



## **Elstree and Borehamwood Town Council**

### **Procedure for Mayoral Attendance at Civic Engagements**

#### **Badges of Office**

1. Badges of Office must only be worn where the wearer is carrying out a function in which he or she is acting in a capacity as a designated representative or spokesperson for the Town Council.
2. Badges of Office include:
  - The Mayoral Chain;
  - The Deputy Mayoral Chain; and

Past Mayoral Badges may be worn by past Mayors at any event they deem fit for the purpose to do so which seek to promote the good name and reputation of the Town Council (subject to the badge wearing policies of the host authority).

3. Appropriate Functions for wearing a badge of office are:
  - Mayoral/ Deputy Mayoral functions listed on the weekly engagements list that are booked through the Town Council Offices;
  - Meetings of Full Council, Annual Council, Special Council and Annual Parish Meeting;
  - Civic Events organised by the Town Council (Christmas Switch On, Fireworks Night, Pre-Festival Event, all events throughout the Civic Festival fortnight, musical concerts and special events approved by the Entertainments Committee e.g. beacon lightings); and
  - Official Mayoral portrait photographs

4. The wearing of Badges of Office outside of Elstree and Borehamwood requires prior consent from the relevant authority being visited. This authority is sought and obtained via the Council Office.

### **Attendance**

5. All invitations for civic engagements should be referred to the office in the first instance.

6. The Town Mayor is invited first (if the Deputy Mayor is invited directly by the organisation he/she must then notify that organisation that the invite is being passed on to the office to be offered to the Mayor in the first instance)

7. If Town Mayor cannot attend, the Deputy Mayor is asked to attend through the office to represent the Council.

8. If the Deputy Mayor cannot attend, the invitation is offered to an available Past Mayor.

9. The office notifies the organisation of who is attending the event and makes necessary arrangements (including car parking and chain of office protocol).

**Date Policy Reviewed:**

12 July 2018

**Review Body:** General Management Committee

**Review Period:** every 1 year

**Next Review:** June/July 2019