

LORD MAYOR'S PROTOCOL

Introduction

1. The office of Lord Mayor is apolitical and mostly ceremonial. During their year of office, the Lord Mayor will chair meetings of the Full Council, represent the city at civic and ceremonial occasions, welcome visitors to Bristol and support a wide range of Bristol based organisations and institutions by way of visits and promotion.
2. This document sets out the functions of the Lord Mayor (and Deputy Lord Mayor) as well as providing an overview of some of the key working arrangements.
3. Within Bristol there are three types of Mayor. Each role is distinct and should not be confused. Additional details can be found [here](#).

Election of Lord Mayor/Deputy Lord Mayor

4. The Lord Mayor is a Bristol City Councillor elected annually at Full Council. The position is usually given to someone who has been a Councillor for a number of years and is normally a new appointment for each term. The position of Lord Mayor (and Deputy) typically rotates between the Groups. The Deputy Lord Mayor is usually the previous year's Lord Mayor.

Mayor Making Ceremony

5. The annual (Lord) Mayor Making ceremony takes place in May at Full Council where both the Lord Mayor and Deputy Lord Mayor are elected to their year of office. This is often marked by a ceremony with guests in attendance. At the meeting, Elected Members are invited to nominate the Lord Mayor which is followed by speeches on behalf of each political party.

Lord Mayor at Full Council

6. The Lord Mayor is the Chair of Full Council. This means they manage the business of each meeting, with advice and guidance from the Monitoring Officer as necessary. They do not usually vote and must remain impartial and apolitical, as well as chair the meeting effectively, efficiently and with respect. In the event of a tied vote the Lord Mayor may exercise a casting vote.

Civic/Ceremonial Role of the Lord Mayor

7. The Lord Mayor leads all civic and ceremonial events on behalf of the City, totalling up to 800 a year. All invitations and appointments are managed by the Lord Mayor's Office (contact details below). A number of significant civic events are led by the Lord Mayor's Office in conjunction with partners and stakeholders which include; the annual

Remembrance Sunday Parade and Service; Freedom of the City ceremonies and parades; flag raising ceremonies (e.g. Commonwealth Day, Armed Forces Day and Emergency Services Day Flag Raising); the annual Lord Mayor's Medals ceremony; VE and VJ day commemorations; a number of annual faith based services; and HMS Prince of Wales affiliation activity. The office also plays a leading role in delivering Bristol's Protocol for Marking the Death of a Senior National Figure.

8. The Lord Mayor will often be accompanied by the City Swordbearer. The City Swordbearer is an ancient ceremonial role, carried out by an existing member of Bristol City Council Staff.
9. The usual attire for the Lord Mayor when on official business is the Chain/Badge of Office and robes. Neither should be worn at any event not agreed by Bristol City Council officers.
10. The Deputy Lord Mayor represents the Lord Mayor at engagements if the Lord Mayor is unavailable. If necessary, alternative representation will be sought by an Honorary Alderman or Former Lord Mayor.

Twin Cities

11. Bristol is twinned with seven cities throughout the world; Bordeaux; Hannover; Tbilisi; Oporto; Puerto Morazan; Beira; and Guangzhou. The Lord Mayor is Honorary President for the Bordeaux Hannover, Oporto and Tbilisi twinings.

Forms of Address

12. The Lord Mayor's official title is 'The Right Honourable Lord Mayor of Bristol, Councillor [insert name].' When addressed directly, the correct form of address is 'my Lord Mayor.' These forms of address equally apply irrespective of gender.
13. The Deputy Lord Mayor is known as The Deputy Lord Mayor of Bristol and is addressed as 'my Deputy Lord Mayor'.

Lord Mayor's Consort

14. The Lord Mayor may have one or more Consorts during their year of office. A female consort is referred to as the Lady Mayoress. A male consort is referred to as Lord Mayor's Consort.
15. The role of consort is acknowledged by Bristol City Council although the post holder does not receive officer support. The Lord Mayor is responsible for ensuring the Consort carries out their duties with dignity and respect. Any reports to suggest otherwise should be reported to the Lord Mayor who must take appropriate action. The Consort cannot represent the Lord Mayor. If the Lord Mayor is unavailable, representation is sought from the Deputy Lord Mayor or Honorary Alderman.

16. A Lady Mayoress should be addressed formally as 'my Lady Mayoress' and a male Consort as 'Consort' or 'Mr Consort'.

Precedence – Lord Mayor and Mayor

17. There will be times when both the Lord Mayor and Mayor will be at the same event but for a different purpose. When the Lord Mayor and Mayor are asked to speak at the same event, the Lord Mayor will normally speak first, providing an introduction. The Mayor will then give a more detailed/comprehensive speech.

Lord Mayor's Medals

18. The Lord Mayor awards up to 15 Lord Mayor's Medals at an annual ceremony, recognising local people and the work they do on a daily basis to improve their communities. Anyone who is nominated must either live or work in the city and serve the people of Bristol through voluntary community work or charitable acts. Nominations are opened in the autumn with medals awarded in the spring. They are judged by the Lord Mayor along with group Whips. With the exception of relatives or partners, anyone can make a nomination, which must be accompanied by supportive statements from; two residents of Bristol and either a Bristol City Councillor or the elected Mayor.

The Lord Mayor's Charities

19. The Lord Mayor is Patron of or connected to a significant number of charities within Bristol. Every year, the Lord Mayor's Christmas Appeal for Children takes place to generate funding to provide children in Bristol with vouchers for food, toys and clothing. The appeal is run by Rotary, Round Table and Lions Clubs with the Lord Mayor as Patron.

Lord Mayor's Parlour

20. The Lord Mayor's Parlour is located in City Hall and is typically used for the majority of the Lord Mayor's meetings and receptions. The Lord Mayor and support staff may work in the Parlour. The Parlour must not be used for personal or political use.

The Mansion House

21. The Mansion House is a commercial operation which is hired out for functions and events. It is managed by the City Council's Commercialisation team with a third party contractor. The Mansion House may be booked for Lord Mayoral engagements (via the Lord Mayor's Office).
22. The Lord Mayor can use the Mansion House without charge for personal use up to five times during their one year term, subject to agreement from Council officers. Personal events are not managed by the Lord Mayor's Office and associated costs must be met by the Lord Mayor personally (e.g. food, drink etc).

The Lord Mayor's Chapel

23. The Lord Mayor's Chapel is owned by the City Council (the country's only municipal church) and since 1722 has been the official place of worship of the Lord Mayor.

Downs Committee

24. The Downs Committee was established under the Clifton and Durdham Downs (Bristol) Act 1861 and is responsible for managing The Downs and making decisions about the area and events held there. In accordance with the Act, the Committee is chaired by the Lord Mayor.

Lord Mayor's Office

25. The Lord Mayor is supported by a small team of officers who manage Civic Affairs on behalf of the Council, including all social media.

Hospitality

26. A small hospitality budget is available to fund refreshments for Lord Mayor's events, the majority of which is pre-allocated to known/expected functions. All expenditure is subject to approval by the Lord Mayor's Office.

Transport

27. The Lord Mayor (and consort) travel to and from engagements in the Lord Mayor's car, which bears the private registration AE1 and Civic flag. The car is also used to transport the Deputy Lord Mayor (and Consort) when deputising, if available. The vehicle is procured on behalf of the Lord Mayor's office by Bristol City Council's Fleet Management Services. The vehicle should be the most environmentally friendly model available for the appropriate size and budget.

28. Taxi travel may be offered to the Deputy Lord Mayor/Honorary Alderman should the Lord Mayor's vehicle be unavailable. Lord Mayors may, on occasion, be asked to make their own travel arrangements at times (public holidays etc).

29. The Lord Mayor's car is not, under any circumstances, to be used for personal use.

Travel – National and International

30. The Lord Mayor may be asked to represent the city at events outside of the Bristol boundary. The form of travel for such events will be agreed by the Lord Mayor's Office. Overnight accommodation may be provided depending on time, ease of travel and budget.

31. International travel will be subject to Bristol City Council's International Travel Policy. The Lord Mayor's Office does not hold any budget for international travel so the Lord Mayor may be asked to self-fund or get sponsorship on occasion.

Clothing

32. The Lord Mayor and Lady Mayoress/Consort may claim up to £1500 for clothing during their year of office (between them, not individually). Claims must be made within the year of office and be accompanied by receipts.

Lord Lieutenant and High Sheriff

33. The Lord Mayor will often be at the same engagements as Her Majesty's Lord Lieutenant and the High Sheriff. Both positions are royal appointments but are non-political and unpaid. The Lord Lieutenant is the permanent representative of the Crown in the county and normally serves until retirement at between 70 and 75 years of age. The High Sheriff serves for one year and none of their expenses are paid by public funds.
34. With regard to precedence, the Lord Mayor speaks and acts on behalf of Bristol as First Citizen.

If you need advice or guidance on this Protocol please contact lordmayor@bristol.gov.uk

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