

Corporate Services & Governance

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 Attend 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. It is important that the Mayor and Mayoress are given as much information as possible about the function you have invited them to attend. 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 your agreement, ask the Deputy Mayor to attend. Requests should not be made directed 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. (NB the Lord Lieutenant of Tyne and Wear is HM the Queen’s representative and will be given precedence over the Mayor).

If the Mayor is not taking chairing the meeting to which he has been invited, 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 seek the Mayor's permission to wear chains of office or badges (whether or not the Mayor of Gateshead is present).

5. Speeches

If you wish the civic guest to speak at your event, please submit a draft speech either by email or by post to the Civic Officer and Mayor's Secretary no less than seven days before the event. Failure to do so and the civic guest may not be guaranteed to speak.

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 the Mayoress or Consort.

5. Urgent Contact Details & Numbers

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

Outside office hours you can contact Customer Services at Gateshead Civic Centre on (0191) 433 3000 Monday – Friday 5.30pm.

After 5.30 pm weekdays and anytime on Saturday and Sunday you can contact Care Call on (0191) 433 4111. In either case the service will ensure that the appropriate message is passed on to the Mayor's Driver.

If you would like any more information please contact:

Civic Officer and Mayor's Secretary
Corporate Services & Governance
Tel. 0191 433 2011
Email mayorsoffice@gateshead.gov.uk