

Mayoral Code of Practice Appendix

Mayoral Code of Practice – The Constitution Committee’s recommended Code of Practice, as recommended at the meeting on 6th April 2021

Suggested amended Mayoral Code of Practice (7th April - following Constitution Committee)

NB: This Code of Practice relates to the role of the Mayor (and where relevant the Deputy Mayor), not that individual when acting in their capacity as a Ward Councillor.

1. Introduction

- 1.1 The Mayor is the Borough’s “first citizen”, acting as a civic figurehead and the public face of the Borough. Members and Officers must appropriately respect the Mayor and his/her office, but there is no requirement for them or members of the public to stand when the Mayor enters a room at the start of meetings, unless the Mayor is wearing their ceremonial robes and chain.
- 1.2 In accordance with the provisions of the Constitution and law, the Mayor’s interpretation of the Council’s Constitution and the way this is applied to proceedings of Council should not be challenged at meetings, always subject to the Mayor taking advice from the legal officer present.
- 1.3 The Deputy Mayor will support the Mayor in the fulfilment of civic engagements and will take the chair in the absence of the Mayor at Council meetings and deputise for the Mayor if they are indisposed.

2. Mayoral impartiality

- 2.1 Throughout the Mayor’s term of office, he/she must remain politically impartial in all matters of policy and should not be involved in political matters, campaigns, or in controversial matters, other than when they relate to their role as a Ward councillor.
- 2.2 The Mayor may accept ex-officio positions (such as the chairmanship or presidency of a charity or sports club or become an organisation’s patron) with outside organisations or bodies where his/her membership stems from the position of Mayor. He/she may attend the annual meeting or other special meetings of an outside organisation or body, but should not become actively involved in issues of policy during his/her term of office.

- 2.3 The Mayor, in their position as a Councillor and candidate in a forthcoming local election may campaign for re-election, but should not reference their current or prior Mayoral role for political campaigning.
- 2.4 The Mayor during their term of office may not serve as a Director of a Council ASDV. To ensure political impartiality, they are advised to not take up a seat on any Council Committee to which they may be entitled.

3. Selection of the Mayor

- 3.1 The Mayor and Deputy Mayor will be elected by Council. Any Member may be nominated and seconded for these positions. Custom and practice would dictate that unless in exceptional circumstances, an individual will only serve one twelve-month term as Mayor.
- 3.2 The Deputy Mayor will cover engagements for the Mayor should they be indisposed or otherwise be unable to discharge their duties for a period of time (see paragraph 1.3 above). If either the Mayor and / or Deputy Mayor are indisposed for a protracted period and need to stand down from their position, Council will select a new Mayor and / or Deputy Mayor.
- 3.3 The offices of Mayoress or Consort and Deputy Mayoress or Consort have no legal status. The appointment to these offices is made upon the invitation of the Mayor and Deputy Mayor.

4. Promoting and representing the Borough and the Council

- 4.1 The Mayor will do all that they can to promote the Borough and to celebrate the achievements of its people and businesses.
- 4.2 In his/her capacity as first citizen the Mayor will always represent the Borough at formal, non-political events organised by third parties. In the absence of the Mayor, the Deputy Mayor should represent the Borough or, at the Mayor's discretion, and always subject to his/her ruling, the appropriate Committee Chair may do so.
- 4.3 In his/her capacity as first citizen, the Mayor should officiate at all formal civic events organised by Cheshire East Council. In the absence of the Mayor, the Deputy Mayor should officiate or, at the Mayor's discretion, and always subject to his/her ruling, the appropriate Committee Chair may do so.

5. Civic ceremonies, regalia, chaplain and civic service

- 5.1 The Mayor and Deputy Mayor may wear their Chains of Office at formal and informal events if they so wish. Mayoral robes will only be worn at the Council's annual Mayor Making Ceremony / Annual Council, on other prestigious occasions such as royal visits and at other events at the discretion of the Mayor.

- 5.2 The Mace, a physical symbol of the Council's authority and legitimacy should only be used at the Council's Mayor Making Ceremony and, by exception, at other events when deemed appropriate by the Mayor. It will not routinely be used at Council meetings.
- 5.3 The Mayor may if they wish appoint a Chaplain and hold a civic service during their term of office. If a Chaplain is appointed the Mayor may ask them to say prayers at the start of Council Meetings, but should endeavour to accommodate those Members who do not wish to participate.

6. Invitations and attendance at events

- 6.1 Details of how to invite the Mayor to events will be published on the Council's website. The website will outline the role of the Mayor of Cheshire East and the role of Town Mayors across the Borough, including contact details for Town Mayors, so that organisers of events can invite Town Mayors should they wish to do so.
- 6.2 The Mayor during their term of office is likely to receive a considerable number of invitations to events, taking advice from Officers when appropriate, they should seek to attend as many events as can be realistically managed. Where there are conflicting invitations, the Mayor may ask the Deputy Mayor to assist.

7. Relationship with Town Mayors, local and national protocol

- 7.1 When attending an event either hosted by a Cheshire East Town Council or at the invitation of a third party, the relevant Mayors will enjoy equal status, unless national procedures render this impossible, for example a Royal visit where strict national protocols always apply.
- 7.2 The Lord – Lieutenant for Cheshire, as the sovereign's representative in the county, always takes precedence over the Mayor.

8. Fund raising

- 8.1 Any fundraising activities undertaken for the Mayor's charity are the responsibility of the Mayor, the Mayoress / Consort and friends. Fundraising for the Mayor's charity is discretionary. Officers will only provide support to the Mayor in respect of charitable activity at formal civic occasions. The Mayor may consider establishing a committee to assist him/her in the preparation for this activity.
- 8.2 The Mayor should not manage any charity funds themselves, such funds will be managed and administered by Officers and may be subject to routine audit.

9. Support to the Mayoralty

- 9.1 Support is provided to the Mayor and Deputy Mayor by the Council's Head of Democratic Services and Governance, and their accommodation shall be in the

Mayor's Parlours at Macclesfield Town Hall and the Crewe Municipal Buildings, recognising that these rooms are also used by others.

- 9.2 The Head of Democratic Services and Governance will ensure that, when appropriate, the Mayor is transported to and supported at events. The Mayor will be driven to most civic engagements, especially those held in the evening or when there is a significant distance to travel or when there are multiple events held on the same day.
- 9.3 The mode of transport used to transport the Mayor will be kept under review ensuring that environmental considerations are always of uppermost importance.
- 9.4 Press enquiries about the Mayor will be managed by the Council's Communications Team.

10. Recognition of Service

- 10.1 Former Mayors of the Council and their consorts will be presented with a medallion as a memento of their term of office, which should be worn on such occasions as they feel appropriate.

Significant changes from existing Code of Practice:

- Reference to the Mayor attending Group meetings has been removed.
- Reference to the Mayor not being a member of a Council Committee has been removed, but those appointed as Mayor are advised not to take up a seat on any Committee to which they may be entitled.
- Reference to Mayor / Deputy Mayor being nominated by the Administration / largest political Group has been removed.
- Reference to standards of dress have been removed.
- Reference to the Mayor Elect or Deputy Mayor Elect acting as Mayor if the Mayor and Deputy Mayor are indisposed have been removed.
- Reference to a Mayor hosting a “At Home” have been removed.
- Reference to the Mayor being the Queen’s representative in the Borough has been removed.