

PROTOCOL INFORMATION

TO BE RETAINED BY THE ORGANISER OF THE FUNCTIONS AND EVENTS ATTENDED BY THE MAYOR

1. ARRIVAL

Unless the Mayor and Mayoress/Consort are receiving guests, they should be requested to arrive no earlier than 5 minutes before the start of the function or, alternatively, in time for the main event of the function. Often they will be travelling from one engagement to another and timing can be crucial. The Mayor should be met on arrival at the main entrance to the building by a responsible official of the organisation who should escort and introduce him/her immediately to the President, Chairman or whoever acts as host, or, in certain circumstances, to the assembled company, and then remain in attendance for the duration of the function.

2. REGALIA

When attending an event within the Borough of Slough, the Mayor will wear the Chain and Badge of Office.

If attending an event outside the Borough, the Mayor may not wear the Chain and/or Badge of Office without obtaining prior consent from the Mayor or Chairman of the other Local Authority. In these circumstances, advice should be sought from the Mayor of Slough's Executive Officer.

Robes are only worn on certain Civic occasions.

3. LITERATURE

On any literature the Mayor should be referred to as follows:-

The Worshipful the Mayor of Slough
Councillor

The Mayor and Mayoress (or Mayor's Consort) should be referred to as:-

The Worshipful the Mayor of Slough and the Mayoress (or Mayor's Consort)
Councillor and

The same format should be used for the Deputy Mayor.

4. CORRECT FORM OF ADDRESS

When introducing or referring to the Mayor/Mayoress/Consort or their deputies, the following forms of address should be used:-

The Mayor:

Formally: The Worshipful the Mayor of Slough - Councillor

Informally: 'The Mayor'

The Mayoress:

Formally: 'The Mayoress of Slough - Mrs/Miss/Ms

Informally: 'The Mayoress'

The Mayor's Consort:

Formally: 'The Mayor of Slough's Consort - Mr

Informally: 'The Mayor's Consort'

The Deputy Mayor:

Formally: 'The Deputy Mayor of Slough - Councillor

Informally: 'The Deputy Mayor'

The Deputy Mayoress:

Formally: 'The Deputy Mayoress of Slough - Mrs/Miss/Ms

Informally: 'The Deputy Mayoress'

The Deputy Mayor's Consort:

Formally: 'The Deputy Mayor of Slough's Consort - Mr

Informally: 'The Deputy Mayor's Consort'

Escorts:

Formally: 'The Mayor of Slough's/Deputy Mayor of Slough's Escort - Mr/Mrs/Miss/Ms

Informally: 'Mr/Mrs/Miss/Ms

When speaking directly to the Mayor/Mayoress/Consort or their deputies, or writing to them, they should be addressed as follows:

The Mayor: 'Mr Mayor/Madam Mayor'

The Mayoress: 'Madam Mayoress'

Consort: 'Mr

Deputy Mayor: 'Deputy Mayor'

Deputy Mayoress: 'Mrs/Miss/Ms

Consort: 'Mr

Escorts: 'Mr/Mrs/Miss/Ms

5. PRECEDENCE

The Mayor always has precedence within the Borough of Slough unless a Member of the Royal Family or the Lord Lieutenant for Berkshire or his/her Deputy is present.

Dinners, Luncheons & Social Events - Seating

If the Mayor is not chairing an event, he/she should sit to the right of the host. If a member of the Royal Family or the Lord Lieutenant for Berkshire or his/her Deputy is present, the Mayor should sit on the left of the host.

When the Mayoress/Mayor's Consort/Escort accompanies the Mayor, she/he should sit next to the Mayor.

If the Mayoress/Consort attends as the Mayor's representative, she/he should sit where the Mayor would normally sit.

Church Services

The Mayoral Party should be met at the entrance to the church and conducted to the front pew in the nave on the right of the centre aisle or (should there be no central aisle) to the middle of the pew. One exception to this practice is at funeral services when the Mayor gives up this place to the family mourners and takes the front pew on the left.

6. PROCEDURE

The Mayor is the principal guest at any social function, such as a luncheon or dinner, or other formal occasion held within the Borough to which he/she has accepted an invitation.

Toasts

A copy of the Toast List, if any, giving the toasts and the names of those who will propose and respond should be sent to the Mayor's Office at the earliest possible opportunity and not less than three working days before the event.

Speeches

If you wish the Mayor to make a speech, please say what type of speech you would like him/her to make and how much time will be available for it. Please include briefing notes when returning the Request for Mayor's Attendance Form.

Agendas

If the Mayor is attending a business or public meeting, please forward a copy of the agenda and, if it is available, the Annual Report at least three working days before the event.

Background Information

It is always particularly useful if organisations could send to the Mayor some background information, eg aims of the organisation, membership, how long established, contact with the Borough, etc.

7. GENERAL GUIDANCE

Organisers of dinners etc are requested to bear in mind that the Mayor attends as the First Citizen of the Borough. However, in relation to matters of Council Policy or opinion, it must be borne in mind that **ALTHOUGH THE MAYOR REPRESENTS THE COUNCIL, HE/SHE IS NOT RESPONSIBLE FOR POLICY FORMULATION.** Nevertheless, the Mayor is always willing to afford opportunities for representations to be made to him/her **BUT NOT WHEN HE/SHE IS PRESENT AS A GUEST.**

Please ensure that wherever possible, a car parking space is reserved for the official Mayoral car.

The Mayor will always be accompanied by the Mayor's Attendant who will assist the Mayor as necessary.

8. MAYOR'S CHARITY

Organisations sometimes express a wish to make a donation to the Mayor's Charity, which supports local causes. Any cheques should be made payable to 'The Mayor of Slough Charity Appeal Fund' and either presented at the function or sent to the Mayor's Executive Officer at the St Martins Place, 51 Bath Road, Slough, SL1 3UF.

PLEASE NOTE THAT ALL THE PROTOCOL INFORMATION, AS SET OUT ABOVE, ALSO APPLIES TO THE MAYORESS/CONSORT/ DEPUTY MAYOR WHEN SHE/HE IS ATTENDING FUNCTIONS AS THE MAYOR'S REPRESENTATIVE