



**London Borough of Hillingdon
Mayor's Parlour
Civic Centre
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Councillor David Yarrow

The Worshipful the Mayor – 2010/2011

E-Mail: mayor@hillington.gov.uk

The following notes are for the guidance of organisers of functions to which the Mayor (and Mayoress) accept invitations. The Mayor's Personal Assistants will be pleased to advise on their application to particular occasions and would appreciate the opportunity of early consultation.

CIVIC PROTOCOL

The Mayor is the First Citizen of the London Borough of Hillingdon. During his term of office, he has a specific role to play for the local authority, as does every Mayor in the U.K. Many of the rules and regulations that govern the actions of the Mayor are passed by Parliament. The Mayor's office is apolitical and he represents the Council at many civic and ceremonial events in Hillingdon and in other boroughs.

The Mayor can add weight to special events such as the opening of new establishments and give valuable support to local groups. The Mayor changes every year and is elected by fellow Councillors at the Annual General Meeting of the Council in May.

Mode of Address

The description for the purpose of printed matter or announcement is "**The Worshipful the Mayor of Hillingdon, Councillor David Yarrow**" and when his Mayoress is also present "**The Worshipful the Mayor and Mayoress of Hillingdon Cllr David Yarrow and Mrs Rita Kilroy**."

The correct manner of address for the Mayor is "**Mr Mayor**" and for the Mayoress Mrs Rita Kilroy.

Precedence

The Mayor has statutory precedence as First Citizen, i.e. he ranks immediately after Members of the Royal Family. Specifically, he always takes precedence within the Borough except when Her Majesty's Lieutenant (or a Deputy Lieutenant acting for the Lord Lieutenant) is attending in his/her official capacity representing the Sovereign or when any other person is present as the Sovereign's representative. Unless Royalty (or representative) is present the Mayor should be placed to the immediate right of the person presiding at the function. It is customary for those present to rise when the Mayor enters and leaves.

Dress

The Mayor normally wears his chain and badge of office at functions held within the Borough. It is not normal for the Mayor to wear his robes at non Civic occasions, except in special cases or when the Mayor is presenting prizes at a school and it is considered desirable for the children to see their First Citizen so attired.

Time of Arrival

Unless otherwise requested, the Mayor can be expected to arrive approximately 10 minutes before the time of a luncheon or dinner; and five minutes before a meeting or similar function. He should be met at the door by some responsible person and escorted to the room where the function is being held.

Photographs/Videos

Photographs/Videos of the Mayor/Deputy Mayor should not be used for personal advertisement purposes and it is advisable that you contact the Mayor's Office of your intention and seek permission beforehand.

Car

The Mayoral car should be able to draw up without hindrance at the entrance to the building in which the function is taking place. Arrangements for parking the car near the entrance should be made.

Speeches

If the Mayor (or Mayoress), or Deputy Mayor is required to preside at a meeting and/or make a speech, his/her agreement should be sought in advance. If a speech or toast is involved, then an appropriate speech should be provided for the Mayor at least 5 days before the function.

The Deputy Mayor, Cllr Mary O'Connor MBE

The above notes apply to the Deputy Mayor, Cllr Mary O'Connor MBE, except that her title is "The Deputy Mayor of Hillingdon". She is referred to as "The Deputy Mayor" or in speech "Deputy Mayor". The Deputy Mayoress, Miss Claire Moore, is referred to as such and in speech "Deputy Mayoress" as is the "Deputy Mayor's Escort", Mr Tim McCarthy. When the Deputy Mayor is attending a function in place of the Mayor, she should be accorded the same precedence due to the Mayor, and all relevant advice in the above text should be granted to her.

The Chief Executive

If the Chief Executive attends a function with the Mayor he should be placed next to the Mayor or only separated from him by the principal guest.