

GATESHEAD COUNCIL

GUIDANCE NOTES FOR ORGANISERS OF FUNCTIONS WHICH THE MAYOR OF GATESHEAD ATTENDS

1. FORMS OF ADDRESS

The Mayor should be formally referred to as “**The Worshipful The Mayor of Gateshead. Councillor**”. When addressed directly, the correct form of address is “**Mr Mayor**”. If the Mayor is a lady the form “**Madam Mayor**” should be used.

The Mayoress is addressed as “**Mayoress**”.

The title Lord Mayor and Lady Mayoress only apply to certain cities in the UK. They do not apply to Gateshead and should not be used.

The Deputy Mayor and Deputy Mayoress are addressed as “**Deputy Mayor and Deputy Mayoress**”.

2. INVITATIONS FOR THE MAYOR TO GO TO A FUNCTION

The Mayor’s Secretary should receive invitations, in writing, at the earliest possible date.

The Mayor’s Secretary will let you know, as soon as possible, if the Mayor can accept your invitation. If the Mayor is able to accept, you will be sent a questionnaire form to fill in. It is important that the Mayor and Mayoress are given as much information about the function you have invited them to. As well as being helpful to the Mayor and Mayoress it will also help to make your function a success.

If the Mayor cannot accept your invitation, the Mayor may, with the agreement of yourselves, ask the Deputy Mayor to go instead. Requests should **not** be made directly to the Deputy Mayor unless the Mayor agrees. The Mayor’s Secretary will make arrangements with the Deputy Mayor.

3. PRECEDENCE

The Mayor is the first citizen of the Borough and takes precedence in the Borough unless a member of the Royal Family is present.

If the Mayor is not taking the Chair, the Mayor should sit on the immediate right of the Chairman.

Mayors or Chairman of Boroughs or District councils who attend a function in Gateshead should ask the Mayor’s permission to wear chains of office or badges (whether or not the Mayor is present).

4. WHEN THE MAYOR ARRIVES

A responsible person from your organisation, group or department, should meet the Mayor and Mayoress when they arrive. The Mayor and Mayoress should be accompanied at all times during the function and to their car when

they leave. The Mayor should **not** be left alone at any time during the function, even if accompanied by his Mayoress or Consort.

5. EMERGENCY CONTACT DETAILS & NUMBERS

If you need to inform the Mayor and Mayoress about any changes to the original booking i.e. change of arrival/departure time, cancellation of the event etc you can in the first instance contact the Civic Officer and Mayor's Secretary on (0191) 433 2011 (office hours).

Outside of office hours you can contact the telephony team at Gateshead Civic Centre on (0191) 433 3000 Monday – Friday 5.00 pm until 8.00 pm and Saturday 8.00 am until 1.00 pm.

After 8.00 pm and on a Sunday you can contact ETIS on (0191) 433 4111 who will ensure that the appropriate message is passed on to the Mayor's Driver.

If you would like any more information please ring me on **(0191) 433 2011**.

**Josephine Stewart
Civic Officer and Mayor's Secretary
Chief Executive's Office**