

Guidance for Mayoral events

Organisers of functions attended by the Mayor should be aware of the following protocols:

Precedence

As the first citizen of the Borough, the Mayor takes precedence over all other people, except in the presence of Her Majesty The Queen, members of the Royal Family and the Queens representative, the Lord Lieutenant of Merseyside.

Arrival

The responsible person should meet the Mayor at the entrance on arrival and should introduce them to the host or to the assembled company.

When the Mayor enters, those present should rise, which should be repeated when the Mayor leaves.

The Mayor should be addressed throughout as 'Mr Mayor' or 'Madam Mayor'.

Seating arrangements

Unless the Mayor occupies the Chair, they should be seated on the immediate right of the person presiding. This relates only to functions held in Wirral. In other cases, the Mayor should be given seating appropriate to their office.

Speeches

Please give careful consideration to the suggested content and length of speech by the Mayor and give the Civic Services Officer (contact details below) as much prior notice as possible.

Except for an introduction, it is normal for the Mayor to be the first speaker.

Media coverage

The local media is informed weekly of the Mayor's diary of engagements, however, organisations wishing for coverage of their event should make direct contact with the local media.