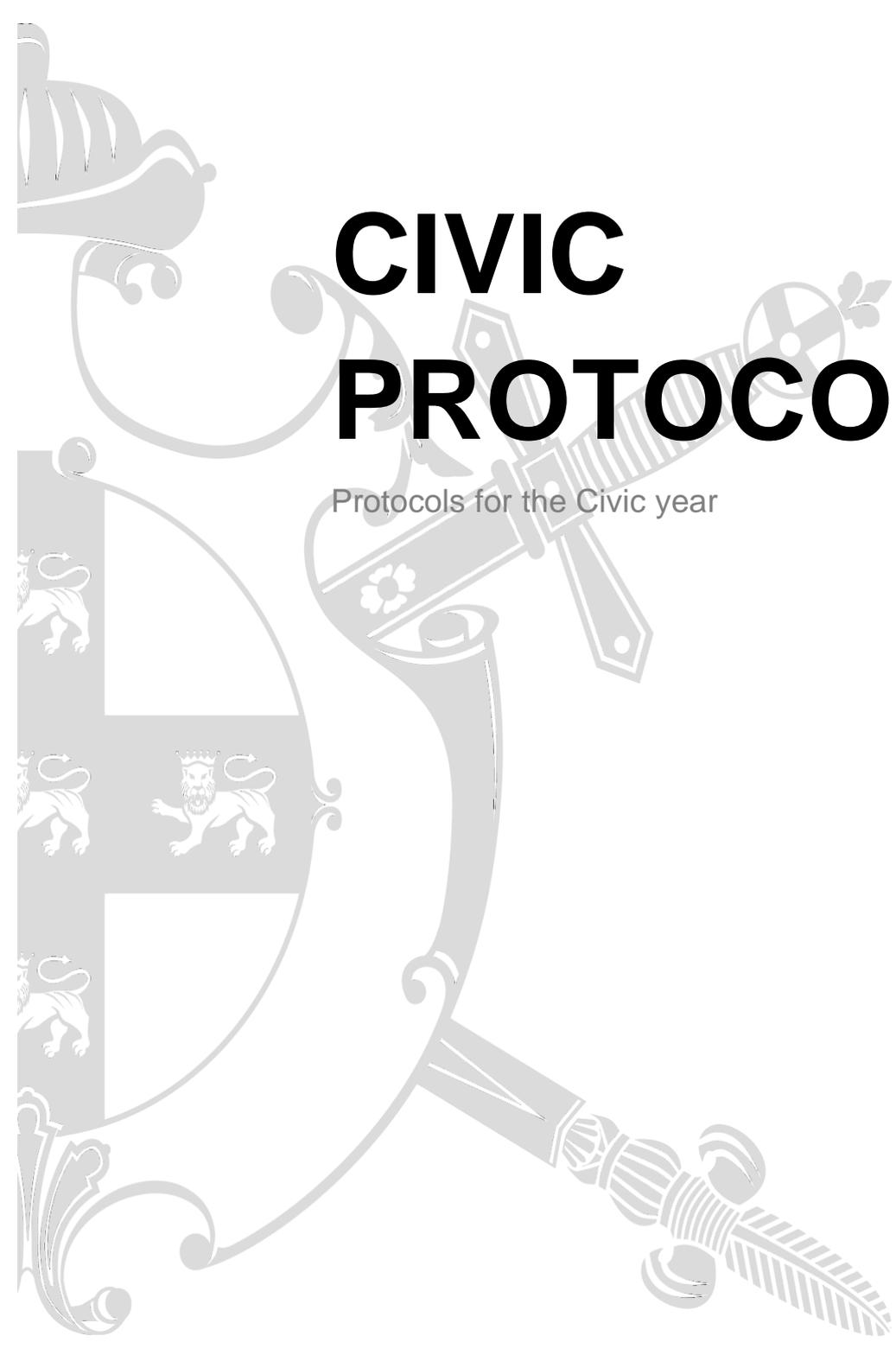


2024-
2025

CIVIC PROTOCOL

Protocols for the Civic year



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Introduction

The Lord Mayor and civic party have been involved in city life in one form or another for over 800 years and through this time the office has developed and changed to accommodate changes in local governance and central government legislation along with societal changes.

The Council Plan for 2023-27 is called 'One City, for all' and sets out the council's vision for the next four years:

The council will establish the conditions that would make the city of York a healthier, fairer, more affordable, more sustainable, and more accessible place, where everyone feels valued, creating more regional opportunities to help today's residents and benefit future generations.

To deliver this vision, we have four core commitments which are for **EACH** and every one of us:

- **E**qualities and Human Rights
- **A**ffordability
- **C**limate and Environment
- **H**ealth

It is within the framework and challenging financial situation for the City of York Council that the Civic Office practices and procedures were reviewed and adapted to suit the changing times. On the 21st of February 2024 Executive Member decision session, the following protocols were agreed as fundamental principles of the Civic office:

- Externally funded foreign travel decisions using the lowest carbon option that is practical will be made by the Chief Operating Officer/Leader of the Council by exception; other foreign trips will not be supported.
- Enhancement of a Civic Party webpage on the CYC website.
- Attendance at events outside of the city will not be funded.
- The council will provide support for set agreed events each year. For all other events the civic party will attend at their own cost and wear badges of office.
- The final list of events will be delegated to the Director of Customer & Communities in consultation with Executive



- portfolio holders and should seek to reduce the number of annual/regular funded attendances by 25%.
- A set of transport protocols will be developed for civic vehicle usage for agreed annual events and for exceptions such as royal visits including:
 - Increased use of public transport where possible (with reasonable adjustments made where required).
 - Civic party to wear badges of office when on public transport and attending community events.
 - Provision of parking passes for personal vehicles to continue, making use of the civic car unnecessary for home to city centre events, or Mansion House/West Offices to city centre events.
 - In line with the review of the reduction in funded annual/regular events, the number of occasions the sword, mace, robes, and chains are required will be all be reviewed and reduced for their security and protection.
 - Badges of office are to be used more regularly and other options including sponsorship of replica chains will be sought over the next civic year.
 - The Mansion House will no longer to be used for living accommodation for the Lord Mayoralty.
 - Lord Mayor and Sheriff's personal allowances are reduced by a total of £5k (reducing to £1595 and £785 respectively).

1. Becoming Lord Mayor

There are a number of key milestones leading up to your official inauguration as Lord Mayor at the Annual Council Meeting, which is traditionally held at the end of May. Here, you will learn the processes involved and what you will need to do before 'Mayor Making' day.

1. Following the application of a long-established points system derived to elect a Lord Mayor fairly, the relevant group leader will nominate their nominee for Lord Mayor Elect at a suitable meeting of Full Council prior the formal appointment of a Lord Mayor at the Annual Meeting. Upon being nominated, the Lord Mayor Elect will graciously accept the appointment with a brief speech. At this same meeting, the Lord Mayor Elect will normally announce their Sheriff.
2. During February you and your Sheriff will be invited to meet the Mansion House and Civic teams officially for the first time, when you will:
 - Receive your Civic and Mansion House protocols.
 - Start to think about your specific aims for your year.
 - Give thought to your charities.
 - Plan for the receipt of business cards for the start of your civic year.
3. Whilst the Mansion House is available for civic use it is also operating commercially and is fully open to the public. So, it is important to learn about the protocols governing civic use of the House and apartments before starting your civic year; these are contained within the Mansion House Guide.
4. During February through to May, arrangements for Lord Mayor's Day/Annual Council will be made with you. You will need to discuss and agree:



- Venue for the event
- Caterers and menu selection
- Personal guest list (Lord Mayor 20 guests, Sheriff 14 guests)
- Keynote speaker
- Flowers and any special arrangements for the event
- Your proposer and seconder as Lord Mayor at the Annual Council Meeting
- Your Chaplain and the Sheriff's Under-Sheriff (if appropriate)
- Arrangements for the procession

Regular meetings with the civic office will be agreed so that you are kept informed of progress planning for Lord Mayor's Day.

As well as providing an update and discussing plans for Lord Mayor's Day, briefing and training opportunities will be discussed regarding:

- Protocols
- Civic Support Officer (CSO) support
- Charing full council meeting briefing for Lord Mayor Elect (Democratic Services)
- Mentoring services (if required)

It is possible that a mentoring service can be provided that could assist with public speaking and general advice and support throughout the year.

5. From March/April onwards, you will announce your aims and your charity/charities.
6. During April, you will be invited to the Mansion House to meet all the team and try on the robes so that you become familiar with how they are worn.



7. In the weeks leading up to Annual Council, there will be a formal rehearsal for Lord Mayor's Day, involving the civic party elect, the outgoing civic party, the Town Clerk (Chief Operating Officer) and other members of the procession (e.g., Chief Constable, Chaplain, Under-Sheriff). This gives the incoming civic party an opportunity to practice their roles, learn how they process in and out and understand what will happen at the Annual Meeting.
8. During the months preceding your formal appointment, the council will receive invitations for events for the new civic party to attend and these will be discussed with you.

What happens at Annual Council?

Traditionally, the outgoing Lord Mayor starts the proceedings at the Annual Council Meeting – still being, at that point, officially the Lord Mayor. As part of the ceremonial proceedings, a vote of thanks to the outgoing Lord Mayor will officially be proposed and seconded and chains of office will be exchanged with the incoming Lord Mayor Elect. Once the Lord Mayor Elect has accepted office formally, he/she assumes the chairing of the remainder of the Annual Meeting and consequently becomes the Lord Mayor for the ensuing Municipal/Civic Year.

At the end of every year in office the outgoing civic party will be presented with Badges of Office to mark their year in office. These will be presented by the incoming Lord Mayor at the Annual Council Meeting.

2. Civic Roles

Article 5 of the **Constitution** outlines the current constitutional role and function of the Lord Mayor and Sheriff of York and the Deputy Lord Mayor. Further information on the civic roles and their historical background is set out below.

The Lord Mayor

Historical Background

According to Francis Drake, York's great eighteenth century historian, the Mayors of York date back to the reign of King Stephen, with Mayor Nigel being the first person to bear this title in 1147. However, the first historically attested Mayor was Hugh de Selby in 1217. The first Lord Mayor of York was Thomas Smith. Traditionally this title was granted in 1389 by Richard II when visiting the City and upon presenting a sword to the mayor.



By tradition, a Lord Mayor could hold the office only once every twelve years and remain in office for one year only. The idea was that a mayor who was in power too long could become corrupt or dominate the city. However, this didn't prevent Nicholas de Langton being Mayor a total of 16 times over a 20-year period!

The Lord Mayor was effectively at the top of a hierarchical pyramid structure. They were expected to collect taxes, preside over courts and keep the peace, which

John Stockdale, Lord Mayor in 1501-02, proudly proclaimed when he bought new stocks and fetters for 'mysdoers'!

The mayors were accountable to the monarchy for the citizens' behaviour, and they were expected to ensure that the city walls were kept in good repair and the city militia were trained.



Protecting the city's dignity was also an important aspect of the mayor's role, especially when it came to providing feasts and good cheer. When taking office, Lord Mayors was expected to announce on which days the Mansion House would be used for public entertainment. Entertainment would consist of eating and dancing and musical recitals.

The Lord Mayor of York takes precedence over all other civic heads, except for the Lord Mayor of London. In England, only the Lord Mayors of London, York and Bristol are entitled to use the prefix "The Right Honourable". Equally, they are the only civic heads to be included in the list of Church Commissioners in England and Wales.

Today's Lord Mayor

Each year, the incoming Lord Mayor traditionally sets some achievable objectives for their year in office. These range from supporting local schools to promoting local businesses and tourism.

Whatever their individual aims, every Lord Mayor is required to attend many traditional and ceremonial events, as outlined in the events protocol.

The modern-day Lord Mayor is an ambassador for the city and in fulfilling his/her constitutional requirements as such may be required to undertake various duties, including:

- Open new premises, as requested.
- Promote local businesses, both longstanding and newcomers to the city
- Host or attend civic or council led events held in the Mansion House or elsewhere in the city.
- As set out in the Mansion House Protocol, support the Mansion House being available for York business and community hire, acting as an ambassador for the commercial use of the Mansion House



- Open, attend and close conferences or events held in the city and/or Mansion House, as appropriate.
- Attend business forums and events as required.
- In the capacity as honorary president for York Trusts and Guilds, attend the annual events.
- Host York's twinned cities

The Sheriff

Historical Background

In 1396 Richard II gave the city the status of a county and granted it the right to appoint two Sheriffs. The Sheriffs replaced three Bailiffs who had similar duties. They presided over the monthly County Courts (not the same as modern County Courts) and over Courts previously held by the Bailiffs. Sheriffs were elected by the Mayor, Aldermen and Members of the Twenty-Four (a body analogous to councillors), who presented their nominees to the commonalty for endorsement.



They were elected on 21st September and took up their office at Michaelmas (29th September) in each year. The Sheriffs were expected to keep considerable state and move about the city attended by macebearers and other attendants.

The first Sheriffs, Thomas de Ruston, and William de Alne, were elected on 18th May 1396 and served until Michaelmas.

In 1500, George Essex was fined for dereliction of obligations because he had no proper entourage during his "Riding" (progressing through the city and proclaiming by-laws at various

places); no mace was borne before him when he visited a vintner; he failed to provide proper towels at the dinner after his riding and failed to invite Chamberlains and others to his annual feast.

The Sheriffs had to provide an annual feast for the dignitaries of the city after their “Ridings”. It was an expensive office, but they had at their disposal certain rents, tolls, stall rents and other profits.

Because of the expenses of the office, from time-to-time people paid a fine rather than be elected as Sheriff. In 1486, Nicholas Vicars paid £40 and in the eighteenth-century fines varied between £70 and £200.

The Sheriff had a busy life presiding over his Courts. His County Court (or Tourne in the Ainsty) was held monthly. His Court of Pleas sat on Tuesdays, Thursdays and Saturdays and dealt with debts and trespasses and breaches of the Statutes of Labourers (an early version of the industrial relations legislation!). He also sat in the Lord Mayor’s Court of Common Pleas on Mondays.

When Corporations were reformed by the Municipal Corporations Act 1835, the new ‘York City Council’ created by that Act was enabled to appoint one Sheriff only and this continued until Counties of Cities were abolished by the Local Government Act 1972. Since 1st April 1974, York has been enabled under its’ new Charter to appoint a Sheriff, but the appointment is one of honour only and there are no legal duties or obligations attached to the post. For legal purposes, the City of York is within the jurisdiction of the High Sheriff of North Yorkshire.

Today’s Sheriff

The role of Sheriff is long established within the traditions of supporting the Lord Mayoralty. The Sheriff traditionally accompanies the Lord Mayor on most civic engagements. Officially, the Sheriff also deputises for the Lord Mayor at events/functions, which the Lord Mayor may be unable to attend.



The Sheriff traditionally leads the Assize of Ale, an annual event held in the city in August, and the Sheriff's Riding which is another annual event in December.

In recent years, a new event, the 'Sheriff's Army' has been established, which is a walk around the city walls led by the city walls manager or other knowledgeable person.

Specifically, in undertaking his/her role, the Sheriff will:

- Accompany the Lord Mayor on engagements as applicable.
- Attend civic events and functions with the Lord Mayor or alone.
- Give speeches at events as required.
- Propose the 'Loyal Toast' at formal dinners.
- Lead the Annual Assize of Ale, Sheriff's Riding and Sheriff's Army



Lady Mayoress or Consort

Historical background

This was an essential role in support of the Lord Mayor; the significance of the role is demonstrated by the purchase of the chain of office in 1670.

A Lady Mayoress was expected in many ways to be a good hostess for the city and lead the York 'ladies' at fashionable events. Such events could be 'At Homes' where they would provide light lunches and dainty dishes to invited guests. Lady Mayoresses could, and often did, become actively involved in the welfare of the citizens of York. In 1925, the then Lady Mayoress would throw open the doors of the Mansion House on Sunday evenings and provide entertainment to give the young of York, who otherwise maybe causing mischief, somewhere to go.

Today's Lady Mayoress or Consort

The Lady Mayoress or Consort traditionally plays a supporting role to the Lord Mayor. As such, they equally act as an ambassador for the council and city for the year, being required to:

- Attend civic events and functions in their own right.
- Accompany the Lord Mayor on engagements whenever possible.

Sheriff's Lady/Consort

Historical Background

Traditionally, the role of the Sheriff's Lady was to support her husband and the Lady Mayoress at events and 'At Home' occasions held in the Mansion House. Historically, this role was not as significant as that of the Lady Mayoress until the early years of

the twentieth century, when a chain was provided for the office, and the role was enhanced.

Today's Sheriff's Lady/Consort

These days, the role may equally be performed by a male Consort or a lady Sheriff, but it is still traditionally a supporting role to the Sheriff and civic party, requiring the following:

- Attendance at civic events and functions
- Accompanying the Sheriff on engagements whenever possible

Deputy Lord Mayor

The Role

Each retiring Lord Mayor is traditionally appointed to be the following year's Deputy Lord Mayor. This has the advantage of continuity and understanding of the role, since on occasion the Deputy Lord Mayor is required to substitute for the Lord Mayor at events/functions etc.

Historically, the Deputy Lord Mayor is not a member of the civic party. Most usually, the Sheriff will substitute for the Lord Mayor at civic functions if the Lord Mayor is unable to attend. Specifically, the Deputy Lord Mayor, as an elected Councillor, is required to chair full council meetings in the absence of the Lord Mayor.

The Lord Mayor's Chaplain

The Role

Chosen by the Lord Mayor and announced at the Annual Council Meeting, the Chaplain is usually the Minister from the church most local to the Lord Mayor. The role normally requires attendance at approximately 4 events, these traditionally being:

- Lord Mayor's Day/Annual Council, both at the beginning and end of the specific civic year
- Remembrance Sunday
- Christmas carol service

The Lord Mayor's Chaplain would also be expected to lead the Annual civic service, which would normally be held in his or her church. The service would be planned with the Lord Mayor and should involve participation from the Sheriff's Chaplain.

It is not a requirement to have a Chaplain, and this will be personal to the Lord Mayor and their religious beliefs.

The Sheriff's Chaplain

The Role

Chosen by the Sheriff and announced at the Annual Council meeting, the Chaplain is most usually the Minister from the church most local to the Sheriff. The role normally requires attendance at approximately 4 events, these traditionally being:

- Lord Mayor's Day/Annual Council, both at the beginning and end of the specific civic year
- Remembrance Sunday
- Christmas Carol Service

As for the Lord Mayor, It is not a requirement to have a Chaplain, and this will be personal to the Sheriff and their religious beliefs.



The Under Sheriff

The Role

Chosen by the Sheriff and announced at the Annual Council meeting the Under Sheriff is a member of the legal profession and would be authorised to sign writs on behalf of the Sheriff during their year of office (although this has not been done in recent history).

The role normally requires attendance at approximately 3 events, these traditionally being:

- Lord Mayor's Day/Annual Council, both at the beginning and end of the specific civic year
- Remembrance Sunday
- Legal Sunday Service (invitation from the Northern Legal Circuit)

Sword and Mace Bearers

Historical Background

In 1389, the city council appointed the first sword bearer. It is probable that mace bearers or sergeants at arms existed before this date, but their exact role is unclear. The Sword and Mace are symbols of the Monarch's recognition of the dignity of the office of the Lord Mayor of York.



The Role

To carry the city's Sword and Mace before the Lord Mayor in important civic processions. On average, this happens 4-6 times a year and usually on the following occasions:

- Annual Council
- Remembrance Sunday
- Freedom of the city parades

For more information on the sword or mace carried by the bearers, refer to the Mansion House Protocol, as these are historical Council artefacts and form part of the Civic Collection, housed in the Mansion House.

3. Dress Code and robes

Due to the great traditions surrounding the office of Lord Mayor in York, it is essential that the Lord Mayor and civic party are guided by various dress and attire protocols, which help to ensure the dignity and integrity of the office is preserved and maintained for the future benefit of civic parties and the city.



The civic party will need the following items of essential clothing during their year in office:

Lord Mayor/Sheriff:

- lounge suits
- dresses (inc daywear and evening cocktail/long dresses)
- shirts (day shirts and evening shirts)
- ties, including 1 silver (not often required) & 1 black bow.
- gloves
- warm dark topcoat
- morning suit (black jacket/ pinstripe trousers)
- dinner jacket
- jabot and cuffs

Consort/Lady Mayoress/Sheriffs Lady:

- lounge suits
- dresses (inc daywear and evening cocktail/long dresses)
- shirts (day shirts and evening shirts)
- ties
- jackets
- skirts
- suits, day and evening
- dinner jacket
- warm topcoat
- hats/gloves

The Lord Mayor's robe is the black and gold robe for all occasions except ordinary council meetings when the red (sheriff's) robe is worn.

Sword and Mace accompanies the Lord Mayor, staffing permitting, on ceremonial occasions such as:

- Annual Council Meeting
- Civic Yorkshire Day regional celebration
- Remembrance Sunday
- Freedom parades

Lace jabot, cuffs and white gloves should also be worn with robes.

The appropriate attire will also need to be worn by those Officers performing the following roles:

Civic Role	Occasion	Dress/Robe	Regalia
Town Clerk	Annual Meeting, Remembrance Sunday, Freedom Parades, and other ceremonial occasions as appropriate	Town Clerk's gown & wig, white shirt & detachable collar/white bands; black jacket/ pinstripe trousers (or a dark suit under the gown)	
Sword Bearer	Annual Council Meeting, Remembrance Sunday, Freedom Parades, and other ceremonial	white shirt & detachable wing collar. white bow tie; black frock coat; black trousers; white gloves. Cap of Maintenance	Ceremonial Sword Waites chain

	occasions as appropriate		
Mace Bearer	As above	As above except a black cocked hat is worn	Mace Waites chain
Chaplain to Lord Mayor and Sheriff	Any civic procession	Clerical robe	n/a
Under Sheriff	Any ceremonial occasion	Morning dress or Solicitor's gown and wig	n/a

Chains and badges of Office

Chains of Office are usually worn with a lounge suit/day dress for most civic occasions. In line with council insurance obligations, chains/jewels are not allowed to be worn on the quay side or on water.

The chains of office will only be worn on the occasions as agreed as part of the annual cycle of events and a limited number of community occasions, any other times outside this the badge of office will be worn.

Except for a small number of specific occasions, the travelling chains are worn by the Lord Mayor (refer to Mansion House protocol). Specific occasions which permit the 1612 chains to be worn are:

- Annual Council
- Remembrance Sunday
- Royal visits

The badges of office

As agreed at the Executive Member decision session on the 21st February 2024, link below, for all other occasions, and events the civic party attend the badges of office will be worn.

<https://democracy.york.gov.uk/ieListDocuments.aspx?CId=1060&MId=14293&Ver=4>

These badges can be kept at home for the duration of the mayoral year. The badges of office are not to be confused with the thank you badges presented at annual council.

Civic jewels

Jewels are usually worn with dinner jacket or evening dress at formal dinners but will only be used when an officer is present as part of the annual events the Lord Mayor has agreed to do.

4. Budget and allowances

Budgets

Every year a budget is set up in the name of the Lord Mayor holding office. It is used to fund the events and activities of the Lord Mayor for the year. Civic events which the civic party will attend will be agreed in consultation with the Leader of the council and portfolio Executive Member ahead of any given civic calendar year. Additional requests for attendance will be received throughout the year, some of these requests you will be attending using the badge of office. The annual budget may not be sufficient to cover exceptional events such as Royal visits or delegations from visiting dignitaries. In which case, the council will consider providing additional funds.

Costs associated with Lord Mayor charity fund raising are not a matter for the council with the exception of the Christmas Cheer fund. All income from fundraising and subsequent payments out to the chosen recipients will be managed by Two Ridings Foundation. The Lord Mayor in office will be advised of the budgetary position throughout their year.

Allowances

The Council provides a personal allowance to both the Lord Mayor and Sheriff for their year of office. It is usually provided in full, by bank transfer, at the start of the mayoral year (end of May). This helps to cover expenses, whilst in office, including clothing, meals, charity/raffle tickets etc. The Lord Mayor and Sheriff Elect will be provided with details of the current levels of allowance prior to formal appointment.

In addition, the Lord Mayor receives a separate Special Responsibility Allowance, independently assessed, and recommended by the Council's Independent Remuneration Panel, for their role as Chair of Full Council meetings, during their year of office.



5. Civic Code of Conduct

All elected councillors, including the Lord Mayor and Deputy Lord Mayor, are bound by the general provisions and obligations set down in the City of York Council Members' Code of Conduct.

Upon election and acceptance of office, every newly elected Member:

- receives a copy of the Code of Conduct
- formally agrees to abide by those provisions and obligations when they sign their declaration of acceptance of office.

This applies to those elected members serving their year of office as a member of the civic party.

Sheriffs, who are not elected councillors, cannot be bound by the Members' Code of Conduct. However, the Code is primarily concerned with expected standards of behaviour commensurate with a publicly elected office. The role of Sheriff is a commensurate with publicly elected one and as such the Council would still expect appropriate standards of behaviour.

The Civic Code which follows translates those principles into the world of civic engagements enabling the civic party to represent York with dignity.

The civic party is, therefore, asked to:

- Show respect, courtesy, and consideration equally towards all guests, hosts, dignitaries, caterers, visitors, and officers, at all times.
- Be punctual and arrive in good time for civic and Mansion House events/occasions.

- Leave civic and Mansion House events/functions punctually, adhering to the estimated departure times wherever possible.
- Ensure that the position is not used in any way for personal gain or to the specific advantage or disadvantage of any other person.
- Abide by agreed protocols contained within the protocols for:
 - greeting guests and meeting hosts
 - use of the civic car
 - use of resources (inc allocated events budget and staffing)

Abide by agreed protocols contained within the Mansion House guide for:

- use of civic regalia/items from the collection
- Be always of smart appearance when on official business and in accordance with the dress protocol.
- Honour all agreed official events and diary commitments as a rule, excepting unforeseen circumstances.
- Always have due regard to health & safety, fire regulations, licensing requirements, room capacities etc, when attending, requiring or hosting events in Mansion House as set out in the Mansion House Protocols
- Always behave in an appropriate manner when on official civic business

Civic Gifts

The majority of gifts are presented to the Lord Mayor as the city's representative or 'ambassador' and should be given to the civic office to log receipt and arrange for public display at the next full council meeting. Typically, gifts received are plaques, seals, pictures, statuettes – an ornamental item which reflects the traditions of the visiting dignitary.

More 'personal' gifts may be made to the Lord Mayor and even members of the wider civic party. These are normally accessories to clothing (scarves, ties, shawls etc) or time limited food items (oils or regional delicacies). If the gift falls within this 'personal' category, then the Lord Mayor and civic party may keep these for personal use on the basis that they will become time-expired or cannot be appropriately stored or displayed by the city.

6. Civic activity in the Mansion House

The Mansion House will continue to be the official residence of the Rt Honourable Lord Mayor of York and remain a focal part of civic life. As such, 2 full days (Mondays and Tuesdays) and evenings (after public opening) can be booked, subject to diary availability and staffing, for such civic functions, as follows:

- For Lord Mayors' and Sheriffs' designated charities during their year in office. To assist with these three free uses of the Mansion House will be provided, thereafter, a full charge will be levied.
- Official Dijon and Munster twinning group visits
- Civic receptions (definition of which is a reception where the hospitality is paid directly from the civic budgets)
- Freedom and Honorary Alderman ceremonies
- Poppy Appeal launch

Mondays, Tuesday, and all other evenings, will also be available for private hires and other Mansion House commercial activities. A booking for civic use must be requested to and approved by the Mansion House Manager and Curator. This will be dependent on availability and staffing. A Mansion House booking form must be completed and returned to secure your date and time. Events must be at least two weeks in advance.

There are notable exceptions to this practice, when the House, by virtue of the significance of some civic occasions, will be closed (in part or full) and made available for civic use on days when it would normally have been open to the public. Such occasions as:

- Remembrance Sunday
- Royal visits
- A local, regional, or national activity of sufficient significance (e.g., Tour De France)

7. Civic office support

The civic party receive many invitations throughout the year. To streamline engagements efficiently, invitations are now divided into 3 categories.

- Annual events
- Ad hoc community events
- Other invitations

Annual events

Annual events (example list below p28) are the cyclical events in the civic calendar. You will be able to review the list, prior to taking office, of annual events and choose the ones you wish to attend, subject to a 25% reduction in the number which can be attended due to efficiency savings. The list will then need to be approved by the Director of Customer & Communities in consultation with Executive portfolio holders. For events selected and agreed upon you will be provided with the chains of office. If applicable, robes will be provided, and transport arrangements will be made by the civic office.

The Lord Mayor and civic party will be kept informed during their year of office of dates as soon as practically possible.

The annual calendar will be reviewed yearly.

Ad hoc community events

Some important community events are by their nature not cyclical. To accommodate the civic party on these occasions a small contingency sum has been set aside to allow CYC to provide a support officer, chains of office and transport as required.

The initial decision to permit the use of the contingency rests with the Civic office.

Other invitations

You will receive invitations throughout the year. You are able to attend these using the badge of office.

Sample list of Annual events

Event	Attending civics	When	Duties/special arrangements
Annual Council	All civic party	May	AGM and Lord Mayors Day Meeting and luncheon with all members of council, Hon Aldermen and invited guests
Yorkshire Day	All civic party	1 August	Traditional civic church service and parade, followed by luncheon; location alternates annually
Assize of Ale	All civic party	First or second Saturday in August	Organised by the Lord Mayor's Charities committee, a traditional event headed by the Sheriff, testing the ale in the city
Poppy Appeal Launch	All civic party	October	Reception with military and following Poppy appeal launch
Remembrance Sunday	All civic party	November	Reception prior and light luncheon after service
Christmas Cheer Reception	All civic party	Early December	Traditional Christmas party for over 60's, with refreshments and

			entertainment held in Assembly Rooms
Sheriff's Riding	Led by Sheriff with all civic party	21 st December	Procession through city with York City Waits, followed by refreshments in Mansion House
Christmas Carol Service- St Helens Square	All civic party	A weekend before Christmas	Carol service followed by refreshments in the Mansion House
Gild of Freeman First Court	Lord Mayor, civic party optional	February	LM chairs first meeting, hosts reception
Civic Church Service	All civic party	Usually near end of civic year	Service in Lord Mayor's Chaplain's Church
Royal Garden Party	All civic party	May	Civic party to travel and return by train.

Civic party invitations

On receipt of an invitation either through CYC website, email or returned paper form:

- The invitation will be checked to see if this is one of the annual events supported by CYC, community event or another event.
- Annual event, community events and the larger civic occasions are managed by the Lord Mayors PA
- Other invitations are administered by the Civic officer.
- The civic diary is checked for availability and the invitation to be logged in the civic calendar (outlook diary) as 'unconfirmed' in orange.

- New invitations received will be discussed with the civic party prior to accepting or declining. This must be in line with the report here:

<https://democracy.york.gov.uk/ieListDocuments.aspx?CId=1060&MIId=14293&Ver=4>

- A suitable reply to be sent, on behalf of the civic party, declining or accepting the invitation. If the invitation is being accepted, protocol advice, will be sent to the event organiser along with a link to the Lord Mayor's webpage which provides biographical information and details of the Lord Mayor's charities.
- Once an invitation has been accepted, full details will be sent to the civic party in a meeting request (outlook calendar) goes green.
- Where possible, all correspondence is done via email.
- All invitations must come through the civic office, even if the invitation comes directly to a member of the civic party.

Diary meetings

Diary meetings are useful for the Personal Assistant, civic officer, and Lord Mayor / civic party to discuss new engagements which have been received and agree transport logistics for the coming weeks ahead.

Diary meetings should be agreed as part of the lead in time to the civic year ahead. Historically diary meetings have been held with the Lord Mayor / civic party on a set day every week or every two weeks, depending on the number of engagements that are coming into the office. During these meetings all new correspondence will be discussed with the civic party and invitations accepted or declined.

Supporting civic engagements

The civic office will provide:

- Ensure all annual events are confirmed in the diary and appropriate support is in place before the civic year commences. Although not all organisers will have details confirmed by the time of mayor making.
- For ad hoc community events, these must be in the diary no later than two weeks ahead this is to ensure staffing coverage and event efficiency, in practice this means that only under exceptional circumstances should an invite be accepted within the two-week period.
- The two-week period also provides enough time for Gough and Kelly to allocate drivers.
- Provide paper copies of any lessons to be read for church services or speeches prepared for events, as required. Details will be included in the electronic appointment and a copy placed in the civic car for convenience.
- Ensure any money for church collections is provided to the civic party via the Civic Support Officer on the day of the service. £5.00 is provided for a church service collection in an envelope, which is from all the civic party.
- Ensure all bookings for civic events in the Mansion House are confirmed in the diary and agreed with the Mansion House. This ensures that all health & safety, security, and licensing rules relating to the Mansion House are adhered to and practical advice can be given about room layout etc.
- Make detailed arrangements, including costing all elements of any civic events in the Mansion House



8. Event protocol

The mayoral year events are varied, but as a guide, they fall into the following categories:

Category	Events
1. Statutory	<ul style="list-style-type: none"> • Annual Council Meeting • Council meetings • Honorary Freeman • Honorary Alderman • Freedom Parades • Remembrance Sunday • Citizenship Ceremonies
2. Traditional	<ul style="list-style-type: none"> • Invitations to local businesses • Guilds – annual services and dinners • Charities/community events • Assize of Ale • Sheriff’s Riding • Local theatre groups • Lord Mayor patronage • University court meetings • University degree ceremonies • Royal garden party • Local shows • Christmas Cheer • Service organisations, inc military or police events • Supporting education/tourism/cultural events in the city and Mansion House • Supporting the Friends of the Mansion House
3. Council organised or supported events and Mansion House events	<ul style="list-style-type: none"> • Sports events • Community events • Professional association visits/conferences

	<ul style="list-style-type: none"> • Mansion House events e.g., York Georgian Festival • Mansion House lectures
4. Community Beneficial	<ul style="list-style-type: none"> • Visits to residential homes/schools • Educational visits to the Mansion House for 'Meet the Mayor' sessions. • Opening galas • Holocaust Memorial Day events • Armed forces week • Christmas carol services • Supporting local charities
5. Civic party aims	<ul style="list-style-type: none"> • Supporting education/tourism/cultural events • Civic charity events
6. Any others	<ul style="list-style-type: none"> • Theatre trips • Musical concerts/shows

External events

The Civic Office will plan for you to attend the confirmed engagements. Wherever possible, engagements in the city centre, within reasonable walking distance, should be attended on foot.

Once travel arrangements are confirmed, the civic party will be:

- Escorted to the appropriate venue by the CSO, who will not remain to attend the function unless specifically invited to do so. CSO may remain with DN1 or at a discreet distance or return to West Offices.
- Met officially at the venue and escorted by that person to their proper position.
- Supported by the host throughout the day/evening.
- Collected at the stated departure time and returned to the Mansion House, West offices, home (or wherever appropriate) after the event by the CSO

Orders of precedence at events

The Local Government Act 1972 provides that the Lord Mayor shall have precedence in the city but not such that that would prejudicially affect Her Majesty's Royal prerogative.

So, traditionally:

- the Lord Mayor most usually sits on the immediate right of any person 'presiding' at events.
- The Lady Mayoress / Consort sits on the immediate right of the Lord Mayor or on the left of the person 'presiding'.
- at church services, the civic party usually sit in the front pew on the right-hand side (the left-hand pew being acceptable if necessary)
- at the Minster, the civic party have designated seats, whether a service is in the Nave or the Choir

Civic processions

The civic team or the Sword & Mace bearer will always be on hand to provide advice and support on such occasions. When taking part in a formal procession, either with the Sword & Mace, or at a service without the Sword & Mace, there is a traditional protocol to be followed:

Mace Bearer and Sword Bearer
followed by
Sheriff and Lord Mayor
followed by
Sheriff's Lady/Consort and Lady Mayoress/Consort

9. DN1 Civic Driving Protocol

DN1 history

The number plate belonged to the first car ever to be registered in York. It goes back to 1st January 1904, when it was issued for a ten-horsepower Wolsey which belonged to Edwin Grey, on the day that it became law to have registration plates. 'DN' was simply a code issued to York motorists between 1904 and 1928.

The number plate passed to a Mr Myton, who in 1963 decided to present it to the city, to be used on the Lord Mayor's official car. Since that time, it has passed from car to car, but always been on the official Lord Mayor's car.

For civic engagements DN1 will:

- be cleaned and maintained regularly and will generally be parked at West Offices
- be used exclusively by the civic party (accompanied by the Lord Mayor), unless authorised by the Chief Operating Officer to exceptionally collect a notable dignitary.
- *not* be used for the display of personal stickers, badges, banners, logos etc.

Flying the flag

While in the CYC area boundary the York flag must be flown on the car between the hours of 07:00 and 20:00 when the civic party are present.

The flag must not be flown after 20:00.



When leaving the CYC boundaries the flag must be removed and replaced before DN1 arrives at the event destination.

Transporting the civic party

Normally the civic party will be leaving from Mansion House, West Offices, or home to go to an engagement. Chaining up occurs either inside Mansion House, West Offices, or inside the entrance to your home. It is not appropriate to be chained up outside, on the street etc.

For any event which involves a long journey the civic party should not be chained but the chains carried in the carrying cases provided and civic party chained upon arrival.

The Lord Mayor always sits on nearside on the far back seat, unless you are sure of the place you are travelling to will necessitate the Lord Mayor alighting from a different door. Wherever possible, the Lord Mayor should alight from the car on the side at which they will be greeted.

Arriving at the engagement

Upon arrival at an engagement the civic party will remain seated in the car.

The CSO will open the offside passenger doors first, followed by the near side. The CSO will ensure that, once all passengers are alighted from the car, the Lord Mayor is at the front of the civic party.

The CSO will introduce the Lord Mayor and the civic party to the nominated person. This person will normally be waiting for the Lord Mayor's arrival.

During the engagement

There may be occasions when the CSO will have to stay with DN1 or find a suitable place to park the car then return to the event. At other times the CSO will return to West Offices or the Mansion House and at other times they will be close by, such as a visit to a local market.

In such instances when the civic party are wearing chains of office and are amongst people, such as a market, it is requested that the party stay close together for security reasons. This will assist the CSO on duty.

At the end of the engagement

The diary entry will give an approximate time of departure.

The CSO, if they have left the civic party, will normally return half an hour before the end of the event.

The CSO will make sure the civic party know that they are there and ready to leave when the civic party are.

If the civic party are travelling onto another engagement, then time keeping is of the utmost importance. Depending on the specific arrangements, the CSO will return the civic party to the pre-arranged drop off point.

The CSO can be contacted via the civic car mobile should the civic party wish to leave an event earlier, contact details to be provided.

10. Lord Mayor's Charities

Each year the Lord Mayor selects charities to raise funds for during their year of office. Early discussions will take place with the civic office on the selection of chosen charities and details will be provided of charities in previous years, to help avoid too much repetition.

- The Lord Mayor should appoint a fundraising committee, ideally with a chair, to provide support for the fundraising throughout the year.
- The Lord Mayor arranges the inaugural charity committee meeting.
- Administrative support is not provided by the civic office.
- All money raised or donated is paid into the Lord Mayors fund administered by the Two Ridings Foundation.
- At the end of the year payments to the relevant charities will be made by the Two Ridings and the outgoing Lord Mayor and Sheriff to present the funds raised.