

Appendix I

Current Mayoralty Code of Practice

1. The Mayoralty is the most exalted position within the gift of the Council. Officers, Members and staff must, at all times, respect the Mayor and show deference to his/her office.
2. The Mayor's construction or application of any of the Council's Constitution, or as to the proceedings of Council, should not be challenged.
3. Throughout the Mayor's term of office, he/she should remain politically impartial in all matters of policy and should not be involved in political matters or campaigns, or in controversial matters. The Mayor may therefore choose not to attend political group meetings during his/her year of office.
4. Any press enquiries about the Mayor should be made via the Communications Team.
5. The Mayor should not be appointed as Chairman or Vice Chairman or member of any committee or sub-committee of the Council, or as a Deputy Cabinet member, or be appointed to act as a Director of any of the Council's alternative service delivery vehicles. He/she may accept ex-officio positions 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 and may accept the position of patron or president, but should not become actively involved during his/her term of office.
6. The Deputy Mayor will be chosen for election by the political group which has the majority of Council members. Prior to doing so, they may invite another political group or groups to put forward a nomination for their consideration. The Deputy Mayor will normally succeed to the Mayoralty in the following year. The selection process should normally ensure that, upon election to office, the Mayor will have served at least one term of office as a local authority councillor.
7. 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.
8. The Mayor may choose to organise a civic service at a venue to be chosen by him/her, and may also choose to appoint a Chaplain.
9. In his/her capacity as civic head or first citizen, the Mayor represents the Sovereign in the Borough, ranking in precedence only after the Lord Lieutenant (if attending in his official capacity representing the Queen) and members of the Royal Family. He/she should therefore officiate at all formal civic events, involving the Council, the public and press. 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 Portfolio Holder may do so.
10. The Mayor and Deputy Mayor should wear their robes, chains and badges of office on all formal occasions within the Borough. At meetings of the Council, the

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Mayor and Deputy Mayor should wear their robes, chains and badges of office except where they Mayor determines that robes should not be worn.

11. The Mayor and Deputy Mayor should wear their chains and badges of office when attending functions, unless they determine that the wearing of a ribbon would be more appropriate.
12. Members of the Council should be appropriately dressed at Council meetings and should stand when the Mayor enters and leaves the room or chamber where a meeting is taking place.
13. The mace should be used on all Borough ceremonial occasions and will be carried before the Mayor.
14. 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, but where persons other than relatives are proposed for appointment, these are at the discretion of the Civic Sub-Committee (or replacement).
15. Support is provided to the Mayor and Deputy Mayor by the Head of Governance and Democratic Services, and their accommodation shall be in the Mayor's Parlours at Macclesfield Town Hall and the Crewe Municipal Buildings.
16. In circumstances where the Mayor is indisposed, the Deputy Mayor will be requested to assume the full duties of the post of Mayor for that time, but will not take the title. Where the Deputy Mayor is similarly indisposed, the Deputy Mayor Elect or the Leader of the Council will assume his or her civic and social duties, but will not take the title.
17. The former Mayors of the Council will be presented with a medallion as a memento of their office, which should be worn on such occasions and at such event as they are advised to do so.
18. The Mayor may organise "Mayor's at Home" events, at which light refreshments will be provided.
19. The Mayor should accept as many invitations as possible to attend events and functions. Where there are conflicting invitations, the Mayor may ask the Deputy Mayor to assist.
20. Any fundraising activities undertaken for the Mayor's charity are the responsibility of the Mayor, the Mayoress 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 Mayoral Ball, and the selling of tickets/reservation of places. The Mayor may consider establishing a committee to assist him/her in the preparation for this activity.