The Role and Function of the Mayor'](#), is detailed below:

a. The Mayor will be elected and the Deputy Mayor will be elected at the Annual Council meeting.

b. Neither the Mayor nor the Deputy Mayor may be a Cabinet Member during their respective term of office. The Mayor, during their respective term of office, will not serve on any Regulatory Committee of the Council including the Planning and Licensing Committees.

c. The Mayor and, in their absence, the Deputy Mayor have the following roles and functions:

Attendance of the Mayor

As per [Article 5.2 \(Page 21\) of the Constitution - 'Ceremonial Role'](#):

"The Mayor and the Deputy Mayor will represent the City at local, regional, national and international civic and ceremonial events."

Meetings of the Council

The Ordinary and Annual meetings will receive any announcements from the Mayor. The Civic Support Team will prepare announcements (Mayor's Communications) in readiness for each full council meeting. The announcements are to be related to Mayoral and significant city events, deaths of significant figures and should not exceed 10 minutes in length as per the Constitution. A draft of the Mayor's communications will be sent to the Mayor for approval, a finalised copy must be sent to Democratic Services the Friday before the Full Council meeting. The Civic Support Team will assume the draft is approved and send the latest version by this deadline if they have not had any amendments back.

Key Skills

- Knowledge of the civic role and responsibilities
- Advanced chairing skills, in order to manage the business of full council meetings.
- Ability to act with political neutrality
- Speech-writing skills.
- Listening and public speaking skills
- Ability to carry out the role with dignity, affording the historic office of Mayor respect at all times.

Key Responsibilities of the Mayor

- Be an Ambassador for the Council and city, celebrating and promoting its successes and achievements
- Uphold and promote the [Council Plan](#) in the community
- Chair council meetings in a politically neutral manner
- Build strong, effective relationships between the council, its partners and communities
- Lead civic ceremonies
- Promote the civic role and encourage community participation

- Encourage citizenship and participation in the life of the City
- Receive members of the Royal Family and other important visitors to the City

It is important to note the [Protocol for Councillor/Employee Relations – Section 5d \(Page 351\) of the Constitution](#) referring to the Mayor and Employees.

8.1 The Mayor is the first citizen of the City. His/her role is to be an ambassador for the authority and to chair full Council meetings. Officers must give every support to the Mayor in the execution of these duties. However, the Mayor does not have any executive powers.

As per [Article 5.3 \(Page 21\) of the Constitution](#), The Mayor has the following responsibilities:

a. to uphold and promote Wolverhampton and the purposes of the Constitution, and to interpret and give rulings on the Constitution where necessary and following appropriate advice from the Monitoring Officer;

b. to preside over meetings of the Full Council so that its business can be carried out efficiently and with regard to the rights of Councillors and the interests of the community;

c. to ensure that the Full Council meeting is a forum for the debate of matters of concern to the local community and the place at which Councillors who are not on the Cabinet are able to hold the Cabinet to account;

d. to promote public involvement in the Council's activities;

e. to be the conscience of the Council;

f. to attend or be represented at such civic and ceremonial functions as the Council and they determine appropriate;

g. to determine any matter referred to them under the urgency provisions of the Access to Information Procedure Rules or the Budget and Policy Framework Procedure Rules in Part 4 of the Constitution;

h. to be consulted on any matter to which consultation with the Chair of the Council is required under this Constitution.

Protocol Governing the use of the Mayor's Casting Vote

The Protocol Governing the Use of the Mayor's Casting Vote ([Section 28 of the Full Council Meetings Procedure – Page 200 of the Constitution](#)) is as follows:

28.0 Protocol Governing the use of the Mayor's Casting Vote

Introduction

The Local Government Act 1972 provides that the Mayor has a second or casting vote at Council Meetings in two specific circumstances.

a. The out-going Mayor must exercise a second or casting vote if there is a tie for the election of a new Mayor (Section 23 Local Government Act 1972).

b. On all other occasions the Mayor may (but is not obliged) to exercise a second or casting vote (Local Government Act 1972 Schedule 12 Para 39(2)).

Under revised arrangements for the rotation of the Mayoralty adopted at the Annual Council Meeting in May 2001 there should be no call to exercise a second or casting vote on the election of a new Mayor. The vote should be unopposed.

A tied vote at a Council Meeting in any other circumstances requires a clear and binding protocol governing the discretionary use of the second or casting vote which is –

a. Based upon the principles set out in the Leader's speech to the Annual Council Meeting in May 2001 which established the arrangements for the rotation of the offices of Mayor and Deputy Mayor.

b. Strongly endorsed by the Leaders of all three political parties on City of Wolverhampton Council on behalf of their groups and their nominees for the office of Mayor or Deputy Mayor.

c. Accepted as an essential pre-requisite of office by all Councillors who are nominated for and appointed to the office of Mayor or Deputy Mayor.

Protocol

It is the duty of the Cabinet to make decisions. It is also in the interests of the City that there is certainty of decision making.

In the event of a tied vote at a Council Meeting the Mayor [or in their absence the Deputy Mayor] shall not exercise the second or casting vote unless advised by the Chief Executive; Section 151 Officer [as S151 Officer] or Chief Operating Officer that it is necessary to do so.

In order to preserve the impartiality and dignity of the Office of Mayor whenever a vote is tied the Mayor shall obtain appropriate advice (if necessary, by seeking a short adjournment) from the Chief Executive; Section 151 Officer [as S.151 Officer] or Chief Operating Officer.

a. Whether it is necessary to use a second or casting vote.

b. If it is so necessary, how it should be done.

On receipt of that advice the Mayor will reconvene the meeting, if adjourned, and inform the Council of the advice that has been received. The Mayor will then vote in accordance with that advice exercising one of the four options identified in the schedule attached to this protocol.

The Deputy Mayor

- To deputise for the Mayor in carrying out the key responsibilities as set on pg 3/4.
- In the absence of the Mayor, to preside over meetings of the Full Council.

The Deputy Mayor is only called upon for events if the Mayor is on holiday, unforeseen illness etc. Or if it is deemed necessary for a civic presence and the Mayor is unavailable.

Handover and Peer to Peer Support

Mayor and Deputy Mayor are advised to agree how they will conduct peer to peer support, ensuring the Deputy Mayor is ready to take over as Mayor in the new municipal year.

It is advised that at least two months prior to the May Annual General Meeting (AGM) that the Deputy Mayor carries out some informal shadowing of the Mayor, enabling the Deputy Mayor to see the duties carried out. The Civic Support Team will work with both Mayor and Deputy Mayor to review the diary and agree the shadowing opportunities.

At the shadowing events, the Mayor will wear chains or robes as required – but the Deputy Mayor should not wear chains or robes, this will ensure we adhere to protocols set out in the handbook on official invites.

The Mayoress/Consort and Deputy Mayoress/Deputy Consort

These traditional roles are not recognised by law but exist widely in councils under custom and practice. These days, as Mayor or Deputy Mayor, you can choose to appoint a Mayoress/Consort or Deputy Mayoress/Deputy Consort and the role can be undertaken by a spouse, partner, friend or relative. The position is accorded precedence alongside the Mayor or Deputy Mayor.

The Mayoress/Consort or Deputy Mayoress/Deputy Consort will be expected to attend a reasonable proportion of events with you over the year, but they are not obligated to attend all events.

The Conduct of the Mayoress/Consort or Deputy Mayoress/Deputy Consort will always need to be appropriate and not bring the Council into disrepute. They should not:

- Attend any event or otherwise give support to any organisation or person whose objectives are contrary to Council policy.
- Solicit engagements or visits or otherwise procure favours by virtue of office.

Considerations and Prohibited Activities

Code of Conduct

The conduct of the Mayor is often scrutinised by the public. The Mayor and Deputy Mayor must always consider the public nature of their office and as such should uphold the highest standards in all aspects of public life. The Mayor or Deputy Mayor should not use the position to curry favour, gifts or free tickets etc.

More information on the [Code of Conduct](#) is available from the Monitoring Officer, Chief Operating Officer, David Pattison at David.Pattison@wolverhampton.gov.uk

Public Meetings and Politics

Once appointed, the role of Mayor is strictly politically neutral. **The Mayor should not become involved with controversial issues, individuals, groups or organisations. The Mayor, as**

Mayor, should not take part in political meetings.

Pre-election Period (PEP)

PEP is the period between the time an election is announced and the date the election is held. There are strict legal rules on what councils may and may not do during these periods. The rules on PEP also affect the Mayor and Deputy Mayor. During the period of PEP (approximately the six weeks leading up to the election in question), the Mayor and Deputy Mayor may continue to attend events, but the list of invitations will need to be checked by the Monitoring Officer who may require some of the invitations to be declined. In other cases, the Mayor may be permitted to attend so long as they do not feature on any subsequent publicity surrounding the event (e.g., being photographed or filmed).

The Mayoral social media accounts will effectively close down during the PEP period so as not to be seen to be promoting or publicising a sitting councillor.

Please refer to the [LGA Guidance for Councillors during the pre-election period](#) and the [Pre-Election guidance](#) prepared by the Monitoring Officer for further information. If you have any queries about activity during the pre-election period, or for further advice please speak to:

If you are Mayor, notwithstanding whether you are up for election or not in the May of your year of office, PEP guidance will apply while in role.

David Pattison
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Michelle Rowe
Locum Solicitor/Deputy Monitoring Officer
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Laura Gittos
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Non-Mayoral Business

On occasion, The Mayor may be contacted to be part of groups or discussions that are policy and strategy led which are not items the Mayoral role would engage with or be part of due to political neutrality. Should The Mayor have a passion for the item raised we would advise they attend and contribute as a Councillor.

While in role as Mayor you may also serve as a Councillor on other Committees. Any events or visits held as part of this role, should be attended in your capacity as Councillor.

Equality and Diversity

The City of Wolverhampton Council is committed to promoting and advancing equality, tackling all forms of discrimination and harassment and fostering good relations. It is especially important for the Mayor to be visible in the wider community and attending a wide variety of engagements and events are an excellent way of developing and enhancing community involvement. It is important to engage with all wards, communities and faiths across the City.

Preparing to be Mayor

Your year in office may lead you to consider how ward business can be kept up to date during the year. It is recommended you discuss this with your fellow ward Councillors.

There can be a heavy time commitment, it is recommended you discuss the likely impact on those close to you and if relevant, your employer too.

Please advise the Civic Support Team of your availability and any regular diary commitments so they know not to schedule meetings or engagements during these times. Enabling the team to be able to view your councillor calendar is advisable to ensure there are no clashes with the Mayoral calendar.

Disclosure and Barring Service (DBS) Checks

Section 11 of the Code of Conduct for Councillors ([Page 319 of the Constitution](#)) is detailed as follows below. The Civic Support Team will make arrangements for a DBS check to be carried out for the Mayor and Mayoress.

11.0 Disclosure and Barring Service (DBS) Checks

11.1 The Council takes its safeguarding responsibilities seriously. To this end, on 15 October 2013, Cabinet (Resources) Panel decided that criminal records checks would be carried out for all Councillors following election. Enhanced checks will be carried out for those Councillors who may, by virtue of their particular responsibilities, have unsupervised contact with children. (As of June 2015, this applied to the Cabinet Member for Children and Young People, the Cabinet Member for Education, and members of the Corporate Parenting Panel.) (As of December 2019, this applied to the Leader of the Council, Deputy Leader of the Council, Cabinet Member for Adult Services, Cabinet Member for Public Health, Chair of the Children, Young People and Families Scrutiny Panel, Mayor and Mayoress). This list will be amended, as necessary, by the Head of Paid Service and the Monitoring Officer. Standard checks will be carried out for all other Councillors.

11.2 Checks will be carried out every four years (normally to coincide with election or re-election). In the case of a by-election, a check will be carried out at the time of election and then again if the Councillor is re-elected, unless that date is within 12 months of the original check. Additional checks may be carried out for any Councillor at the discretion of the Head of Paid Service and the Monitoring Officer.

11.3 The Council recognises that information released in DBS certificates can be extremely sensitive and personal. Receipt, handling and consideration of the certificates will therefore be

carried out in accordance with the Disclosure and Barring Service’s code of practice.

11.4 Appointments made at Annual Council will be subject to the completion of a satisfactory enhanced DBS check where that is required by the role. In the event the checks reveal that a candidate is ‘barred’ the council reserves the right to withdraw the appointment.

11.5 Additionally, Councillors should report any change in personal circumstances that may impact on their suitability or appropriateness to undertake roles. All declarations should be made without delay.

Mayor’s Theme

Most Mayors choose a theme for their year of office. It should directly support the [Our City: Our Plan](#) and have a community focus.



Biographical Information

Biographical notes are useful for event organisers, this is so they know a bit about you before you attend the engagement. The biography could include your background, career, chosen theme and chosen charities and the reasons for choosing them. Please provide your biographical notes to the Civic Support Team. The Communications Team will be able to

support you with reviewing a draft of your biographical if required. The Civic Support Team can arrange this for you.

Annual Council Meeting – Mayor’s Acceptance speech

The incoming Mayor gives an acceptance speech at the Annual Council Meeting, it is an opportunity to thank Council for selection and announce your chosen theme and/or charity. It is important that the speech is in your words and sounds authentic and from the heart. The Civic Support Team and Communications Team can support you by reviewing a draft of your acceptance speech.

Mayor’s Nomination Speech

Fellow councillors will nominate the new Mayor and Deputy Mayor at Full Council and it is customary for them and their seconders to make a speech. These speeches are to be written by the councillors who are making the nominations as it is about their personal reflections, the Civic Support Manager can review the final draft if required.

Specific Requirements

Please advise the Civic Support Team of any pre-existing medical conditions, disabilities, dietary requirements or allergies. This will enable the Civic Support Team to advise organisers, in advance of your attendance at their event, of any specific requirements that you may have. The Civic Support Team endeavour to ensure your attendance is as comfortable as possible when you attend official engagements.

Induction and Training

You will be invited to attend regular meetings with the Civic Support Team, this will enable you to discuss all aspects of the Mayoral role.

The Organisational Development Team issue Councillor Development updates via the bulletin to Councillors. In addition, [The National Association of Civic Officers \(NACO\)](#) endorse an external training provider, [Link Support Services \(UK\) Ltd.](#), who offer courses which have been tailor-made for Civic Heads.

If you would like to attend one of the tailor-made courses, the Civic Support Team will liaise with The Organisational Development Team who can arrange attendance.

The Organisational Development Team and the Civic Support Team work closely together and hold frequent meetings to discuss development opportunities.

Local Government Association Training

The Local Government Association (LGA) have produced a Councillor [workbook](#) on Charing Skills and there is also a recorded webinar on [chairing remote council meetings](#).

The LGA have also produced *Joining the Chain Gang: preparing for the role of Civic Mayor Councillor* workbook which is [available here](#).

Official Invitations

All invitations must be processed by the Civic Support Team in advance of an acceptance. If the Mayor receives any invitations directly, the organiser should be referred to the Civic Support Team or directed to the online '[Invite The Mayor](#)' form

When considering invitations, it should be remembered that the number of engagements undertaken by the Mayor is not an indication of quality. It is also important to think about the need not to manage your time carefully and not take on too much as being Mayor is a demanding role requiring considerable stamina and energy. While it may initially be tempting to accept every invite, most Mayors adopt the view that it is sensible to take a discerning approach to accepting invites.

A quality engagement is defined as one that supports and promotes the six strategic outcomes of the Council and has a clear benefit to the community and/or to the City, rather than one which is perhaps a personal preference. The National Association of Civic Officers (NACO) have a nationally recognised scoring system to assist Civic Offices with prioritising invitations. The Civic Support Manager can go through this with you.

Mayoral engagements are very wide ranging. The Civic Support Team will assist the Mayor with considering each engagement with a view to recognising the 'value' of each event to the council and to the local community.

Invitations are accepted on a first come, first served basis, but inevitably there are exceptions due to unforeseen important dates with significant reputational implications and potentially media interest etc.

City events and engagements always take precedence over engagements outside of the city boundary. You will find you are invited to events outside of the city which come through as a 'round robin' to all Civic heads in the region. These should generally be declined if they are of no direct benefit to the people of Wolverhampton.

The Civic Support Team will discuss official invitations at your forward planning meetings to provide updates and assist you with planning your diary.

Once an engagement has been formally accepted, it should not be cancelled or postponed unless there is an emergency. The Civic Support Team will liaise with organisers to make the necessary arrangements should an engagement need to be postponed or cancelled.

Events you Must not Attend

You must avoid attending events which are likely to be controversial, and you must not attend personal events in your capacity as Mayor (e.g. parties, weddings, etc.). It is important that each event you attend relates to the [Council Plan](#) and promotes the values of the City of Wolverhampton. Mayors are frequently invited to events outside of the city and it is important to assess such invites to determine whether they are of any relevance or benefit to the City of

Wolverhampton. It is advisable to decline any invitation to an out of area event if it does not directly benefit the citizens of Wolverhampton.

Protocol

If the Mayor is attending an official engagement, the Deputy Mayor would not ordinarily attend as well. If they were to attend the same event, the Deputy Mayor should attend in their capacity as Councillor and not as Deputy Mayor and should not be wearing chains (except for Full Council). This is to ensure it is clear to event attendees who is the Mayor and avoid any confusion around protocol etc.

Within political groups there is a customary understanding for Councillors attending events outside of their own ward to inform the relevant Ward Councillors of their attendance.

Health and Safety

Mayor, Deputy Mayor and Civic Support Officers are all issued with an [Alertcom Lone Working Device](#) to ensure they are safe at all events.

For larger high profile events such as Bonfire Night, Diwali, the City Events team will organise trained professional security staff to accompany/chaperone The Mayor or Deputy Mayor. You will be asked before the event if this is something you would like to be put in place.

Football Games at Molineux Stadium – Corporate Box

Each year the Mayor is allocated 2 or 3 games to attend during the football season. The allocation is carried out by the Leader of the Council, supported by Strategic Executive Board (SEB). Each match is given an aim/outcome - these include Jobs and Growth, Building Relationships and Recognising/Rewarding Citizens depending on the attendees. There can be a maximum of 8 attendees in total in the council's box.

As the Mayor you have a unique opportunity to meet individuals and groups that make a difference in the City – we would strongly encourage invites being given out to the community. The agreed process is that the Mayor would not invite employees, relatives, or the Deputy Mayor. Please note invitees to the corporate box are subject to FOI. The team will liaise with Executive Support to ensure the games are in the Mayoral diary, and attendees are invited when required. Discussions will be held at the Forward Planning meetings.

Operational Management of Mayoral Office

The Civic Support Team sits under the umbrella of the Governance Service managed by the Head of Governance, Laura Gittos. This busy service area also incorporates Democratic Services, Scrutiny, Electoral Services, Councillor Enquiries Unit and Business Improvement.

The operational management of the Mayoral Office is the responsibility of the Civic Support Manager, Tim Clark, who oversees the management of both Mayoral and Councillor Support.

The Civic Support Team is made up of one Mayoral Support Officer (Mark Waterson),

dedicated full time to Mayoral, and 2.5 Civic Support Officers, a blended role dedicated to both Mayoral and Councillor Support (Zac Wells is full time, Larissa Carless is part-time and the other full time post is currently being recruited).

The Civic Support Manager has management and operational responsibility for the team which includes:

- Ensuring all events are managed and staffed appropriately
- Ensure all protocols are adhered to
- Managing the action plans and team workload on a daily basis
- Be the Mayor and Deputy Mayor's first point of contact for issues or areas of improvement
- Rota management – ensuring the team work their contractual hours, and their health and wellbeing is supported. Also ensures both Mayoral and Councillor Support offices have one officer physically present each day.
- Booking casual drivers as and when required
- Management of the Hospitality Budget – maximising the budget to support events
- Managing budgets for both Mayoral and Councillor Support
- Continual improvement of the team
- Updates and ensures a Councillor Handbook and Mayoral Handbook are available
- Health and Safety of the team and all events
- Ensure the team are prepared to conduct the forward planning meetings with Mayor and Deputy Mayor
- Undertakes 121s and manages the team's performance

Employee Work Patterns and Well Being

A happy social and domestic life is an important foundation for health and wellbeing. The Civic Support Manager will organise shift-work rotas with reasonable notice for all employees, giving 2-week's minimum notice if required to work outside of standard working hours. This enables us to observe good practice that suits the needs of the business and considers the health and wellbeing of employees.

Official invitations that are received with less than 2 weeks' notice should not normally be accepted due to the fact rotas will already be set, and the high risk of a lack of employee availability – unless the Mayor is willing to drive themselves.

Diary Management

Whenever an official engagement has been accepted, the attendance confirmation goes to the organiser and attached with it is a [‘Mayoral Engagement Booking Form’](#) requesting further information about the event. The Mayoral Engagement booking form includes civic protocol guidelines to assist the organiser with preparations for your visit. We ask organisers to return the Mayoral Engagement booking form not later than one week before the event. The Mayoral Engagement booking form will include information about the organising group and the event itself, as well as essential practicalities – such as dress code, arrival time, person who will meet the Mayor and time the Mayor will be free to leave. It will also detail what is expected from the Mayor – these are usually things like giving a speech, taking part in a photo call or cutting a ribbon.

All official engagements are confirmed in the Mayor’s diary by way of an electronic Outlook calendar invite to each invitation that has been officially accepted. All supporting information supplied by the organisation and a copy of the booking form will be attached to the invite, along with any speech notes. It is essential that the Mayor regularly reviews their Outlook calendar to ensure they know what events they have on, what time they are being picked up if being driven etc.

Speeches

Mayors are routinely called upon to make speeches when attending engagements. There may be occasions when, despite having received previous assurances that there will be no requirement to speak, you are called upon to give an impromptu speech. As such, you should always be prepared to say a few words at an engagement. This reinforces the need to do your research on the people you are visiting beforehand and to read thoroughly any briefing papers you have been given prior to the event. This will help you to say something relevant.

Past Mayors have also found it useful to have a few standard rehearsed lines prepared ready for any such impromptu occasions along the lines of being delighted to have been invited, recognising the work/purpose of the organisation and wishing them every success in their future endeavours. Assuming you may always be required to say a few words or have your photo taken means that you will not be taken by surprise when the inevitable happens.

The Mayor should write their own speeches. Feedback has indicated speeches come across much better if they are written authentically in your own words and if you have read the speech through, ideally, practised it aloud and familiarised yourself in advance. The Civic Support Team will ask the organiser for bullet points and/or background information on all occasions where you have been asked to give a speech and will send these to you. This is to ensure speech protocols are followed and avoid missing any acknowledgements or anything else the organisers want you to include.

The team will always be happy to provide help and advice and will review any drafts you prepare if required.

Mayoral Car, Transport and Drivers

The below table clearly sets out what the transport options are for the Mayor when attending different types of engagement:

	Civic and Ceremonial events or meetings at the Civic Centre or in immediate vicinity (ie university, St Peter's Church, Arena Theatre)	External Civic or Ceremonial Events Wolverhampton-Based and not in the immediate vicinity of the Civic Centre	Civic or Ceremonial Events Outside the City	Councillor Duties – committee meetings, group etc.
1st Option	Mayor or Deputy Mayor to drive themselves and park on Ceremonial Car Park or make their own arrangements – unless there is a follow-on engagement that day. If attending an event not at the Civic Centre, the Mayor or Deputy Mayor will be 'chained' at the Civic Centre and then escorted on foot to the venue by a member of the Civic Support Team.	Member of the Civic Support Team in Mayoral car	Member of the Civic Support Team in Mayoral car	Mayor or Deputy Mayor drive themselves or make their own arrangements
2nd Option	N/A	Casual Driver via YOO Recruit	Casual Driver via YOO Recruit	N/A
3rd Option	N/A	Local Taxi Company	Local Taxi Company	N/A
4th Option	N/A	Mayor or Deputy Mayor drives themselves or make their own arrangements	Mayor or Deputy Mayor drives themselves or make their own arrangements	N/A

The Mayor is regularly invited to events and engagements on evenings and weekends. The Civic Support Team is a relatively small team and it can sometimes prove difficult to get a driver if the Mayor accepts invitations at short-notice or accepts a high volume of events. In

such circumstances, Mayors may opt to drive themselves or make their own arrangements to get to engagements to help the team and avoid staff shortages during the working week caused by team members taking time back from working out of hours.

From a reputational standpoint, the option to drive yourself, utilising your Mayoral allowance to cover fuel costs, could be considered to be a more appropriate use of taxpayers' money for relatively short journeys rather than using taxis or other alternatives. The Civic Support Team is regularly sent Freedom of Information requests on this topic.

The Mayor can only use the Mayoral Car when undertaking official duties (an "official Mayoral/Civic Engagement" is one for which an official invitation has been received and officially accepted by the Civic Support Team).

The Mayoral car cannot be used for personal business (such as stopping off at the shops or giving people lifts), or for the Mayor's role as a Councillor. Should the role of Mayor and Councillor conflict, the driver can only cover the Mayoral/Civic part of the day. Should the Mayor wish to conduct any personal business immediately after an engagement and thereby postpone going home, the Mayoral car and driver cannot be asked to wait until the personal business has been concluded.

The Mayor can be picked up from home for official engagements if it meets the criteria in the table above, the Mayoress/Consort will be picked up from the same address.

It is not possible to provide the car for events that the Mayor and Deputy Mayor are attending which run concurrently or overlap and in this situation the priority will be given to the Mayor. Should the Deputy Mayor be unable to drive themselves in this scenario, the Civic Support Team will book a taxi, but this means the Deputy Mayor will not be accompanied by a member of the Civic Support Team to an event. Taxis will not be provided for any events that take place in the Civic Centre.

The Leader of the Council or Chief Executive may also request use of the Mayoral car (subject to availability) to undertake official council business if required.

Should the Mayor or Deputy Mayor opt to drive themselves to an event, the Council has agreed the following guidelines. You should read these carefully and adhere to them:

- Attend the event with your Mayoress or Consort/Deputy Mayor or Deputy Consort, alternatively, you must use the lone working pool device which is available from the Civic Support Office.
- Keep the Mayoral chains or badge out of view when in transit between your home address and the venue
- Specific conditions of the insurance require Mayoral chains/badges to be stored in a locked room at your home address when not in use
- Specific conditions of the insurance require reasonable precautions to be taken for the safekeeping of all Mayoral regalia
- Mayoral chains/badges should not be left unattended
- During any holiday periods or when it is likely that you will be away from home, the regalia should be returned to the City Suite for safekeeping
- It is expected that if you use your own car, the cost is met from your allowance

- Leave any event if you feel uncomfortable and report any issues to the Civic Support Manager

If you are being picked up in the Mayoral car and are running late for any reason, please contact the office to let the team know what time they should arrive for.

Key Dates and Events

We have summarised some key dates for your diary. The Mayor must try and be available to attend key dates and events. This is to assist you with forward planning your diary should you wish to attend any of the events listed below. The list includes some important local and national dates, as well as dates of events which are due to take place in the City throughout the coming year. Further details about events are usually communicated via City People, Council Website and email updates. Other unforeseen events may be added to the list as and when they arise.

Event	Expectation	Event Owner	Date
Citizenship Ceremonies	<ul style="list-style-type: none"> • Attend ceremonies 	Registrars	1-2 times per month (TBC by Registrars)
Annual Council Meeting	<ul style="list-style-type: none"> • Chair the meeting 	Democratic Services	Wednesday 17 May 2023
Mayoral Inauguration Celebration Event	<ul style="list-style-type: none"> • Host the event 	Civic Support Team	Wednesday 17 May 2023
Agender Pride Day	TBC	EDI Team	Friday 19 May 2023
Pansexual and Panromantic Awareness Day	TBC	EDI Team	Wednesday 24 May 2023
Wolverhampton African Day	TBC	EDI Team	Saturday 27 May 2023
Civic Sunday	<ul style="list-style-type: none"> • Reading in church • Host a reception after the church service 	Civic Support Team	Sunday 4 June 2023
Wolverhampton LGBT+ Pride	TBC	EDI & Events Team	Saturday 10 June 2023 (Pride month throughout June)
Gypsy and Roma Travellers' Month	TBC	EDI Team	Throughout June 2023
Falklands Memorial Service	<ul style="list-style-type: none"> • Lay a wreath • Host a reception in the City Suite • 	Royal British Legion Central Branch	Thursday 15 June 2023
Armed Forces Day Flag Raising Ceremony	<ul style="list-style-type: none"> • Raise the AFD Flag 	Civic Support Team	Monday 19 June 2023

	<ul style="list-style-type: none"> • Host a reception in the City Suite 		
International Refugee Week	TBC	EDI Team	Monday 19 June to Sunday 25 June 2023
Learning Disabilities Week	TBC	EDI Team	Monday 19 June to Sunday 25 June 2023
Windrush 75 - National Windrush Day	<ul style="list-style-type: none"> • Attend the event 	EDI Team	Thursday 22 June 2023
Armed Forces Day Celebration Event	<ul style="list-style-type: none"> • Give a speech 	City Events Team and Civic Support Team	Saturday 24 June 2023
Remembering Srebrenica Flag Raising	<ul style="list-style-type: none"> • Raise flag • Give a speech 	EDI Team	Tuesday 11 July 2023
Black Country Day	Raise a flag	Comms Team	Friday 14 July 2023
Non Binary People's Day	TBC	EDI Team	Friday 14 July 2023
South Asian Heritage Month	TBC	EDI Team	Tuesday 18 July to Thursday 17 August
VJ Day	<ul style="list-style-type: none"> • Lay a wreath • Host a reception in the City Suite 	Royal British Legion Central Branch	Tuesday 15 August 2023
Young Citizen of the Year Award's Presentation	<ul style="list-style-type: none"> • Join the Judging Panel • Host the Award Ceremony in the City Suite 	Rotary Club of Wolverhampton	Thursday 7 September 2023
Bi Visibility Day	TBC	EDI Team	Saturday 23 September 2023
Yom Kippur	TBC	EDI Team	Monday 25 September 2023
Dyslexia Week	TBC	EDI Team	Monday 2 October to Sunday 8 October 2023
World Mental Health Day	TBC	Organisational Development	Tuesday 10 October 2023
National Coming Out Day	TBC	EDI Team	Wednesday 11 October 2023
World Sight Day	TBC	EDI Team	Thursday 12 October 2023
Pronouns Day	TBC	EDI Team	Wednesday 18 October 2023
Diwali Celebration Event	<ul style="list-style-type: none"> • Attend the event 	City Events Team	Saturday 21 October 2023

Wear it Pink (Breast Cancer Awareness)	TBC	EDI Team	Saturday 21 October 2023
United Nations Day	TBC	EDI Team	Tuesday 24 October 2023
Asexual Visibility Day	TBC	EDI Team	Wednesday 25 October 2023
Intersex Awareness Day	TBC	EDI Team	Thursday 26 October 2023
Islamophobia Awareness Month	TBC	EDI Team	Throughout November 2023
Fireworks Spectacular	<ul style="list-style-type: none"> • Attend Event • Light the fire 	City Events Team	Saturday 4 November 2023
Intersex Day of Remembrance	TBC	EDI Team	Wednesday 8 November 2023
Armistice Day/Dutch War Graves	<ul style="list-style-type: none"> • Lay a wreath • Host a reception in the City Suite • 	Royal British Legion Central Branch	Saturday 11 November 2023
*Remembrance Sunday	<ul style="list-style-type: none"> • Lay a wreath • Give a speech • Reading in church • Host a reception in the Civic Centre 	Civic Support Team	Sunday 12 November 2023
Diwali	<ul style="list-style-type: none"> • TBC 	EDI Team	Sunday 12 November 2023
Bandi Choor Divas	<ul style="list-style-type: none"> • TBC 	EDI Team	Sunday 12 November 2023
Disability History Month	<ul style="list-style-type: none"> • TBC 	EDI Team	Thursday 16 November to Thursday 16 December 2023
City Centre Christmas Light Switch On –	<ul style="list-style-type: none"> • Switch the lights on 	City Events Team	Saturday 18 th November 2023
Trans Day of Remembrance	<ul style="list-style-type: none"> • Flag Raising • Speech 	EDI Team	Monday 20 November 2023
Wednesfield Christmas Light Switch On -	<ul style="list-style-type: none"> • Switch the lights on 	City Events Team	Thursday 23 November 2023
Bilston Christmas Light Switch On -	<ul style="list-style-type: none"> • Switch the lights on 	City Events Team	Friday 24 November 2023
Tettenhall Christmas Light Switch On -	<ul style="list-style-type: none"> • Switch the lights on 	City Events Team	Saturday 25 November 2023

International Day for the Elimination of Violence against Women (Start of Orange Wolves)	<ul style="list-style-type: none"> • TBC 	EDI Team	Saturday 25 November 2023
Bantock Christmas Light Switch On –	<ul style="list-style-type: none"> • Switch the lights on 	City Events Team	Sunday 26 November 2023
Guru Nanak's Birthday	TBC	EDI Team	Monday 27 Nove
AIDS Awareness Week	<ul style="list-style-type: none"> • TBC 	EDI Team	Monday 27 November to Friday 1 December 2023
St Andrews Day	<ul style="list-style-type: none"> • TBC 	EDI Team	Thursday 30 November 2023
Holocaust Memorial Day	<ul style="list-style-type: none"> • Lay a wreath • Give a speech • Host a reception in the City Suite 	Equalities Team	Saturday 27 January 2024 (EDI team to confirm if event will be on the Friday before)
LGBT History Month	<ul style="list-style-type: none"> • Flag Raising • Speech 	EDI Team	Throughout February 2024
St David's Day	<ul style="list-style-type: none"> • TBC 	EDI Team	Friday 1 March 2024
St Patrick's Day	<ul style="list-style-type: none"> • TBC 	EDI Team	Friday 17 March 2024
Anzac Commemorative Service	<ul style="list-style-type: none"> • Lay a wreath 	Royal British Legion	April 2024 (TBC by RBL)
St George's Day	<ul style="list-style-type: none"> • TBC 	EDI Team	23 April 2024
Vaisakhi 2024	<ul style="list-style-type: none"> • Attend the event 	West Park	May 2024 (TBC by City Events Team)
VE Day 2024	<ul style="list-style-type: none"> • Lay a wreath • Host a reception in the City Suite 	Royal British Legion Central Branch	Wednesday 8 May 2024
Royal Garden Party	<ul style="list-style-type: none"> • Providing you have not previously attended a Royal Garden Party) the Mayor is nominated to attend one of the Royal Garden Parties 	Buckingham Palace	TBC May 2024

Other events may be added to the list as and when they arise (e.g. events relating to the awarding of the Freedom of the Borough, anniversaries, etc).

*The Civic Support Team organise and deliver the Remembrance Sunday event in the City Centre and all employee resources are required at this event; it is not possible to release a member of the team to drive the Deputy Mayor to any other services in the City that day. We can enquire about the availability of a relief driver.

Mayoral Hospitality Budget

The Council's policies and procedures relating to the managing of budgets must be followed. A budget is held by the Civic Support Manager and has responsibility for day-to-day running of the budget. The budget is closely monitored by the Civic Support Manager (in consultation with Finance) who acts as the budget holder and will guide the Mayor on the appropriate use of the funds.

The hospitality budget is £30,040 for the Mayoral year. A contribution of £8,000 is deducted and transferred to the City Events Team towards the cost of the annual Armed Forces Celebration event, to ensure our commitment to the Armed Forces Community in Wolverhampton. The hospitality budget is expected to pay for all civic events and hospitality during the year (including any trips abroad). Monthly updates on the ongoing expenditure will be made to you by the Civic Support Manager to ensure you are aware of spending in this area.

The hospitality budget is public money and therefore must only be used in a way that meets the six strategic outcomes of the Council and will benefit the citizens of Wolverhampton. It must not be used for any political purposes or for private functions and cannot be used to further the causes of other organisations, clubs or societies.

The Mayoral hospitality budget must achieve a great deal within a year and there are certain events such as Remembrance Sunday, the Mayoral Inauguration Celebration event and Armed Forces Week that will draw on the budget every year. In addition, there may be unforeseen occasions such as visiting VIPs, foreign delegations, parades and ceremonies that will incur additional costs.

You should not agree to host any events that commit expenditure. Please liaise with the Civic Support Manager who can advise on the appropriateness of an event and confirm that sufficient funds are available.

Catering

Catering for Mayoral events, funded by the hospitality budget, is usually provided by the council's catering team who are used to dealing with high profile and often changeable events, are familiar with the Mayoral kitchen/equipment and suite, are flexible in terms of any last minute changes or adjustments etc. They also always ensure food is of the required quality. Adequate numbers of waiting staff should also always be booked for any large engagements to ensure that the Civic Support Team can focus on the smooth running of the event itself without worrying about tidying away plates etc.

Should the Mayor ever require external caterers for a specific event, they should work with the Civic Support Team to ensure the identified caterers meet the required standards, provide value for money and will also provide a waiting and clear up service for the reasons outlined above.

Allowances

Councillors' Allowance Scheme is detailed in [Part 6 - Page 365 of the Constitution](#).

The allowance can be used to cover costs (see examples below), which are not otherwise covered by the Hospitality Budget.

- Purchase of clothing required for the role
- Personal expenses incurred through holding office e.g. driving yourself to events, purchasing raffle tickets, programmes, church collections and making small donations etc.
- Travel expenses

The Ceremonial Mayor will receive an allowance which comprises:

- Basic Councillor allowance of £12,196
- Special responsibility allowance of £21,210 (inclusive of a £2,500 clothing allowance)

The Ceremonial Deputy Mayor will receive an allowance which comprises:

- Basic Councillor allowance of £12,196
- Special responsibility allowance of £5,303 (inclusive of a £1,250 clothing allowance)

Please note, consultation is recommended with Mayoress or Consort/Deputy Mayoress or Deputy Consort regarding clothing allowance or any other expenditure and how the special responsibility allowance is shared.

(Note: Where a Councillor undertakes duties, which entitle them to more than one SRA under the Scheme, they will receive only the higher allowance. However, they will still be entitled to the mayoral clothing allowance if they qualify for the Ceremonial Mayor or Deputy Mayor SRA.)

The basic Councillor allowance and special responsibility allowance will be paid monthly throughout the year.

Communications

Prior to your election, the Civic Support Team will arrange for official photographs to be taken for publicity purposes.

It is customary for the Mayor to record an introductory video message for the Council and Mayoral website and social media channels. The Civic Support Team will set up a date a few weeks before Annual Council Meeting for the video message to be recorded. The Communications Team will provide you with a 'script' and direct and record the video.

The Civic Support Team manage two social media accounts on behalf of the Mayor:

- [Twitter](#)
- [Facebook](#)

The Communications Team issue media releases to publicise key events. The Mayor will be requested to approve any quotes included in media releases - a prompt response is vital to meet deadlines set by the individual media organisation. The news releases are also published on the council's website news pages.

Relationship with the Press

The press will frequently ask the Mayor to comment on issues. The Mayor should only speak on behalf of the Council on issues that have been discussed by Council. If the matter has been discussed, the Mayor is at liberty to divulge that which Council has resolved but no more. As Chairman of Council, by inference, it appears that the Mayor speaks on behalf of the City Council, which indeed they should, on ratified issues carried by a majority vote.

It may be helpful to remove the word 'I' from any statement to the Press. If the word 'I' is removed, it must be replaced with either 'we' or 'Council', which focuses the mind and reminds the Mayor that they are issuing a statement as the representative of the Council.

Please inform the Civic Support Team and Communications Team if you are contacted by the media. The Communications Team will be able to provide advice and issue responses on your behalf.

For more information about Communications, please contact:

Richard Wyatt
Head of Communications
01902 550213
richard.wyatt@wolverhampton.gov.uk

Civic Protocol

The Mayor is the Queen's Representative in this City and as such takes precedence over all other citizens as well as Government Ministers, Members of Parliament and visiting personalities.

It is not customary to ask the Mayor to perform a secondary role within their own City, apart from two exceptions:

- When Royalty are present and
- When Her Majesty's Lord Lieutenant or his representative is present The Mayor should be seated on the immediate right of the host of the event. It is customary for the Mayor to be the first speaker. However, an introduction by the host is acceptable.

How to Address the Civic Heads

The Mayor

- The full title of the Mayor is 'The Right Worshipful the Mayor of Wolverhampton',
- addressed as: **"Mr Mayor" or "Madam Mayor"**

The Deputy *Mayor*

- The full title of the Deputy Mayor is 'The Deputy Mayor of Wolverhampton',
- addressed as: **"Mr Deputy Mayor" or "Madam Deputy Mayor"**.

The Consort

- The Consort is a courtesy title. The full title is 'Consort'
- addressed as: **"Consort"**.

The Mayoress

- The Mayoress is a courtesy title. The full title is 'Mayoress'
- addressed as: **"Mayoress"**.

The Deputy Consort

- The Deputy Consort is a courtesy title. The full title is 'The Deputy Consort'
- addressed as: **"Deputy Consort"**.

The Deputy Mayoress

- The Deputy Mayoress is a courtesy title. The full title is 'Deputy Mayoress'
- addressed as: **"Madam Deputy Mayoress"**

Dress Code

The Mayor

The Mayoral chain of office is worn on formal, ceremonial occasions. Similarly, for the Mayor's robe. Please note the Mayoral chain of office is heavy (weight of chain is 30 ounces).

When wearing official robes and hats, the Mayor should remove the hat when:

- Acknowledging Salutes
- During the playing of the National Anthem
- In the presence of a member of the Royal Family

- During March Pasts, the Mayor should remove and replace the hat as each section passes the salute
- When the Colours pass
- On an Inspection when the Mayor passes the Colours

The Mayor's Badge of Office can be worn for informal events.

Examples:

Occasion	Chain/Badge
Royal ceremonial event	Robe and Chain of Office
Civic ceremonial event	Robe and/or Chain of Office
Civic dinner or reception	Chain of Office
Royal visit (non-ceremonial) within Wolverhampton	Chain of Office (robe if requested)
Other engagements within Wolverhampton	Badge of Office
Any engagement outside the area	Badge of Office. Robe and/or Chain of Office may be requested by the organiser - this should be approved, in advance, by the relevant Local Authority Mayoral Office

The Mayoress

The Mayoress's chain of office is worn on formal ceremonial occasions. At informal events, a medallion is worn on a gold necklet.

The Consort

The Consort wears a badge of office which hangs from a burgundy collarette for formal ceremonial occasions, or the Consort can opt to wear the Mayoress's Chain of Office.

The Deputy Mayor and Deputy Mayoress/Deputy Consort

As already mentioned, the Deputy Mayor should not wear chains if they are attending an event at which the Mayor is present (with the exception of Full Council). The Deputy Mayor and Deputy Mayoress/Deputy Consort wear chains of office for formal ceremonial occasions at official engagements when deputising for the Mayor. Please bear in mind that the chains of office must be pinned in position on the shoulders to prevent them slipping which may, in time, cause some wear and tear to items of clothing. At informal events, the Deputy Mayor wears the medallion from a burgundy collarette, the Deputy Mayoress/Deputy Consort wear a medallion from a gold chain or a burgundy collarette.

Please note: chains or badges of office cannot be worn for duties that are not classed as 'Mayoral'.

Clothing

The presence of the Mayor makes any function more formal and the Mayor should dress accordingly and appropriately.

The Mayor can expect to receive invitations to visit a range of events and multifaith establishments. The Civic Support Team ask organisers to confirm any specific dress code requirements on the Mayoral Engagement Booking Form. Organisers are requested to provide this information not later than 1 week before the event.

The following items are considered suitable for some formal events:

- formal suit
- dark overcoat and dark leather gloves for remembrance events
- Mayoress or Deputy Mayoress may wish to wear a hat for church services before 6pm (this is not compulsory)

The City Suite and Mayor's Parlour

Access

The Civic Support Team will contact Facilities Management to ensure your existing access card includes access to the City Suite and Mayor's Parlour.

The City Suite can be used to host Civic occasions and Mayoral Charity events.

The Mayor's Parlour can be used for small meetings for up to 10 guests. The Parlour can also be used as a rest room to get changed in or relax between official engagements. There is a hot drinks machine, fridge and it has its own en-suite toilet facilities with shower.

Please note the Facilities Manager ensure the City Suite, Mayor's Parlour and Civic Support Team Offices are locked and opened each day.

City Suite Room Bookings

The City Suite and Mayor's Parlour are available for use by other Council Departments when not in use for official Mayoral business. Room bookings are managed by the Civic Support Team, some examples of the type of events that take place are as follows:

- Wedding ceremonies
- Citizenship Ceremonies
- Corporate Events
- Training Events

All events that take place in the City Suite and Mayor's Parlour must be politically neutral.

If another function has already been booked and arranged in the City Suite, it should not be cancelled in the event the Mayor wants to use the room. For example, wedding ceremonies are booked many weeks and often months in advance by paying customers and it would not be acceptable to ask any couple to cancel their wedding to free up the suite.

Use of the Mayoral Parlour

The Mayor's Parlour is available for use by The Mayor to conduct Mayoral business during their term of office. Should The Deputy Mayor require use of the Parlour, this will need to

be discussed with the Civic Support Team and the team will ensure The Mayor is briefed. This is to avoid any meeting clashes.

The Mayor of Wolverhampton's Charitable Fund

(Registered Charity Number 1180065)

The Charity was set up in September 2018.

The Trustees are:

1. The Mayor in Office (chair)
2. The Deputy Mayor in Office (vice chair)
3. The Retiring Mayor
4. Head of Legal Services - City of Wolverhampton Council
5. Director of Finance - City of Wolverhampton Council

All Trustees have access to the [Mayoral Charity Trust](#) channel on Teams where all key papers are stored (in the files section).

Trustees must ensure the charity trust carries out the purposes for which it is set up. Please read the [Terms of Reference](#) which will confirm the charity's purposes.

Trustees meet a minimum of 4 times a year on a quarterly basis. All Trustees are signatories on the current bank account.

Some charities contact the Civic Support Team direct to make a submission to become a chosen charity. The incoming Mayor may also nominate which charity(s) they would like to be beneficiaries of fundraising. Should the incoming Mayor wish to nominate they should contact the Charity(s) direct and let the Civic Support Team know the outcome. The application process is simple; Charities should submit their nomination by letter or email to the Civic Support Team and include an overview of their objectives and how fundraising will benefit the citizens of Wolverhampton. It is recommended all nominations are submitted by 31 March; this is because nomination(s) will be an agenda item to be agreed at the Charity Trustee meeting that occurs in April.

The Mayoral Charity can fund another charity as a way of meeting its charitable purposes. Guidance on working with other charities is available on the [Charity Commission website](#).

Trustees occasionally receive applications from organisations or groups for grant awards from the Mayoral Charity Fund. Applicants will be invited to complete a Charity Trust Grant Application Form which will be presented to Trustees for consideration and decision.

The Civic Support Team provide administrative support to the charity. At the end of each year the Finance Department will prepare a [Financial Report](#) and the Civic Support Team will prepare an [Annual Report](#) to summarise of the objectives of the charity for the previous year. The reports are approved by trustees and submitted annually to the Charity Commission.

The annual charity year end date is 30 June. All income after this date will be included in the following years Annual Report and Financial Report.

External Relations

The Mayor's Chaplain(s)

It has been customary, but not mandatory, for the Mayor to nominate a Chaplain for the year. The post of Mayor's Chaplain has no legal status, is an honorary role, and as such is unpaid. The Chaplain can play a key role in assisting with the format of civic services. The Chaplain is invited to say prayers at the beginning of Council meetings. The Chaplain assists generally where the service of a Chaplain is required should be a focal point for all faith groups.

People in Wolverhampton come from a diverse range of faith backgrounds. The Mayor can choose their 'Chaplain' from any group/faith background.

Considerations: -

- The Mayor's Chaplain is often from the Mayor's local place of worship.
- The Mayor may choose not to appoint a Chaplain
- The Mayor may adopt and promote a humanist perspective.
- More than one chaplain may be appointed at any one time.
- Prayers at council meetings are a custom and not a requirement.

The Mayor's Cadet(s)

It is customary for the local branch of the Sea, Army, Air, Police and Fire Cadets to each nominate one cadet to support you during your year in office. The Cadets will be invited to attend civic events and they attend subject to their availability.

Honorary Positions

The role of Mayor is associated with some organisations

- **Rotary Club of the City of Wolverhampton** will invite you to become an Honorary Member. There is no formal role for the Mayor, but the Club is hopeful that Honorary members will be interested to take more part in the activities of the club in future years.
- **The Chaplaincy Centre, University of Wolverhampton** will invite you to become an Ex Officio Trustee of the University of Wolverhampton Chaplaincy Building Trust. Established in 1981. The trust cares for the Chaplaincy building built by local churches on land leased to the Diocese of Lichfield by City of Wolverhampton Council. The building is on Molineux Street, adjacent to Randall Lines Hall of Residence (now closed) and the University's Housman Building (MX). Trustees meet 2 or 3 times a year. The Chaplains are skilled in interfaith conversation, as well as workplace chaplaincy. They can help the Mayor in any way and are happy to offer their time.

King's Award for Voluntary Service (KAVS)

The King's Award for Voluntary Service is the highest award that can be presented to a voluntary group in the UK, introduced by Queen Elizabeth II in 2002, it is equivalent to an MBE.

For the purpose of the King's Award for Voluntary Service, a voluntary group is classified as two or more people providing a specific benefit in a local area that has been operating for at least three years with more than half of those working their volunteers with the right of residence in the UK. The group can work to provide a direct or indirect benefit (an example of which could be work to improve local heritage or the environment) and where appropriate, the group must have suitable safeguarding procedures in place for children and vulnerable adults in addition to evidence of Public Liability Insurance.

The Civic Support Team and West Midlands Lieutenancy organise an annual workshop for voluntary groups who are interested in being nominated for the KAVS. The workshop provides voluntary groups with an overview of the process for nominations and an opportunity to ask questions. **The Mayor is invited to host this event, which takes place in the City Suite in July.**

The Mayor meets many voluntary groups and as such are perfectly placed to make recommendations to the Civic Support Team of the good work being undertaken by organisations in the City. The Civic Support Team can follow up suggestions and provide organisations interested in the KAVS award with information or guidance as required.

More information about KAVS awards is available [here](#).

Civic Gifts

Civic Support Team hold a small stock of Civic gifts which are available for the Mayor to present to VIPs. The cost of Civic gifts is charged to the Mayoral hospitality budget.

The Mayor's office maintains a record of gifts presented to the City and gifts presented on behalf of the City. It is important that all gifts are recorded. This avoids duplication on future occasions, and allows a review when further visits are made, probably by different representatives. The register also acts as an ongoing inventory of Civic property and is required for insurance purposes.

Other Council departments, may on occasion, request a gift for corporate events. In this situation, the relevant department will be informed the Mayoral hospitality budget should be refunded. The Civic Support Team will replenish the stock of Civic gifts as required.

Gifts and Hospitality

The Mayor, Mayoress/Consort, Deputy Mayor and Deputy Mayoress/Consort must, within 28 days of receipt, notify the Monitoring Officer of any gift, benefit or hospitality with a value in excess of £50, which you have accepted in your role, from any person or body other than the Council. Should you receive a gift, benefit or hospitality please complete the [Member's register of gifts](#) at the earliest opportunity. Arrangements can be made to issue letters of

thanks for gifts received. It has been customary for Mayors to donate any suitable items (i.e. bottles of wine, tickets to events etc) they are presented with during their year in office as potential raffle or auction items to raise money for the Mayoral charities.

Gifts that are clearly made to the authority, for example a commemorative item which is kept on display in the City Suite, will not need to be registered in the Member's register of gifts and hospitality. However, such gifts ought to be recorded by the Civic Support Team for audit purposes. You may wish to consider regifting items such as chocolates, alcohol etc. to the Mayoral Charity Trust to assist with fundraising.

For further information, please also refer to the [Code of Conduct for Councillors](#) regarding receipt of gifts.

Christmas Card

Mayors are invited to choose the design for their Christmas card; we recommend you give an indication of your design preferences to the Civic Support Team by the end of September. The Civic Support Team will place an order with the Design Team for an e-card and, if necessary, a small quantity of printed cards in readiness for issue to recipients mid-December. The Mayor will have an opportunity to review the design options with the Civic Support Team. The Mayor will be asked to approve the final version with the Civic Support Team by early November.

The Civic Support Team will provide a list of suggested recipients. You can ask the Civic Support Team to add personal addresses to the list. In line with the council's climate change commitment and environmentally-friendly policies, as many Christmas cards as possible should be delivered as an e-card and any printed cards should be kept to an absolute minimum (if at all).

At the End of your Term of Office

Past Mayor and Past Mayoress/Consort Badge

It is customary for the outgoing Mayor and Mayoress/Consort to receive a Past Mayor and Past Mayoress/Consort badge. The badges are inscribed with your name and the year of service on the reverse.

Resolution of Thanks

It is also customary for the outgoing Mayor to be presented with a framed Resolution of Thanks. The badges and resolution of thanks will be presented at the end of your term of office (at the Annual Council Meeting), and we hope will serve as lasting reminder for serving the City as First Citizen.

Post

All post received by the Civic Support Team will be opened (unless marked Private and Confidential). Anything that is deemed Private and Confidential will be placed on your desk

in the Mayor's Parlour or delivered to you when you are collected for a Mayoral engagement by a member of the Civic Support Team.

Civic Support Team

Contacting the Civic Support Team – Office Number 01902 554090 or 554091 – email mayoral@wolverhampton.gov.uk

Name	Title	Telephone Number	Email Address
Laura Gittos	Head of Governance	01902 555242 07581 390006	Laura.gittos@wolverhampton.gov.uk
Tim Clark	Civic Support Manager	07870 189303	tim.clark@wolverhampton.gov.uk
Mark Watterson	Mayoral Support Officer	07557 848125	mark.watterson@wolverhampton.gov.uk
Larissa Carless	Civic Support Officer	07800 919895	larissa.carless@wolverhampton.gov.uk
Zac Wells	Civic Support Officer	07976 761668	zac.wells@wolverhampton.gov.uk

Additional Information

Please [click here](#) for more information about the following items:

- A brief history of Wolverhampton
- Detailed descriptions of the Chains of Office and robes
- A list of current Honorary Aldermen
- A list of current Honorary Freeman
- A list of holders of 'Freedom of Entry'
- The current Honorary Recorder
- A list of past Mayors

You can get this information in large print, braille,
audio or in another language by calling 01902 551155

wolverhampton.gov.uk 01902 551155

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City of Wolverhampton Council, Civic Centre, St. Peter's Square, Wolverhampton WV1 1SH