COMMITTEE REPORT

Subject:	*Civic Handbook 2026 - Review and Mayoral Eligibility Process*
Committee:	*Full Council*
Item Number:	*18*
Date:	*9 November 2026*
Author:	*Janine Whitty, Head of Corporate & Deputy Chief Executive Officer*
Report status:	*Decision*
Confidential / Exempt:	*No*

1. Report Summary

1.1 This report asks Full Council to approve the revised Civic Handbook 2026 following consideration by the Governance, Policy & HR Committee on 5 October 2026.

1.1 The Handbook is the Council's working framework for civic and ceremonial activity, including the roles of the Mayor and Deputy Mayor, civic protocol, engagements, regalia, the Civic Party and the Order of Precedence.

1.2 The Committee endorsed the draft Handbook and recommended that Full Council approve Option 3 for a councillor who declines nomination for Mayor, together with an exceptional one-year deferral provision.

1.3 Under Option 3, a councillor who declines nomination would move to the bottom of the Order of Precedence but remain eligible for future consideration. A councillor unable to accept because of exceptional personal circumstances could seek a one-year deferral.

2. Recommendations

It is recommended that Full Council:

2.1 Approves the Civic Handbook 2026, attached at Appendix A.

2.1 Approves Option 3 as the rule to apply where a councillor declines nomination for the office of Mayor, whereby the councillor moves to the bottom of the Order of Precedence but remains eligible for future consideration.

2.2 Approves the exceptional one-year deferral provision for a councillor who is unable to accept nomination for the office of Mayor due to exceptional personal circumstances.

2.3 The approved changes to the Civic Handbook and Mayoral Eligibility will take effect immediately, and therefore councillors that have previously declined mayoral nomination will be subject to this process.

3. Background

3.1 The Civic Handbook provides guidance for the conduct of civic and ceremonial events and activities undertaken by Salisbury City Council. The current document is Version 4, published in May 2021, with a stated review date of May 2024.

3.1 The existing Handbook states that the Order of Precedence is used to determine who will be nominated to stand for election as Mayor and Deputy Mayor. It records the established precedence criteria: date of Mayoralty in Salisbury; a presumption that a councillor serves as Mayor only once; cumulative service; continuous service where cumulative service is equal; and percentage of vote where all other criteria are equal.

3.2 The review identified that neither the current nor draft Handbook specified the consequence where a councillor declines the Mayoral opportunity or requires a short deferral because of exceptional personal circumstances. The review provides an opportunity for members to establish a clear local process while preserving Full Council's statutory annual election of the Mayor.

3.3 At its meeting on 5 October 2026, the Governance, Policy & HR Committee considered the revised Civic Handbook and the proposed options regarding Mayoral eligibility. The motion was proposed by Cllr S Charleston and seconded by Cllr P Podger.

3.4 The Committee resolved to:

a. Endorse the draft Civic Handbook 2026, attached at Appendix A, and recommend its approval by Full Council, subject to any amendments agreed by the Committee.

b. Select Option 3 set out in Section 4 to determine the rule that will apply where a councillor declines nomination for the office of Mayor and recommend this preferred option to Full Council for approval.

c. Recommend the exceptional one-year deferral provision set out in Section 4 to Full Council for approval.

4. Proposal

4.1 Full Council is asked to approve the revised Civic Handbook 2026 in accordance with the recommendation of the Governance, Policy & HR Committee. Version 5 modernises the existing Handbook and updates officer titles, terminology and operational arrangements, while retaining the established framework for the Mayor's civic role, Deputy Mayor arrangements, civic engagements, regalia, ceremonial officers and the Civic Party.

4.1 Where a councillor declines the opportunity to be nominated for Mayor under Option 3:

a. The councillor will move to the bottom of the Order of Precedence but will remain eligible for future consideration as Mayor.

b. All other eligible councillors will move ahead of them in the Mayoral succession order.

c. The councillor may be considered again only when they subsequently rise to the appropriate position in the Order.

d. The Order of Precedence will be reset following each election year, when the Mayoral succession order will be recalculated in accordance with the approved precedence criteria.

4.2 This approach removes the councillor's immediate priority for nomination without permanently excluding them from future Mayoral succession.

4.3 The exceptional deferral provision will operate independently of Option 3 and will not be treated as a formal decline of the Mayoral role. Where the councillor next in line is unable to accept due to exceptional personal circumstances, the Proper Officer may approve a deferral for one municipal year.

4.4 The next eligible councillor in the Order of Precedence will be approached for nomination for that year. The councillor granted a deferral will not be recorded as having declined and will receive priority consideration in the following municipal year, immediately after the serving Deputy Mayor and before the normal Order of Precedence is applied.

4.5 The deferral will apply for one municipal year only and will not constitute an appointment or guarantee that the councillor will become Mayor. Requests will be considered case by case by the Proper Officer, using only the information necessary to make and record the decision and handling personal information confidentially.

4.6 The provision may also apply following an election where a councillor unexpectedly moves up the Order of Precedence and requires one year to make appropriate arrangements to undertake the Mayoral role.

5. Key Changes and Application of the Order of Precedence

5.1 The principal changes from Civic Handbook Version 4 (2021) to the proposal.

5.2 Version 5 (2026) are summarised below. The table highlights material and operational changes for Members and is not intended to be a line-by-line schedule; the draft Civic Handbook at Appendix A should be read in full.

Area	Version 4 (2021)	Proposed Version 5 (2026)
Document ownership and terminology	Version 4 is owned by the Corporate Services Manager and uses titles and terminology including City Clerk, Corporate Support Officers, the Queen and "Purdah".	Version 5 is owned by the Head of Corporate Services and updates references to the CEO, Senior Corporate Officers, the King and "Pre-Election Sensitivity".
Citizenship ceremonies	The Mayor or their representative is required to attend. The text refers to allegiance to the Queen and a business suit.	The Mayor or Deputy Mayor is required to attend. The text is updated for allegiance to the King and refers to business attire.
Mayoress, Consort and Escort	The definition of Consort refers to a male or female supporter.	The definition of Consort is updated to refer to a male, female or non-binary supporter.
Civic engagements	Engagements are routed through Corporate Support Officers and the Handbook contains detailed booking, acceptance and engagement administration provisions.	Engagements are routed through Senior Corporate Officers and the operational wording is simplified while retaining the requirement for engagements to be managed through Corporate Services.

Area	Version 4 (2021)	Proposed Version 5 (2026)
Regalia, honours and decorations	The Handbook includes a two-week return provision for regalia and states that the Mayor, advised by Corporate Services, decides whether decorations are appropriate.	Some detailed regalia wording is removed. For civic events, Corporate Services determines whether the nature or importance of the occasion makes decorations appropriate.
Ceremonial Officers	Honorary Ceremonial Officer appointments are made by the City Clerk and the Corporate Services Manager liaises with the City Beadle.	Honorary appointments are made by the CEO and Senior Corporate Officers liaise with the City Beadle.
Civic Party and invitations	The Mayor, Leader of the Council and City Clerk agree the guest list before each civic function.	The specific three-person guest-list provision is removed. The draft states that inclusion on the civic list does not guarantee an invitation and that the list may be updated to reflect changing relationships and priorities.
Past Mayor / Mayoress badges	The outgoing Mayor receives a Past Mayor's Badge. The Mayor may choose to present a Mayoress/Consort badge, with the option of a gilt badge at personal expense.	The outgoing Mayor will receive a Past Mayor's Badge and the outgoing Mayoress will also be awarded a Past Mayoress's Badge.
Honorary Recorder	The Handbook states that the appointment has no financial implications, other than the possibility of a small gift when the Recorder stands down.	The draft identifies financial implications for the swearing-in ceremony, official scroll and a small gift when the Recorder stands down.
Civic transport	The normal practice is described as hiring a car and chauffeur for selected civic and high-profile events.	The normal practice is updated to the use of taxis, with an executive car available for specified high-profile occasions.
Overseas trips	The Policy and Resources Committee determines whether to accept an invitation. Detailed provisions cover a third attendee, travel costs and invitations to other serving councillors.	Full Council determines whether to accept an invitation. The detailed provisions on a third attendee, travel costs and invitations to other serving councillors are removed from the draft.
Mayoral speeches	The Handbook states that speeches are published on the Council website and that the Business Manager offers support but will not routinely draft speeches unless requested.	Officers may support speech writing; speeches written by the Mayor are to be approved by the Senior Corporate Officer or Communications Officer; and speeches for SCC events will be provided.

Area	Version 4 (2021)	Proposed Version 5 (2026)
Mayoral charity arrangements	Funds are paid into the chosen charity's own bank account and kept separate from SCC systems. The Handbook also sets out a Charity Committee and limits officer involvement.	Funds may be paid into the charity's own account or a Mayoral charity account managed by the Mayor, kept separate from SCC financial systems. The previous detailed Charity Committee and officer-involvement provisions are removed.
Guildhall discretionary use	The Mayor may grant free use of the Guildhall, Monday to Friday, up to four times a year.	The allowance is reduced to up to three times a year. Bookings require Operations Manager approval and charges may apply for linen, crockery, staffing or other additions.
Flag flying	The Handbook lists specific occasions when the City Flag is flown and separate occasions for half-mast.	The City Flag is stated to be normally flown on the Guildhall, subject to the separate Flag Flying and Guildhall External Lighting Policy, with half-mast provisions retained.
Order of Precedence	Annex A contains the 2021/22 Order of Precedence and the established criteria for determining the order.	Annex A is updated to the 2026/27 Order of Precedence. The separate policy decision on declining or exceptionally deferring a Mayoral opportunity is set out in section 5 of this report.

5.3 The changes above are separate from the new process choice on how a declined Mayoral opportunity should affect the Order of Precedence.

5.4 The new Order of Precedence provision would apply only where a councillor declines the opportunity to be nominated, or where an exceptional one-year deferral is approved. A deferral would not count as a decline. Whichever option is selected, the Handbook should state expressly that the Order of Precedence guides nomination only and that the Mayor continues to be elected annually by Full Council.

6. Financial Position

6.1 No new budget is requested as a direct consequence of the Handbook review or the Order of Precedence changes. Civic activity will continue to be managed within approved civic and service budgets, Financial Regulations and normal officer controls.

6.2 The Handbook covers activities with financial implications, including civic transport, civic gifts, hospitality, the Honorary Recorder and use of the Guildhall. Any expenditure not provided for within existing budgets will require approval in accordance with the Council's Standing Orders and Financial Regulations.

7. Legal and Governance Considerations

7.1 Section 15 of the Local Government Act 1972 requires the Chair of the Council to be elected annually by the Council from among its councillors, with the election being the first business at the annual meeting. The Handbook therefore distinguishes between the Council's local arrangements for identifying or offering a nomination and Full Council's statutory annual election.

7.2 The Local Government Act 1972 does not prescribe the Council's local Order of Precedence or a statutory sequence for inviting councillors to accept nomination. The Order is a locally adopted governance arrangement and does not create a statutory entitlement to become Mayor.

7.3 Option 3 and the exceptional deferral provision guide the local nomination process only and do not bind or restrict Full Council when electing the Mayor.

8. Consultation and Engagement

8.1 The Governance, Policy & HR Committee considered the revised Civic Handbook and the proposed Mayoral eligibility arrangements on 5 October 2026 and made the recommendations set out in this report.

9. Strategic and Policy Alignment

9.1 The Handbook supports consistent governance of the Council's public-facing civic role and provides a common reference point for Members and officers. The clarified arrangements will make the local Mayoral succession process more transparent and administratively consistent.

9.2 The Handbook should be read alongside the Council's Standing Orders, Financial Regulations, Policy and Procedures Management framework and other relevant governance documents.

10. Next Steps

10.1 Subject to Full Council approval, the next steps will be as follows:

a. Incorporate the approved Option 3 and exceptional one-year deferral wording into the final Civic Handbook 2026.

b. Publish Version 5 and replace Version 4 as the Council's current Civic Handbook.

c. Apply the approved Order of Precedence arrangements to future Mayoral nomination processes.

10.2 Responsibility for implementation will sit with the Head of Corporate & Deputy Chief Executive Officer and Corporate Services team. The Proper Officer will administer any exceptional deferral in accordance with the wording adopted by Full Council.

11. Implications

Implication Area	Impact	Comments / Mitigation
Financial	Low	No new budget is requested. Existing civic expenditure remains subject to approved budgets and Financial Regulations.
Legal	Medium	The Order of Precedence guides nomination but must not bind Full Council's annual statutory election of the Chair.
Risk	Medium	A clear adopted rule reduces ambiguity, inconsistent treatment and avoidable governance or reputational disputes.

Implication Area	Impact	Comments / Mitigation
Personnel	Low	Implementation can be managed within existing Member-governance and Corporate Services responsibilities.
Environmental Impact	Low	No material environmental impact arises from the Order of Precedence or deferral provisions.
Equalities Impact Statement	Low	Exceptional personal circumstances may be considered consistently and reasonably without automatically treating the councillor as having declined.
Community / Public Impact	Medium	A transparent nomination and precedence process supports clarity for Members, officers and the public.
Procurement / Contractual	Low	No procurement or contractual decision arises from the proposed succession arrangements.
Property / Asset	Medium	The wider Handbook continues to govern civic regalia and discretionary use of the Guildhall.
Data Protection	Low	Only information necessary for a deferral decision should be obtained, recorded and retained, with appropriate confidentiality controls.

12. Appendices / Background Papers

12.1 Appendix A - Civic Handbook 2026 (Version 5 - Draft).
12.2 Background Paper - Civic Handbook CS026 Version 4 (May 2021).

SALISBURY
CITY COUNCIL

Civic Handbook

Policy Number	Version	Owner	Date Reviewed	Date Cllrs Reviewed	Date Published	Review Due	Review Team
CORP/PG/001	5	CM	July 2025	Sep 2025		July 2028	HOC
CS026	4	CSM			May 2021	May 2024	Management
CS026	3	CSM			Feb 2018	Feb 2021	Management
CS026	2	AC			Feb 2013	Feb 2017	Management
CS026	1	AC			August 2011	Feb 2013	Management

Distribution
Internal: All SCC Staff
External: Website/Councillors/Partners

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Annex A – The Order of Precedence 2026–27
Annex B – The Civic List

1. Introduction

1.1. This handbook provides guidelines for the conduct of civic and ceremonial events and activities for Salisbury City Council.

1.2. The guide is intended to be a working document which will be updated and referred to committee, as required.

1.3. Salisbury City Council (SCC) was established in April 2009 as part of the local government reorganisation carried out at that time across Wiltshire.

1.4. Between 1974 and 2009 Salisbury District Council and Wiltshire County Council were the local government organisations within Wiltshire. In Salisbury, the Charter Trustees were formed during this period to carry on the mayoralty and the ceremonial obligations of the City.

1.5. With the reformation of the SCC in 2009, the Charter Trustees and their functions were subsumed into the newly created body.

1.6. There are 24 Councillors representing 8 wards:

1.6.1. Bemerton Heath (3 Cllrs).
1.6.2. St Francis and Stratford (3 Cllrs).
1.6.3. Milford (3 Cllrs).
1.6.4. Fisherton and Bemerton Village (3 Cllrs).
1.6.5. St Pauls (3 Cllrs).
1.6.6. St Edmund's (3 Cllrs).
1.6.7. Harnham West (3 Cllrs).
1.6.8. Harnham East (3 Cllrs).

1.7. SCC is a Parish Council and derives its income from the precept paid by local residents and from services it provides. It receives no direct government funding. SCC provides, amongst other things, the following services and facilities in Salisbury:

1.7.1. Allotments.
1.7.2. Markets and Fairs.
1.7.3. Parks and Playgrounds.
1.7.4. The Guildhall.
1.7.5. Bemerton Heath Neighbourhood Centre.
1.7.6. Community Development including grants.
1.7.7. The Crematorium and Cemeteries.
1.7.8. Sports Pitches.
1.7.9. Community Grants.
1.7.10. Information for tourists and residents.

1.8. The City Council also promotes and represents the city's interests with other Councils, as well as with national and statutory bodies.

2. Roles and Responsibilities of the Mayor:

2.1. There are two distinct tasks for the Mayor, which are to be the Chair of Salisbury City Council and to be Salisbury's 'first citizen'. The main tasks are as follows:

2.1.1. To chair Full Council meetings of the Council and enable its business to be carried out in an orderly and proper manner, having regards to statutory obligations and Standing Orders for the conduct of meetings.
2.1.2. To preside, as ceremonial head of the whole Council, over its civic functions and social occasions.
2.1.3. To promote, raise the profile, and gain publicity for projects and events that benefit the City and its citizens.
2.1.4. To celebrate success, both for Council and Salisbury organisations.
2.1.5. To host events, receive and welcome VIP's and observe civic protocol.
2.1.6. To represent the Council at functions as requested.
2.1.7. To support any charities, if chosen by the Mayor, in raising funds.

3. Citizenship:

3.1. The Mayor should encourage citizenship and participation in the life of the City.

3.2. The Mayor or Deputy Mayor is required to attend the Citizenship Ceremony on the first Wednesday of each month.

3.3. The ceremony is conducted by the Registrar where new citizens will swear or affirm their allegiance to the Monarch and make a pledge of loyalty. They will be presented with their Citizenship Certificate, and the National Anthem will be sung.

3.4. Mayoral duties at the Citizenship ceremony are likely to include:

3.4.1. Give a short speech extolling the virtues of Salisbury, the importance of voting and the benefits of getting to know their own communities.
3.4.2. Hand out small gifts (supplied by Registrar).
3.4.3. Welcome the new citizens.
3.4.4. Be prepared to be photographed.

3.5. The Mayor would be expected to wear business attire and the Mayoral Chain.

4. Roles and Responsibilities of the Deputy Mayor:

At the request of the Mayor;

4.1. Deputise for the Mayor, when the Mayor is unable to fulfil the duties of that post

4.2. Support the Mayor at annual civic events and other events hosted by the Council

4.3. In Deputy Mayor will be the Vice- Chair of the Council and chair Full Council meetings in the Chair's absence.

5. Mayoress/Consort/Escort:

5.1. These roles are not recognised by law, although their contribution to civic life is widely appreciated. If the Mayor chooses to appoint a supporter, the role may be undertaken by a spouse, partner, friend or relative of either sex, and is accorded precedence alongside the Mayor.

5.2. The title of Mayoress was originally bestowed on the Mayor's wife but may also be applied to any female supporter of the Mayor.

5.3. Locally the following definitions apply:

5.3.1. Mayoress – a female supporter of the Mayor, nominated by the Mayor at their Mayor Making.
5.3.2. Consort – a male, female, or non-binary supporter of the Mayor, nominated by the Mayor at their Mayor Making.
5.3.3. Escort – a male or female supporter of the Mayor, who provides support on an occasional or ad hoc manner. The Mayor does not nominate them at their Mayor Making.

5.4. It is generally understood that the Mayoress/Consort/Escort will provide assistance as follows: -

5.4.1. To provide personal support to the Mayor.
5.4.2. To accompany the Mayor on engagements.
5.4.3. To support the observance of civic protocol.
5.4.4. To support the Mayor's charity as appropriate.

5.5. On occasions when the Mayoress/Consort is unable to accompany the Mayor to an engagement, the Mayor can choose to either attend alone or take another person to accompany them. Should the Mayor wish to take another Escort, it is important that this person does not wear the Mayoress/Consort's chain and that the Corporate Services Department is given advanced notification of the person attending, so they can inform the person/organisation inviting the Mayor.

6. Conduct of the Mayor:

6.1. In carrying out their roles, the Mayor, Deputy Mayor, Mayoress, Consort, or Escort should consider the public nature of their office. Behaviour and manner will need to be appropriate at all times and not bring the Council into disrepute. They should follow the advice and guidance issued by the Corporate Services Department and should not:

6.1.1. Attend any function or otherwise give support to any organisation or person whose objectives are contrary to law and/or Council policy.
6.1.2. Solicit engagements or visits or otherwise procure favours by virtue of office.

7. Election of the Mayor and Deputy Mayor:

7.1. The Order of Precedence (as shown at Annex A) is used to determine who will be nominated to stand for election to Mayor & Deputy Mayor. It is also used to set an Order of Procession when the Civic Party for the City of Salisbury process 'in state'.

7.2. Where a Councillor declines the opportunity to be nominated for Mayor, one of the following provisions will apply:

Option 1 – Remain in the Mayoral succession order and retain future eligibility

The Councillor's position in the Order of Precedence will remain unchanged. A decision to decline will apply only to that municipal year and the Councillor will remain eligible to be considered again in future years.

Option 2 – Retain civic precedence but withdraw from future Mayoral succession

The Order of Precedence will record the Councillor as "Declined Mayoral Role – [Year]". The Councillor will retain civic precedence but will no longer be approached for nomination as Mayor through the Order of Precedence.

The Councillor will be placed below serving Councillors who have previously served as Mayor, but above Councillors who remain eligible for future Mayoral nomination.

Option 3 – Move to the bottom of the Order but retain future eligibility

The Councillor will move to the bottom of the Order of Precedence but will remain eligible for future consideration as Mayor. All other eligible Councillors will move ahead of them in the Mayoral succession order.

The Order of Precedence is reset following each election year, at which point the Mayoral succession order would be recalculated in accordance with the approved precedence criteria.

7.3. Exceptional Circumstances Deferral

7.3.1. Where a Councillor who is next in line to be offered nomination as Mayor is unable to accept due to exceptional personal circumstances, the Proper Officer may approve a deferral for one municipal year.

7.3.2. A Councillor granted a deferral will not be treated as having declined the Mayoral role. The next eligible Councillor in the Order of Precedence will be approached for nomination for that municipal year.

7.3.3. The Councillor granted the deferral will receive priority consideration in the following municipal year, immediately after the serving Deputy Mayor and before the normal Order of Precedence is applied.

7.3.4. An additional expectational circumstances criterion could also apply in an election year. The election could result in a councillor unexpectedly moving up the Order of Precedence and becoming next in line to be nominated as Mayor. The councillor may have to request the deferral to allow them to make appropriate arrangements to be able to undertake the Mayoral role in the following municipal year.

8. Councillors Order of Precedence:

The following criteria will be applied in the order shown to determine the Order of Precedence (as agreed at Services Committee on 9 February 2015):

8.1.1. Date of Mayoralty in Salisbury – earliest most senior.
8.1.2. Presumption of Mayor only once.
8.1.3. Cumulative service – the longest cumulative service, including as a Charter Trustee prior to 2009.
8.1.4. Continuous service – shortest gap in service most senior, where cumulative service is equal.
8.1.5. Percentage of vote cast – where all else equal, highest % of votes cast is senior.

9. The Mayor Elect in an Election Year:

9.1. In an election year, the Mayor Elect shall, if re-elected, retain his/her position as Mayor Elect and hence be proposed as Mayor at the Council's Annual Meeting.

9.2. If the Mayor Elect is not re-elected then the Deputy Mayor Elect (assuming they are re-elected) will be proposed as Mayor at the Council's Annual Meeting.

9.3. In an election year, the Deputy Mayor Elect, shall, if re-elected, retain his/her position as Deputy Mayor Elect and hence be proposed as Deputy Mayor at the Council's Annual Meeting.

9.4. If neither the Mayor Elect nor Deputy Mayor Elect are re-elected then the Order of Precedence criteria will be used to determine the Mayoral nominations.

10. Order of Procession for Civic Party:

10.1. The order of procession of the Civic Party, if all present and dependent on the occasion will generally be:

10.1.1. The Lord Lieutenant of the County.
10.1.2. The High Sheriff of the County.
10.1.3. The Mayor.
10.1.4. The CEO.
10.1.5. The Mayor's Chaplain.
10.1.6. The Deputy Mayor.
10.1.7. The Chair of the County Council.
10.1.8. City Councillors.
10.1.9. Honorary Freemen.
10.1.10. The Judiciary including the Honorary Recorder.

10.2. The order is based upon the Order of Precedence as given by Debrett Etiquette handbook but will be moderated by local custom and practice as the occasion demands.

11. Engagements:

11.1. It is essential that every engagement is routed through the Senior Corporate Officers (SCO). Sometimes, the Mayor will be approached in person, by letter, over the

phone, by representatives of the charity, or an organisation asking him/her to attend a function.

11.2. The Mayor, in the above instances, is to refer all persons to the Senior Corporate Officers who can advise on the availability of the Mayor and inform them of the proper procedures.

11.3. Senior Corporate Officers will send out the appropriate booking form to be completed for all engagement requests. This booking form helps the Mayor to plan a speech and lets him/her know exactly what is expected when he/she reaches the venue. In addition, it prevents the possibility of a clash of functions and helps to plan and organise the Mayor's diary.

11.4. An engagement, once accepted, should not be cancelled except for most important reasons and under no circumstances swapped for a later invitation perceived to be more appealing. The organiser of each event sees theirs as being the most important (this could run the risk of adverse publicity).

11.5. The Mayor should attend punctually and be ready to take their place at the appointed time, complete with Chain of Office and robes where applicable (see below for guidance).

11.6. The Mayoral Scout and Guide may be invited to attend events if deemed appropriate by the Corporate Services Department.

11.7. All contact with the Scout and Guide should be through the Corporate Services Department.

12. Chain and Robes:

12.1. It is improper to wear civic insignia (i.e. Chain of Office or Robes) at any event where the holder of civic office to which they relate is not present in that capacity. For councillors this applies to robes, which should only be worn on official ceremonial occasions.

12.2. There is no right for the Mayor to wear any official civic insignia outside the City unless permission is granted by the relevant Civic Head of the area concerned.

12.3. The Corporate Services Department can offer advice for each civic engagement if it is not clear from the invitation what to wear.

12.4. On occasions when City Councillors are supporting the Mayor on any of his/her civic duties and the Mayor is wearing the Chain of Office only and not robes, then those Councillors who have been Mayor should wear their Past Mayor's Collar and Badge.

13. General Guidelines for the Wearing of Robes and Mayoral Chain:

13.1. The general guidelines for the wearing of the Chain of Office and robes are set out below. If a Mayor is unsure then they should seek guidance from the Corporate Services Department.

14. Functions where robes and chain are appropriate:

14.1. Unless specified by the event organisers not to wear the Chain of Office and permission has been granted by neighbouring Civic Heads, the Mayor will be expected to wear the Chain of Office to all accepted invitations. When it is appropriate to wear all civic insignia would be at:

14.1.1. Public functions within Salisbury City attended by a member of the Royal Family (subject to arrangement with the organisers).
14.1.2. Annual General Council Meeting (Mayor Making).
14.1.3. Civic Church Services.
14.1.4. Special events, when appropriate, as promoted by Salisbury City Council.
14.1.5. Civic wreath laying ceremonies.
14.1.6. Greeting the High Court Judges.
14.1.7. Mayor's official receptions.

14.2. **Functions where chain is appropriate**

14.2.1. Functions outside Salisbury City attended by a member of the Royal Family (providing the permission of the relevant mayor/chairman is given).
14.2.2. Civic receptions.
14.2.3. Receiving or entertaining parties of visitors to the Guildhall.
14.2.4. Civic receptions in other towns (by agreement).
14.2.5. Meetings where the Mayor presides or officiates.
14.2.6. Opening conferences of organisations of a public character.
14.2.7. Opening exhibitions arranged by organisations of a public character
14.2.8. Speech days and school prize-giving and open days.
14.2.9. School sports days or carol services.
14.2.10. Memorial services.
14.2.11. Hospital visits.
14.2.12. Military services.
14.2.13. Festival of Remembrance.
14.2.14. Inspections of units and depots of the armed forces.
14.2.15. Bazaars, carnivals.
14.2.16. Full Council Meetings.
14.2.17. Functions outside the city except those specifically mentioned above.
14.2.18. Private church attendances.
14.2.19. Theatre visits, concerts, film performances or dances.
14.2.20. Dinners & lunches.
14.2.21. Annual shows of local organisations.
14.2.22. Opening/viewing exhibitions of private organisations.
14.2.23. Receptions of private organisations.
14.2.24. Sporting events.
14.2.25. Opening new premises of commercial organisations.
14.2.26. Visits to factories, workshops and other similar places.

14.3. **When wearing official Robes and Hats, the Mayor should remove the Hat when:**

14.3.1. Acknowledging Salutes.
14.3.2. During the playing of the National Anthem.
14.3.3. In the presence of a member of the Royal Family.

14.3.4. During March Pasts, the Mayor should remove and replace the Hat as each section passes the salute.
14.3.5. On an inspection when the Mayor passes the Colours.

15. Civic Regalia – Safe Custody Guidelines:

15.1. Council has agreed the following guidelines for the safekeeping of the Civic Regalia. These should be read carefully and adhered to. If there is any doubt regarding the safe custody, use or insurance of the regalia, advice should be sought from the Corporate Team.

15.2. The Council will:

15.2.1. Maintain insurance cover for all civic regalia.
15.2.2. Be responsible for the maintenance of the regalia including any damage or wear and tear.

15.3. The Mayor, Mayoress/Consort and Deputy Mayor will:

15.3.1. Ensure the specific conditions of the Council Insurance are followed as outlined in the guidance below and
15.3.2. As far as is practical follow the other guidelines as to the safe custody of the regalia.

15.4. **Specific Conditions of the Insurance**:

15.4.1. The regalia must not be left in an unattended vehicle unless all the doors, windows and other means of access have been secured and locked and all keys of the vehicle removed to a place of safety, and the regalia is placed in the boot of the vehicle or is otherwise out of sight.
15.4.2. Where civic regalia is to be taken outside the Guildhall, the Corporate Team must be informed in advance and the appropriate Regalia Sign-Out/Sign-In Form must be completed.
15.4.3. Where civic regalia is to be taken outside the United Kingdom, the Corporate Team must be informed sufficiently in advance so that the Council's insurer can be notified and any additional insurance requirements, restrictions or conditions can be confirmed before the regalia is taken abroad.

15.5. **Other Guidelines for Safe Custody of Regalia**

15.5.1. The regalia, unless being worn, should be kept in the case provided by the Council.
15.5.2. All Chains of Office and other civic regalia must be formally signed out whenever they are removed from the Guildhall and signed back in when they are returned. The appropriate Regalia Sign-Out/Sign-In Form must be completed on each occasion and retained by the Corporate Team.
15.5.3. During any holiday periods, or when it is likely that the Mayor, Mayoress/Consort and/or Deputy Mayor will be away from home, the regalia should be returned to the Corporate Team for safekeeping.
15.5.4. The regalia should not be left unattended in its case.

15.5.5. Members should not attempt to clean the regalia other than with a soft cloth. Any damage or wear and tear should be reported to the Corporate Team as soon as possible.
15.5.6. Regalia should not be loaned or placed in the custody of any other person other than an authorised officer of the Council.
15.5.7. The Mayor, Mayoress/Consort and Deputy Mayor should inform the Corporate Team immediately if their Chains of Office are lost, mislaid, stolen or otherwise missing, so that the Council's insurers can be informed.

16. Wearing of Honours & Decorations:

16.1. The occasions when decorations may be worn can be divided into two categories:

16.1.1. When The Monarch or a Member of the Royal Family is present.
16.1.2. On all other occasions.

16.2. For civic events, the Corporate Services Department will decide whether the nature or importance of the occasion makes it appropriate for decorations to be worn and then issue instructions on the invitation cards/letters. Even so, on all such occasions the wearing of Insignia is entirely at the discretion of the holder.

17. Ceremonial Officers:

17.1. Ceremonial Officers include the City Beadle, the Assistant City Beadle, the Sergeant at Mace and the Macebearers. The Senior Corporate Officers will liaise with the City Beadle to ensure Ceremonial Officers are present at appropriate civic events.

17.2. These are honorary appointments, made by the CEO.

18. The Civic Party:

18.1. The Civic Party represents the Civic, Community and Business Leadership of the City at events. The purpose of including the Civic Party at civic events is:

18.1.1. To ensure good links are maintained between the Council and other local bodies – that is to allow informal networking between decision makers across the city to ensure mutual understanding of roles and responsibilities.
18.1.2. To acknowledge the contribution and commitment that local people show towards the city.
18.1.3. To show visitors and guests the strength and depth of support for them by the civic community of Salisbury, e.g. Freedom of the City.
18.1.4. To provide colour, pomp and ceremony to enhance the historical tourism appeal of Salisbury City, particularly at Mayor Making.
18.1.5. To thank, where necessary, community leaders by offering them hospitality.

18.2. The Civic Party's primary role at civic events is to be seen, to move around the city in robes & uniform where possible, inviting public attention and interest in civic events, and thereby the Council and local democracy.

18.3. At the Mayoral Receptions to which members of the Civic Party are invited, their role is to allow Councillors and Officers to establish lines of communication and understanding across the city's community.

19. Composition of the Civic Party:

19.1. The civic list has been arranged into groups. Being on the list does not guarantee an invitation to an event.

19.2. This list is not closed; individuals or groups can be added at any time to reflect the changing relationships and priorities of the City Council. This list acts as an Aide-Mémoire to ensure all sectors of the community are considered when inviting guests to civic occasions

20. Past Mayors, Mayoress & Consorts and Clerks/CEOs:

20.1. Past Mayors, Mayoresses and Consorts and Past Clerks/CEOs form part of the civic party.

20.2. The out-going Mayor will be awarded a Past Mayor's Badge at Mayor Making.

20.3. The out-going Mayoress will also be awarded a Past Mayoress's Badge.

20.4. The Mayoresses, Consorts, and Escorts of deceased Past Mayors form part of the civic party.

21. Honorary Recorder for the City:

21.1. The Honorary Recorder is traditionally a Senior Criminal Judge who sits in Salisbury Law Courts.

21.2. The appointment of an Honorary Recorder is made by Full Council. It does not attract any payment of expenses and is purely an honorary role and does not entail any specific duties, although the Recorder usually attends and is involved with civic ceremonial events such as the annual Mayor Making, Remembrance Sunday, etc.

21.3. Financial implications associated with the appointment of an Honorary Recorder include the ceremony to swear them into the role, the official scroll, and a small gift at the standing down of the Recorder to mark their service.

22. Transport:

22.1. The current practice is to hire a taxi for selected civic and high-profile events. There is a limited budget for this which required careful management and scrutiny.

22.2. Events where an executive car may be used would include:

22.2.1. When The Monarch or a Member of the Royal Family who is a Royal Highness is present.
22.2.2. Functions where there is an expectation that the Mayor will have official transport as determined by the Corporate Services Department.

22.3. The Mayor may also exercise the use of taxi transport within budgetary confinements to undertake official duties. An official duty is one for which an official invitation has been received by the Senior Corporate Officers. The Senior Corporate Officers will arrange this for the Mayor.

23. Overseas Trips:

23.1. Full Council will determine whether to accept an overseas trip invitation.

23.2. The Civic Party for overseas trips will be made up as follows:

23.2.1. The Mayor – If the Mayor is unavailable or does not wish to go, the next in line will be the Deputy Mayor, then the immediate past Mayor. If none of these three councillors can go the request will be declined.
23.2.2. The Mayoress/Consort – If the Mayor is not going then the Mayoress/Consort of the Deputy/immediate past Mayor.

24. Speeches:

24.1. During the Mayoral year, the Mayor will be called upon to make many speeches.

24.2. Officers can provide support with speech writing. If speeches are written by the Mayor, they are to be approved by the SCO or Communications Officer.

24.3. Speeches for SCC events will be provided.

25. Charity:

25.1. Each year, the Mayor can choose to raise money for charity/charities of their choice during their year of office, however this is not compulsory. The charity/charities chosen must be registered with the Charities Commission and would preferably be local.

25.2. All funds raised on behalf of the Mayor's chosen charity must be paid into the charity's own bank account, or a Mayoral charity account that is managed by the Mayor and kept totally separate from Salisbury City Council's financial systems.

25.3. Incoming Mayors are requested to seek the advice of the Corporate Services Department before deciding which charity to support during their year. The choice of charity can have implications for the City Council and needs full consideration.

26. Gifts:

26.1. Generally, the Mayor (and Deputy Mayor) may accept minor tokens of goodwill or flowers as personal gifts. Other gifts may not be retained by the Mayor either during their Mayoral year or after and shall be passed to the CEO who shall manage such gifts on behalf of the Council.

26.2. The SCO will obtain civic gifts to be given out as required. These will be used upon the following types of occasion:

Ambassadors or other visiting dignitaries representing the City elsewhere
Gift taken to the Council's twinned and sister cities
Presentations upon an occasion such as the wedding of an important local dignitary, military parade
Small gifts to visitors such as volunteer organisations, youth groups etc.

26.3. It is good practice to write a letter of thanks for any gift received and the Corporate Services Department can assist with this as necessary.

27. Budgets:

27.1. The Civic budget is limited and the Mayor should be wary of promising hospitality to any group or organisation without first discussing with the Head of Corporate Services.

27.2. Incorporated in the civic budget the Mayor has the discretion to grant the use of the Guildhall, Monday to Friday for up to three times a year free of charge, to any public, private, charitable or voluntary organisation who request such use. This privilege should be exercised by the Mayor on an equal, non-discriminatory basis, where he or she should prioritise the suitability of such requests by those applying.

27.3. The bookings should go through the Operations Manager for approval. Charges may apply for linen, crockery, staffing, or other additions to the booking. The Operations Manager will discuss this with the person making the booking. All bookings are at the discretion of the Operations Manager.

27.4. The CEO will brief the Mayor on the civic budget at the beginning of the Mayoral year.

28. Flag Flying:

28.1. The flying of flags will be governed by local custom and in accordance with guidelines provided by the National Association of Civic Officers.

28.2. The City Flag will be always flown on the Guildhall, excluding specific occasions as laid out in the Flag Flying and Guildhall External Lighting Policy.

28.3. The City Flag will be flown at Half Mast on the following occasions:

28.3.1. From the notification of death until sunset on the day of the funeral of a serving or past Mayor, serving or past Mayoress or Consort, or serving City councillor.

28.3.2. On special occasion of civic lament, to be decided upon by the Mayor in discussion with the CEO.

29. Neutrality and Pre-Election Sensitivity:

29.1. During the Mayoral Year; the Mayor reduces his or her political profile. Mayors generally go out of their way to display their even-handedness in political matters during the year. It would be inappropriate for an individual to be associated with a contentious issue or election process, which confuses roles. The Mayor should also maintain this a-political role when chairing Council meetings.

29.2. The Mayor may need to consider how ward business can be kept up to date during their Mayoral year. The Mayor may wish to discuss this with their Group Leader and/or fellow Ward Councillors.

29.3. Special conditions apply to the issue of publicity in the period leading up to elections. During the period of 28 days or so leading up to an election, the Council must take special care not to issue any publicity that might conceivably be perceived as having the potential to influence the outcome of the poll.

29.4. To ensure compliance with the various Acts and Publicity Code, the Council therefore enters a period of Pre-Election Sensitivity in the 28 days leading up to an election where it will avoid issuing any publicity in the name of or associated directly with any Councillor.

29.5. The Chairman is strongly advised to ensure the dates of major civic events are arranged to ensure there is no conflict with the pre-election period.

Annex A The Order of Precedence 2026-27:

1	Jenny Bolwell	May 2021	Fisherton and Bemerton Village	
2	Victoria Charleston	May 2021	St Paul's	
3	Ricky Rogers	Mayor 1995 - 1996	Fisherton and Bemerton Village	
4	Paul Sample	Mayor 1997 - 1998	St Edmund's	
5	Jeremy Nettle	Mayor 2004 - 2005	Fisherton & Bemerton Village	
6	Brian Dalton	Mayor 2010 - 2011	Harnham West	
7	Caroline Corbin	Mayor 2021 –2022	Bemerton Heath	
8	Atiqul Hoque	Mayor 2023 – 2024	St Edmund's	
9	Sven Hocking	Mayor 2024 - 2025	Harnham East	
10	John Wells	Mayor 2026 - 2027	St Francis and Stratford	
11	Ed Rimmer	May 2021 – Deputy Mayor 2024 - 2025	Bemerton Heath	
12	Annie Riddle	May 2021	Harnham West	17.84
13	Samuel Charleston	May 2021	St Paul's	11.54
14	Patricia Ann Podger	Jan 2014 – May 2017, May 2025	Milford	
15	Ted Last	November 2023	Harnham West	
16	Sharon Rideout	July 2024	St Francis and Stratford	
17	Chris Taylor	November 2024	St Paul's	
18	Samuel Foster	May 2025	St Edmunds	28.72
19	Phil Beaven	May 2025	Milford	22.81
20	Mac Brown	May 2025	Harnham East	21.67
21	Richard Andrew Johnson	May 2025	Bemerton Heath	19.13
21	Andrew Suddards	May 2025	Harnham West	14.99
22	Valentina Milos	November 2025	St Edmunds	

Criterion in accordance with Services Committee minute 309, 9 February 2015:

- Date of Mayoralty in Salisbury – earliest most senior
- Presumption of Mayor only once
- Cumulative service – longest service in the City Council only is most senior
- Service – longest cumulative service, including as a Charter Trustee prior to 2009
- Percentage of vote cast – where all else equal, highest % of votes cast is senior

Annex B The Civic List:

As agreed by Community Services Committee 11 October 2010.

This is not listed in any order of precedence

Group A: Current Councillors and VIPs
The Mayor
The Deputy Mayor
The Leader of the Council
The Deputy Leader of the Council
Salisbury City Councillors
The CEO
The Lord Lieutenant
The High Sheriff of Wiltshire
The Chair of Wiltshire Council
The Leader of Wiltshire Council
Wiltshire Council Councillors representing the City
The Member of Parliament for Salisbury
The Honorary Recorder for the City
Senior Police Officer for the City
Senior Fire Officer for the City
Senior Ambulance Officer for the City
Freemen of the City*
The Very Reverend Dean of Salisbury Cathedral
The Right Reverend Lord Bishop of Salisbury
Mayor's Chaplin
Other Wiltshire Council Councillors as appropriate
Salisbury City Council - Ceremonial Officers & Contractors
• The Chief Ceremonial Officer
• The Beadle
• The Assistant Beadle
• The Sergeant at Mace

• Mace bearers
Group B: Past Mayors, Officers and Holders of Civic Office
Past Mayors
Past Mayoresses and Consorts
Past Honorary Recorders
Past Clerks/CEOs
Mayoresses, Consorts and Escorts of deceased Past Mayors
Group C: The Judiciary
District Judges
Chairman of the Bench of Magistrates
6 x Justice of the Peace, nominated by the Chairman of the Bench of Magistrates
Courts Manager
Clerks to the Justices
Deputy Clerks to the Justices
The Coroner
The Deputy Coroner
The Assistant Coroners (3)
Group D: Local Community and Charity Leaders
The Chief Executive, Wiltshire Council
Chair of SCCAP
Head Teachers of City schools
Vice Principal of Wiltshire College based in Salisbury
Twinning Association Chairs
• Saintes
• Xanten
Local Senior Military Officers* – Other than the Freedom of the City Holders 4 Rifles, 32 Regt RA and 3 RMP – 158 Provo.
Leaders of Business Organisations
• Chair of the Chamber of Commerce
• Chair of City Centre Management
• Chair of the Young Chamber

• Market Traders Representative
• Chair of Federation of Small Business
Chair, Salisbury NHS Foundation Trust
Chief Executive, Salisbury NHS Foundation Trust
Chair of Wiltshire NHS
Chief Executive of Wiltshire NHS
Directors/Chairs of local cultural organisations – Creative Wiltshire
• Salisbury Arts Centre
• Salisbury International Arts Festival
• Salisbury Playhouse
• Salisbury Museum
Chair of Salisbury Coalition against Racism
Chair or Chief Officer of charitable and voluntary sector organisations with local representation, for example
• Salisbury Lions Club
• Salisbury Rotary Club
• Inner Wheel
• Salisbury Age Concern
• Sure Start
• Salisbury WI
• Royal British Legion
• Salvation Army
Chair or Leader of Youth groups, for example
• Guides
• Scouts
• Brownies
Leaders of Salisbury Religious organisations, less Cathedral, for example
• Chair of Churches Together
• Salisbury Mosque
Other community groups
• Fairtrade Group

Principal Sarum College
Chairs of Residents Associations, for example
• Bemerton Heath
Group E: Commercial, Sports & Business Leaders
Local Senior Officer of local major employers, for example
• Tesco
• QinetiQ
• James Hay
• Santander
Leaders of Sports Clubs and Societies, for example
• Salisbury Football Club
• Salisbury Rugby Club
• Salisbury Canoe Club
Media Representative, for example
• Spire FM
• Salisbury Journal
• BBC Wiltshire
SCC Community Development Grant Recipients
Trade Unions Leaders or local representatives with links to SCC
• Unison Rep
• Unite Rep
Group F: Civic
Mayors and Leaders of Councils bordering Salisbury City, for example
• Wilton
• Laverstock & Ford
Wiltshire Mayors, for example
• Amesbury
• Devizes
• Chippenham
• Marlborough

• Westbury
• Trowbridge
• Swindon
Mayors outside of Wiltshire, for example
• Fordingbridge
• Ringwood
• Bournemouth
• Poole
• Bath
• Winchester
• Southampton
Chairs of Local Parishes without Mayors, for example
• Britford
• Bishopstone
• Porton
• Winterbournes
• Andover