

MAYORAL PROTOCOL

The Civic Mayor is the Borough's first citizen and the public profile of the Civic Party is high. The Civic Mayor is the face and conscience of the Council and the role holds great importance in the history and cultural heritage of the Borough. The role of the Mayoress or Consort is also very important, it is an opportunity to share a special year but also brings with it a responsibility to uphold the dignity of the Mayoralty and the community the Mayor represents.

The Council has adopted a Mayoral Protocol to guide the work of the Civic Mayor and other members of the Civic Party. Prior to formally taking up office you will be advised on the operation of the protocol by your support team. On all matters of civic protocol you will be advised by your support team and you should follow this advice as the role is frequently governed by protocols and official procedures.

In accepting the role of Mayor, Mayoress or Consort and Deputy Mayor you are agreeing to abide by the Mayoral Protocol and agreeing to carry out your role with dignity and gravitas and to follow the high standards of conduct, behaviour and appearance expected of members of the Civic Party.

It is important to remember that when you are wearing your chain or insignia of office you will be expected to uphold the dignity of office and act with courtesy, humility, tact and diplomacy. As a representative of the Borough all members of the Civic Party need to be aware that what they say and do may be seen as the view or action of the Council.

The Mayoral Protocol provides clear guidance on the attributes that should be displayed by all members of the Civic Party and sets out specific dress code requirements relating to a range of engagements and events within both formal and community settings.

For the purpose of definition this involves all occasions whereby the Civic Mayor will be required to attend in both the Robe and Mayoral Chains. Such occasions include:

- Full Council meetings
- Citizenships
- Remembrance Sunday
- Mayor's Charity Valentine's Ball

In order to accommodate the significance of occasion the Civic Mayor is required to ensure that dress code is as follows, prior to robes and chain being applied.

For Men

White winged collar shirt, tie, plain black trousers and plain black shoes

For Women

Plain white blouse, black skirt or trousers and plain black shoes

Engagements, Functions and Events

When attending engagements and there is no requirements for robes to be worn there is a specific need to ensure the Civic Mayor meets dress code requirements. It is expected for the Mayoral Chains to be applied to existing attire.

For Men

Smart/business dress – black, grey or dark suit, shirt, tie, plain black shoes

For Women

Smart/business dress – suit or dress

As part of the comprehensive support provided by the Mayor's Secretary all dress code expectations will be articulated in advance for both Council arranged events and planned engagements.

Deputy Mayor of Tameside

On occasion the Deputy Mayor of Tameside will be required to deputise for the Civic Mayor. This will often be something that is arranged with notice during periods of absence; however this may also be requested at short notice if such a circumstance was to arise.

When deputising for the Civic Mayor of Tameside the dress code outlined above will apply in full. It will be expected for any chains/badges of office to be applied to existing attire.

Mayoress, Consort to the Mayor and Deputy Mayor

When accompanying the Mayor or Deputy Mayor at an engagement or function it is important that the dress code meets two key requirements:

- 1) To take account of your supporting role to the Civic Mayor/Deputy Mayor. As the Civic Mayor is likely to have a key role it is necessary to ensure that attention is not drawn away from the guest of honour.
- 2) When planning to attend such events it is important that appropriate dress is selected. All engagements will require formal/business attire, shirt, tie, plain black shoes and any accessories must be discrete.

When attending engagements and events the following dress code will apply.

For men

Smart/business dress, suit, shirt, plain black shoes

For women

Smart/business dress – suit or dress

It will be expected for any chains/badges of office to be applied to existing attire.

Dress code for such occasions also extends to additional clothing due to inclement weather such as coats and hats. It is expected that jewellery is kept to a minimum whereby men wear a wedding ring and a watch; with the addition of earrings and necklace for a woman. Approval for any additional jewellery must be sought in advance from the Chair of Council business.

Declaration

I agree to abide by the Mayoral Protocol and to abide by the appearance and behaviour guidelines described above.

Signed.....Dated.....
Mayor Elect
Signed.....Dated.....
Mayoress / consort

Signed.....Dated.....
Deputy Mayor Elect
Signed.....Dated.....
Deputy Mayoress / consort