

CHARTER TRUST FOR THE CITY OF DURHAM

29 October 2014

Protocol and Procedures for Civic occasions



City of Durham

Report of Bryan Smith, Clerk to the Charter Trustees

Purpose of the Report

To advise Charter Trustees of the protocol arrangements and seek approval for Mayor to determine matters of precedence.

To agree in principle the extent of an invitation list for civic occasions.

Background

1. From time to time during the Mayor's year of service there are various civic occasions when the Charter Trustees and Honorary Aldermen are invited to attend in support of the Mayor and the Office of Mayor, This report is by way of reminder to all Charter Trustees of the protocol arrangements that apply normally when attending ceremonial occasions. (different for formal Charter Trustees meetings including Mayor making and Annual General Meeting).
2. Both Charter Trustees and Honorary Aldermen of Durham County Council may attend as invited according to the occasion. There is no formal order of precedence and ultimately the matter will be determined by the Mayor of the day.
3. It has been practice to follow the custom adopted by the old Durham City Council that Honorary Aldermen will process and be seated immediately before the Charter Trustees at civic and church ceremonial occasions.

1. Order of procession

Billet Master
Captain of Bodyguard
Bodyguard
Mace Bearer
Sword Bearer

Mayor
Deputy Mayor
Clerk to Trustees
Recorder
Honorary Judicial Recorder
Pantmaster
Honorary Aldermen
Charter Trustees.

2. Seating

Usually follows as above with Mayor, Deputy Mayor taking primary seats. Officers to Mayor follow according to number of seats available and followed by Honorary Aldermen and then Charter Trustees. Bodyguard and officers will take up separate positions as detailed throughout the occasion. The Mayor's office will liaise with venue officials to ensure that suitable seating arrangements are agreed in advance and notified to all invitees.

3. Robes

Charter Trustees wear black robes and Honorary Aldermen wear red robes according to entitlement and should be worn in accordance with the capacity in which they are invited.

All are reminded that following s. 249 Local Government Act 1972 no Honorary Aldermen shall, while serving as a member of Durham County Council, be entitled to be addressed or attend or take part in any civic ceremonies of the Council as an Alderman.

Robes are retained by the Mayor's office and robing arrangements for each occasion are usually circulated to invitees in advance.

4. Invitations

At the last meeting there was discussion about extending the invitations to civic occasions and it was agreed to bring the matter forward to the next meeting. Invitations are issued and managed via the Mayor's office.

Currently Charter Trustees and Honorary Aldermen are invited as above and proposals have been made about extending this to include the following (numbers of individuals in brackets)

- a) Past Chairmen of Durham County Council (3)
- b) Past Charter Trustees (11)
- c) Durham County Aldermen (135)

Charter Trustees will be aware that there are logistical and financial restrictions as to the overall number of invitations that may be made. Seating arrangements are restricted by the availability and allocation by venues such as the cathedral and the costs of posting invitations and related correspondence and refreshments where provided must be considered. It is a matter for the Mayor and Charter Trustees to agree the list of invitees.

Recommendations

- 1. That Charter Trustees note and agree the protocols in this report for attending civic occasions and that the Mayor of the day will decide any orders of precedence.**
- 2. That Charter Trustees agree whether to extend the list of invitees to civic occasions to include any of the options a) b) or c) above.**

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Appendix 1: Implications

Finance – Detailed within the report.

Staffing - None specific within the report.

Risk - None specific within the report.

Equality and Diversity / Public Sector Equality Duty - None specific within the report.

Accommodation - None specific within the report.

Crime and Disorder - None specific within the report.

Human Rights - None specific within the report.

Consultation - None specific within the report.

Procurement - None specific within the report.

Disability Issues - None specific within the report.

Legal Implications - None specific within the report.