

# Sheriffs' Red Book



A guide for  
prospective and  
elected candidates

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## **1 Introduction**

In recent years, Shrieval candidates and their agents have received limited and disaggregated guidance in relation to procedures and activities before and after election.

With the support of the Livery Committee, City Corporation officers have now updated the City of London Sheriffs' Society's Red Book, last revised in 2011. The documentation has been reviewed and updated with information provided by the Remembrancer's Office, teams at Old Bailey and the Mansion House, and the Town Clerk's Department, as well as from the Sheriffs' Society, a number of Past Sheriffs, and experienced Clerks and Masters, to whom a debt of thanks is owed.

This guide brings all the required information for prospective Sheriffs into one document to ease the transition process from pre-election through to the year in office and will be updated annually to ensure it remains fit-for-purpose.

Whilst we have endeavoured to include all the information you will need to guide you on this process, clearly this will never be a completely exhaustive document. Should you require any further information or clarity, therefore, please contact colleagues at the Departments outlined above. Equally, members of the Livery Committee and your Company's Aldermanic Liaison contact will be able to put you in touch with relevant officers.

For those fortunate enough to be elected Sheriffs, a more detailed and operationally-focused "Sheriffs' Manual" will be provided by the team at the Old Bailey as part of the wider induction into the role and your new surroundings at the Central Criminal Court.

We hope that this book will be of value and help candidates, their agents, and Sheriffs themselves in the course of their duties.

## 2 Historical Background

The office of Sheriff is of greater antiquity than any other in the City of London and is mentioned in the Anglo-Saxon laws of the 7th Century. Their predecessors were the wic-reeves and portreeves of London and Middlesex. At first, they were officers of the Crown and were named by the Barons of the Exchequer but in 1132, Henry I gave the citizens permission to choose their own Sheriffs, and the annual election of Sheriffs became fully operative under King John's Charter of 1199. The citizens lost this privilege, as far as the election of the Sheriff of Middlesex was concerned, by the Local Government Act 1888, but the Livery members continue to choose two Sheriffs of the City of London.

Since 1585, the Sheriffs have been elected on Midsummer Day (24 June, or the following Monday where this falls on the weekend) and they are sworn in and take office at the vigil of St. Michael the Archangel (28 September, save again where this falls on a weekend). They hold office for one year, with the exception of extraordinary circumstances, such as the COVID-19 pandemic.

In the early days of Newgate Prison, two Sheriffs were made responsible for the safe custody of the prisoners and their due delivery for trial. Today, the Sheriffs continue to assist the Lord Mayor with the responsibility for ensuring the well-being and comfort of His Majesty's Judges at the Central Criminal Court (CCC), although these responsibilities are delegated to Senior Officers.

## 3 The Pre-Election Process

### The Candidates

Candidates for the position of Sheriff of the City normally emerge from two sources: the Court of Aldermen and the Livery. In ordinary years, one Sheriff from each source is selected, with the expectation being that all Livery members will support the Aldermanic candidate (this process being essential to providing a sufficient pool of qualified candidates to serve the office of Lord Mayor). In some years, a double Aldermanic Shrievalty will be announced: in such years, it is expected that no candidate will run against them.

All Aldermen/Alderwomen who have not served in the office of Sheriff are entitled to submit their name to the Nominations Committee of the Court of Aldermen for selection as a Candidate for the ensuing year. An Alderman is selected from those who indicate that they are willing to stand after a process of appraisal. Details related to the Appraisal process may be found [here](#).

The selected Candidate is expected to be fully familiar with the 'City Financial' and the extensive role of the City Corporation. The Candidate would have attributes suitable for the forthcoming year and the process of selection does not prevent any non-selected Candidates from re-submitting their name on a future occasion. The selected Candidate is known some time before the election cycle for the relevant year and this is communicated annually to the Livery.

The other (non-Aldermanic) candidates must be Freemen of the City of London and are likely to be Livery members. They would be expected to have made

their intentions known to the Chairman of the Livery Committee and to the [Sheriffs' Society](#) and would have started obtaining support from amongst the Livery. ***N.B. - Candidates do not declare their intention to stand prior to the installation of the Sheriffs-Elect for the preceding year.***

Candidates are encouraged to contact the Sheriffs' Society at an early stage for information and advice. Equally, the Senior Alderman below the Chair and the Aldermanic candidate for the Shrievalty would be happy to meet prospective candidates seeking to understand the respective roles of the Sheriffs.

#### **Election Procedure**

Nomination forms for the election of the Sheriffs, which are required for all candidates including Aldermen, can be obtained from the Town Clerk's Office via the Electoral Services team. Candidates are nominated in writing by fifteen or more Livery members entitled to vote at the forthcoming election. Completed nomination forms must be returned to the Town Clerk on or before 1 May.

The Town Clerk writes to each Candidate confirming their nomination and, if there are more than two Candidates standing for office, then all of them will be in nomination and an electoral contest may ensue. In the event of a contested election, candidates will be invited to an Election Briefing meeting during the month of May (following the close of nominations) in order to go through the relevant rules and processes in further detail and to provide candidates with the opportunity to ask questions.

The Town Clerk administers the election procedure with the two current Sheriffs and the Common Serjeant acting as Returning Officers. Should either of the two Sheriffs be in nomination for election to Lord Mayor that year, they may not act as Returning Officers and instead, the Recorder and the Remembrancer will take their places if needed.

#### **The Election Agent and Committee**

An Agent is normally chosen 9 to 12 months in advance of the commencement of the year of office.

The Aldermanic Candidate requires an Agent to represent them on any communications sent to the Livery and to be accountable for recording any election expenses. If the election is not contested, the Aldermanic Candidate does not require a committee. If the election is contested, then a committee is required. A suggested timetable for a candidate is at Annex A.

The non-Aldermanic Candidate should appoint a Chair for their 'Election Committee' who will normally be a former Sheriff or someone experienced in Shrieval matters, as well as an Election Agent who should normally have some experience of the activities of the City of London and of Livery Companies, and he/she will act as Hon. Secretary for committee meetings. Should the candidate be successful, the Election Agent will act as the Hon. Secretary to the subsequent Chain Committee (see page 10). A suggested timetable for the Election Agent is at Annex B.

When a Livery Company has one of its own Livery members elected as a Sheriff, it is exposed to a number of events and experiences. In reflection of this impact, an advisory note for the Clerk of the Mother Company has been prepared and is included at Annex D. Candidates are invited to share this with their Company's Clerk and Master so that there is a common awareness of the prospective implications.

The Candidate, Chair and Secretary appoint a 'Core Committee' of about seven or so members, which often includes former Sheriffs, current Masters, or those experienced and influential in the Livery movement. The Core Committee then seeks others to total no more than 65 or so members of the full Election Committee (normally known as 'Supporters'), and, in the case of the Non-Aldermanic Sheriff, this should not include members of the Court of Aldermen. They must be Livery members and should represent a cross-section of the various Livery Companies with which the Candidate has associations or support. The names of those on the Committee are shown in the Election Address.

Any communication from a Candidate, including the Election Address and any compliment slips, must bear an imprint and the name and address of the Agent by whom it was published, the printer and the Candidate represented.

### *The Electorate and the Election Addresses*

The Electorate comprises approximately 26,000 Livery members who are eligible to vote at Common Hall. To qualify as a voter, one must have been clothed as a Livery member for at least one year prior to the registration cut-off (31 May) for the Common Hall in question. Registration is managed by each Livery Company's Clerk, who is responsible for providing the annual registration returns to the City Corporation's Electoral Services team.

Traditionally, in the Election Address, the Non-Aldermanic Candidate signifies the hope that their supporters will give one vote to the Aldermanic Candidate and the other to themselves. The advantage of preparing an Election Address in advance is self-evident and Sample Election Addresses are at Annex C.

Before issuing the Election Address, it is customary to contact the Lord Mayor's office to discuss their intention to stand. In addition, a letter is normally sent to each Livery Master, Senior Warden or Upper Bailiff informing them that the Candidate is seeking their support.

Nominees need to have their Addresses ready by 1 May to enable them to be emailed to Livery Clerks for onwards dissemination to their Livery members. It is standard practice in recent years for these to be provided to the Town Clerk's office, who email all of the Addresses together on behalf of the Livery Committee. A few may request a number of hard copies; if so, it will be for the candidate to arrange directly. Equally, if this results in any hard copies being posted, candidates are obliged to include the printing and excess postage in their Election expenses.

The City Corporation's Electoral Services Office holds an electronic database of all Livery members eligible to vote at Common Hall. This can be provided in various formats, including Excel, to allow Candidates to produce a mailing list and sort records as they see fit. (NB: printed labels for physical post are not provided). Please discuss this with the nominated Agent, who can obtain further advice from the Electoral Services Office ([electoralservices@cityoflondon.gov.uk](mailto:electoralservices@cityoflondon.gov.uk))

Printed Election Addresses are also ordinarily laid on seats at Common Hall by City Corporation staff, for Livery members attending Common Hall to vote. In a non-contested Election, a print run of around 1500 should suffice. These must be delivered to the Town Clerk's department well in advance of Common Hall (ordinarily the first week of June; you will need to liaise with them to arrange delivery) in order that they may be distributed to voters at Common Hall. It is usual practice for the candidate, supported by their Consort, to be in Guildhall

Yard an hour or more before Common Hall, to greet Livery members as they arrive; in practice, the candidate will have been in attendance at a rehearsal for the Election earlier that morning, so will be at Guildhall in any event.

#### Election Expenses

Candidates may appoint an Honorary Treasurer who will be responsible for the admission of all chargeable expenditure to the Election Office, 28 days after the election date. In practice, the Election Agent frequently performs this duty- see Annex C.

Any Candidate standing for the Office of Sheriff **must** consult the Town Clerk's Office of the City of London for details of the election procedures and the limits on election expenses as per the Act of Common Council 1932 (11).

Shrieval candidates are able to spend 28.3p per elector on the Common Hall register. The spending limited based on the 2022 electorate of 25,461 would be £7,205.46. This total is not affected if the election is contested.

Expenses run from the time Candidates announce their intention to stand and include all direct and indirect costs, such as postage, printing, secretarial, (professional) etc. until the date of the election, but there is normally no charge for electronic communications.

Since the permitted expenditure is so low, all chargeable events **MUST** be sanctioned either by the Candidate or the Agent. Costs to establish a website are chargeable. Receipts are generally required for everything in excess of £20 (anything below this figure is considered a nominal expense). An item in a Livery magazine that X is standing for election is **NOT** chargeable, but an appeal to support X would be chargeable. It is illegal to bribe potential voters by means of purchasing drinks or food or to pay canvassers. The purchase of food and drink for the Supporters' Committee is not illegal since they have agreed to support them, but the event costs are chargeable.

## **4 The Election**

The Election of Sheriffs and other officers (Aleconners, Bridgemasters, Auditor) takes place at Common Hall on Midsummer's Day (24 June), or the nearest working day thereafter. The Election is by show of hands assessed by the Sheriffs, assisted by the Common Serjeant.

If there is no contest for Sheriffs, the Election is concluded, other appointments/elections are concluded, and then the Shrieval Candidates proceed to make speeches of acceptance. They **must** state clearly during these speeches that they accept the office.

If there is a contest, the candidates for Sheriff may address Common Hall for up to five minutes before the show of hands, after which the result is declared. Where, in years past, this was the point at which a losing candidate may have had supporters demand a poll on their behalf, there is now an opportunity for the issues to be resolved without a poll, viz.:

*'The Livery Committee has agreed a way of delivering what the Livery, by and large, said that it would like to happen, namely to count the votes (by show of hands), and declare the final result that day rather than the previous practice of automatically demanding a poll (to be held two weeks later).'*



*The results from each of the three rooms (Great Hall, Old Library and Livery Hall) will be brought to the Common Serjeant and Sheriffs. They will oversee the calculation of the percentage of votes to each of the candidates. They will then share the result, quietly, with each of the candidates, who may then adjourn individually, with their agents, to the ambulatory for two or three minutes to consider whether they think the difference in votes is so narrow that it would be appropriate to demand a poll, i.e., to have a full ballot two weeks later, or whether the margin is sufficiently wide for the 'will' of Common Hall to be clear and go unchallenged.*

*The right to demand a poll remains, however narrow the margin. However, candidates are asked to agree to adhere to the position set out by the Livery Committee, that if the difference exceeds 10% (derived from the number attending for the election) then the 'will' of Common Hall is sufficiently clear and a poll would not be demanded by or on behalf of the candidate(s) with the least votes.*

*Clearly it will be in everyone's interest to know in advance whether it is an arrangement each candidate would subscribe to and, in that regard, the Chairman of the Livery Committee will write to each candidate earlier in the year to let them know of the procedure and to ask if they wish to adopt it (and their response would be made known to all those attending on the day).'*

If, after this, a poll is demanded, the request must be made either by any unsuccessful candidate or two or more Livery members from the floor of Common Hall. A poll takes place two weeks later, at which Livery Members eligible to vote must attend in person, followed by an Adjourned Common Hall, at which the result of the election is announced. Votes are not carried forwards from the date of the election at which the poll was demanded.

A rehearsal for the ceremonial aspects of Common Hall takes place on the morning of Common Hall itself, usually at 09.00am. It is advisable for Candidates to run through their acceptance speeches, to test for sound quality, after the rehearsal.

During the Election, the Consorts of Candidates are invited to join the Lady Mayoress/Lord Mayor's Consort in their Gallery. A small number of places may also be made available for other guests through liaison with the Town Clerk's Office in advance, although it should be noted that guests who are not Livery members will not be permitted in the body of the Great Hall (or Old Library / Livery Hall) and will be restricted to segregated areas for non-voters.

Until they assume office in the September following their election, the elected Sheriffs are known as 'Sheriffs-Elect'.

After Common Hall, there are no further formalities and the Sheriffs-Elect may choose to invite those who have assisted them to lunch. It has also become tradition, however, for the Sheriffs-Elect to visit the various lunches where Livery Members are dining and thank them for their support.

Dress for the Candidates is morning dress and, for the Aldermanic candidate, violet gown.

## **5 Post-Election Stage**

### *Grant of Arms or Personal Insignia*

It is not mandatory to have a Coat of Arms, but those candidates who do not already have one and who wish to obtain one will need to apply to the College of Arms for its design, for which there is a material cost. It is advisable to approach the College at least one year, if not more, in advance of the Election to ensure the design and Grant is in process. However, it should be noted that there is currently no equality of Arms for women in England.

Sheriffs may alternatively have a personal insignia designed for use in those contexts – such as on invitations and banners – where a Coat of Arms may otherwise be used.

### *The Shrieval Chain and Badge*

Each Sheriff wears a Chain and Badge, which is personalised. Guidance on the occasions when the Chain and Badge are worn is provided by Mansion House.

### *Chain & Badge Collection*

After the Election, a Chain Committee is established to act on behalf of each Sheriff-Elect to seek contributions to meet the cost of a Chain of Office and Badge (together with any such items for the Consort). If there are only two candidates, this process may commence at an earlier stage.

Although the Sheriffs-Elect prepare lists of potential donors, the actual work is done on their behalf by their Chain Committees. A Secretary is appointed to act on behalf of each Chain Committee who normally arranges communications, collection and banking of the cheques/donations. The Secretary is generally the Election Agent.

The officers of each Chain Committee comprise a Chairman, Treasurer and the Secretary, in whose name request letters for contributions are sent.

Membership of the Committee should represent a cross-section of Livery members and friends with whom the Sheriff-Elect has personal association and it includes as many members of the Election Supporters Committee as possible for the non-Aldermanic Sheriff-Elect. It is not uncommon to have up to 65 names on the Chain Committee and, in the case of the Alderman & Sheriff-Elect, this will include all the other Aldermen. Neither Sheriff-Elect will include the Lord Mayor. The Secretary of the Chain Committee should be responsible for contacting and liaising with potential committee members.

It is normal practice to send the chain letter to all Livery Companies, their Masters and Court members, the Court of Aldermen and the Court of Common Council, HM Judges at the Old Bailey, members of the Sheriffs' Society, High Officers of the Corporation, and Clubs, Associations, personal friends, relatives and business connections of the Sheriffs-Elect.

It is important to send the request letters off as soon as possible in July, after the Election, and before the August recess.

As donations arrive they should be acknowledged with a letter of thanks and an invitation to the donor to the Chain Presentation Reception.

### *Chain and Badge Design & Manufacture*

Prospective Candidates are advised to have selected a Chain and Badge manufacturer (and preferably agreed the designer) in advance of the

election and to have some idea of the requirements.

The Badge is designed to the individual's personal requirements and comprises their Arms – if they have them – and, usually, symbolic illustrations of their Livery company and other associations (e.g., school, university etc.).

The Chain is the emblem of the Office of Sheriff and must conform to a standard design incorporating the Arms of the City of London and three strands of chain.

Any Brooch/Tie Pin/Cuff Links etc. for a Consort are likewise personal to the wearer, who uses them regularly during the year in office. They usually contain some element of the City of London Corporation's shield.

There are experienced designers and manufacturers of Shrieval Badges and Chains whose names can be provided either by past Sheriffs or Mansion House.

Should the funds collected exceed the cost of the Chain, Badge, etc. and the Chain Presentation Reception, the excess may be used to contribute towards the cost of the Sheriffs' Breakfast or other Shrieval expenses.

#### *Presentation of the Shrieval Chain and Badge*

The Ceremony is organised by the Sheriff-Elect and takes place in a Livery Hall at a time of the Sheriff-Elect's choosing. By tradition, the Non-Aldermanic Sheriff-Elect has their Presentation on a date prior to that of the Aldermanic Sheriff-Elect.

The Presentation is made by the Chairman of the Chain Committee, normally an Alderman, to which the Sheriff-Elect replies for the Badge and the Consort replies for any Brooch/Tie Pin/Cuff Links.

Selected guests, including the Chairman of the Chain Committee, the Sheriffs' Livery Master, family and personal friends, typically numbering between 15 and 20, are invited to a luncheon or dinner following the Presentation Ceremony. Such invitations are arranged in advance and the menu agreed with the Hall caterers. At luncheon the Master of the Hall may speak. The invoice for this luncheon should be sent to the City of London Corporation only to enable VAT to be recovered: the Sheriffs are then charged the net amount which they/their Livery Company must pay.

After the Presentation, arrangements should be made for the Chain, Badge and Brooch/Tie Pin to be collected for safe keeping by a footman from the Old Bailey.

#### *Wearing of Shrieval Chains and Badges*

When in office, Sheriffs wear their Chains and Badges as directed by the Mansion House and guidance is always given by the footmen before each event. Chains and Badges are not to be worn at private functions but may be worn at Ward Club lunches and Livery dinners with appropriate dress, after approval has been obtained from the Lord Mayor. Badges and Chains are rarely worn at business events.

#### *Post Election meetings*

The Shrievalty and Recorder Manager at the Old Bailey will contact the Sheriffs-

Elect shortly after the election, to begin arrangements around a series of induction meetings as well as an initial visit to look around the Old Bailey.

The Remembrancer's Office will contact Sheriffs-Elect after Election (or prior to Election if uncontested), to discuss arrangements for the Sheriffs' Breakfast. Two meetings are usually held to discuss a tasting, a rehearsal and printing requirements. Economies of scale can be achieved if Chain & Badge Presentation cards, Sheriffs' Breakfast menus and With Compliment cards are all designed and printed at the same time.

There will also be an opportunity to tour the Mansion House with a Senior Programme Manager and/or the Private Secretary.

#### *Appointment of the Sheriff's Chaplain*

Each Sheriff appoints a chaplain. It is advisable to identify someone willing to undertake this role nine to twelve months before the commencement of the year of office.

This appointment is personal to each Sheriff-Elect. The Chaplain will receive invitations to the Sheriffs' Breakfast, the Lord Mayor's Banquet, and various Services in St Paul's and Ceremonial occasions at Guildhall. They also accompany the Sheriff in their coach in the Lord Mayor's Show.

The Aldermanic Sheriff's Chaplain preaches at the Service in St Lawrence Jewry, prior to the first meeting of Common Council in the civic year. It is a custom for the Aldermanic Sheriff's Chaplain to become the Lord Mayor's Chaplain, should the Alderman subsequently become Lord Mayor. A list of events the Chaplains are expected to attend is available from Mansion House.

#### *Admission of the Sheriffs-Elect*

The Sheriffs-Elect are admitted into office in Guildhall on 28th September, unless that day falls on a Saturday or Sunday, in which case they usually are admitted on the preceding Friday.

The ceremony is relatively short and comprises both Sheriffs-Elect reading aloud oaths of office and signing the Oath Book thereafter. A rehearsal is held (usually 9.00am on the day itself) and the wording of the oaths, together with video recordings of past ceremonies and the ceremonial instruction booklet for the event, are available shortly after appointment as Sheriffs-Elect.

After rehearsal, the Sheriffs-Elect may wish to satisfy themselves about any last-minute arrangements for the Breakfast. The Sheriffs-Elect then change into Velvets and arrive at the Aldermen's Court Room by 11.40am.

The Sheriffs-Elect Consorts are met and consorted to the Lady Mayoress's Gallery and the Court processes to the Great Hall at noon.

Following the Ceremony, the Sheriffs together with their Consorts, have photographs taken in Guildhall Yard.

#### *Sheriffs' Breakfast*

The Sheriffs' Breakfast (a luncheon) takes place, by tradition, immediately after the Admission Ceremony of the new Sheriffs. It is normally attended by up to 250 people.

The booking for the Sheriffs' Breakfast is arranged by the Remembrancer's

Office and is usually held in the Old Library.

The cost of the Breakfast is shared equally by the Sheriffs from their allowances (in practice, a set sum has been approved by the Court of Aldermen and the City's Finance Committee to cover costs). Any excess costs over this set sum are charged to the Sheriffs.

The choice of menu, wines, flowers and bouquets is mutually agreed by the Sheriffs-Elect, as is the design of the menu card, which will also include the Sheriffs-Elect's Coat of Arms or personal insignia.

Detailed guidance on the compilation of the guest list is provided by the Remembrancer's Office; however, it should be noted that they will require a list of 100 invitees from Sheriffs-Elect in relatively short order after election. It is, therefore, highly advisable to draw up a list of personal guests in advance of Common Hall. It is customary for this to include Chain Committee representatives, fellow Livery members, friends, and consorts of senior 'Supporters'. (To help Sheriffs-Elect with invitations and guest-list compilation, a list of those events for which Sheriffs-Elect will be expected to provide nominations, as well as the numbers involved, is included at Annex F).

After the Admission Ceremony, the Sheriffs change from their violet gown to their scarlet gown before proceeding to receive their guests. A procession is then formed and the Sheriffs proceed into the Hall.

A separate instruction for the Sheriffs' Breakfast (as with other ceremonial events) is issued by the Remembrancer's office.

#### Speakers

The Sheriffs may wish to identify and nominate a guest speaker for the Sheriffs' Breakfast. If this is the case, the invitation needs to be made at an early stage. If a guest speaker is selected, then their speech concludes with the toast to the Sheriffs to which each Sheriff replies. The Sheriff(s) should provide the principal speaker with a briefing in advance, as they may not otherwise be familiar with the event or with the allocution and format of lunches and dinners in the City.

There is no obligation to have a guest speaker, as it can extend the lunch when many business people may have to leave, but the Recorder of London will speak, as part of which he will propose a toast to the retiring Sheriffs.

At the end of the Breakfast, the Sheriffs proceed to their cars and they are directed to the Old Bailey. This will be their City base and office during their Shrieval year and comprises a study, bathroom, bedroom and dressing room with adequate cupboard space. The team at the Old Bailey will be on hand to welcome the Sheriffs and help them settle in, including helping with arrangements around moving in their and their consorts' clothes and belongings.

#### Funding and Accounting

Support around budgets and funding is provided by the Mansion House Finance and Administration Manager alongside the Shrievalty & Recorder Manager.

They oversee the City of London Corporation budgets from which funding for Shrieval activity is drawn.

In addition, individual Shrieval Accounts are also opened for each Sheriff and

managed by the Mansion House Finance and Administration Manager. These personal accounts are used for the purchasing of wine stock, private events, and miscellaneous items that the Sheriffs settle after their year has ended. Expenses are put through these accounts as the CoL can then recover the VAT and charge each Sheriff the net amount at the end of their year. Final reconciliation of individual accounts can often take until the end of the calendar year. Once complete, the Department will make each former Sheriff aware of the sum expended and give details of how to make payment.

Support on ordering any items via this account whilst you are in office is provided through the Shrievalty & Recorder Manager.

#### *Invitations to attend Functions during the Shrieval Year*

Invitations will start to arrive which require attention. Diary management is vital and many personal commitments may need to be rescheduled or cancelled during what will be a busy year.

Scope for personal business or other commitments outside Shrieval duties is limited: whilst not a full-time role, election as Sheriff can be difficult to carry out alongside full-time employment. You can also expect to be busy on the majority of weekday evenings.

The Shrieval Secretariat will provide support and advice on all invitations received once in office, and, as part of the induction programme, will arrange one or more meetings with the Sheriffs-Elect and any private PAs that they may employ, to set out the procedures in place around invitations and Shrieval diaries.

#### *Tasting Dinner for Lord Mayor's Banquet*

A tasting Dinner for the Banquet with the Lord Mayor-Elect is usually held in July or September.

#### *Stationery*

As part of the induction prior to taking office, the Shrieval Secretariat at the Old Bailey will go through all stationery requirements with Sheriffs-Elect, and will order the notepaper, envelopes, invitation cards, business cards and compliment slips that will be required for the Shrieval year (which should also include the respective Coat of Arms or personal insignia). Standard (member style) printing costs are met by the Town Clerk's Department.

#### *Letters of Thanks*

The writing of letters of thanks is customary and Sheriffs are expected to write to the host/event organiser of all significant events as soon as possible after attendance. The Sheriffs' PA will supply the addresses for this correspondence. At the conclusion of the term of office of each Lord Mayor, the Sheriffs should write to them with a full letter of thanks; likewise, the Sheriffs' Consorts should write to the Lady Mayoress/Lord Mayor's Consort.

#### *Christmas Cards*

Sheriffs-Elect are advised to prepare a Christmas card list. Christmas Cards from the Sheriffs and Consorts are the choice of the Sheriffs but often support a charity. Christmas Cards are sent to all Livery Masters, Prime Wardens and Upper Bailiff, Past Sheriffs and Old Bailey Judges.. The Shrieval Secretariat will support the Sheriffs with physical or electronic addresses once in office.

#### *Wine Stock*

The Shrieval wine stock – for use at Shrieval events during the course of the year – is ideally managed via the Company of Cooks caterers (the in-house caterers at both the Old Bailey and Mansion House). The caterers will be responsible for placing orders and tracking consumption, while the expenditure will form part of your Shrieval account. It is, however, also possible to order personal wine stocks instead but these must be stored in the Shrieval apartment.

Sheriffs should choose any wine they want to use as soon as possible after they are elected to ensure it is delivered as early as possible within their Shrievalty. Champagne, if required to be served to private guests prior to the Judges' Lunches, should be ordered at the same time.

### Dress

Sheriffs will require a range of clothing items related to their new role. A full list is set out at Annex E. Further information and a range of suggested outfitters can be suggested by Mansion House if required or helpful.

The Sheriffs' and Consorts' dress follows a fairly set pattern and the Shrieval Secretariat will advise on the dress code for each event.

The Aldermanic Sheriff will already have the Sheriffs' Wardrobe through their service as an Alderman. The non-Aldermanic Sheriff is likely to have to acquire all the clothing, but the costs can be charged to the relevant budget and don't need to be borne by the Sheriff personally. The scarlet and violet gowns, and for male Sheriffs, the velvet Old Bailey Breeches (Court Dress) and the Old Bailey with Trousers and Breeches, or for women, the velvet skirt and jacket and the Old Bailey jacket with skirt or dress, may be purchased from a former Sheriff if an individual is willing to sell. After serving in office, the non-Aldermanic Sheriff may decide to re-sell this clothing to a successor or to another new Alderman via the City of London Corporation. Alternatively, all items can be purchased new.

### Consorts' Dress

The wardrobe of the Sheriffs' Consorts is largely a matter for individual choice, with reference to the general dress code for the event, which for the majority of occasions is either business attire or formal day/evening dress. Consorts may wish to consult the Lady Mayoress/Lord Mayor's Consort on some occasions, for example as to whether hats should be worn or not.

## **6. Supporting the Lord Mayor**

### The Lord Mayor's Diary

The Sheriffs (and their Consorts, where applicable) will accompany the Lord Mayor (and their Consort) on a number of their formal engagements as part of 'The Civic Team'. They also accompany the Lord Mayor on a limited number of their visits, with the Aldermanic Sheriff(s) accompanying on an overseas visit, and the non-Aldermanic Sheriff able to join a domestic visit.

The Mansion House provides the Sheriffs with a 'Hymn Sheet' (the monthly forecast of the Lord Mayor's events), and the Shrieval Secretariat provides the Sheriffs with a 'Day Sheet' of their own engagements.

### The Lord Mayor's Show and Banquet

During August and September the Sheriffs-Elect will be asked for preliminary lists for the Lord Mayor's Show and Banquet. For the Lord Mayor's Show,

Sheriffs are given an allocation of seats at Mansion House for the inward and the outward procession and for lunch; this is managed by the Mansion House Events Office. Additionally some tickets are made available for the VIP Enclosure, from the Pageantmaster.

The Pageantmaster will also organise the design of a Shrieval banner based on the respective Coats of Arms or personal insignia.

For the Banquet, the allocation will be confirmed by the Remembrancer's Office and does not include those serving on the Lord Mayor and Sheriffs' Committee or the Sheriffs' Chaplains, who all receive a double invitation in their own right. (See Annex F for a full list of those events for which Sheriffs-Elect will be expected to nominate guests).

The cost of the Lord Mayor's Banquet is borne by the City of London Corporation. The Lord Mayor and Sheriffs will be responsible for meeting any excess expenditure over the amount budgeted.

#### *The Lord Mayor and Sheriffs' Committee*

A Lord Mayor and Sheriffs' Committee is formed with responsibilities for the Lord Mayor's Show and Banquet. Those who take on this role need to attend two meetings, one in early October, when the Lord Mayor and Sheriffs attend briefly, and one in late October/early November when it is essential to attend, because it rehearses what they have to do at the Banquet and the Lord Mayor's Show.

The Committee is usually made up of 16 members: four appointed by each Sheriff and eight by SABBAC/the Lord Mayor-Elect. It is customary for these to be the Ward Deputy (for the Aldermanic Sheriff), Masters of selected Livery Companies (for example the Mother Livery Company), the Chairman of their Election Committee and/or Hon Secretaries, or family relation or friends.

The duties of this Committee are directed by the Remembrancer's Office and the events at which they carry out their duties are listed below. Further information on each is provided by the Remembrancer's Office:

- Installation Lunch;
- Lighting Up Dinner;
- Silent Ceremony;
- Presentation of Addresses;
- Lunch at Mansion House on Lord Mayor's Show Day;
- Reception before the Lord Mayor's Banquet.

#### *Common Council*

Generally, only one Sheriff accompanies the Lord Mayor to meetings of Common Council, leaving the other Sheriff to host the duty lunch at the Old Bailey. However, both the Sheriffs should accompany the Lord Mayor on the following four occasions:

- The March meeting, following the Spital Sermon.
- The April meeting, which is the first sitting of each new Court in the civic year.
- The October meeting, being the first sitting after the Sheriffs have taken office.



- The December meeting, being the first sitting for the new Lord Mayor.

For all other meetings of Common Council, the Sheriffs share responsibility, taking account of absence on overseas duties. They should try to ensure an equal attendance during their year. The above Common Council meetings all take place on Thursdays starting at 13.00 and the list of meeting dates for the year(s) ahead can be found [here](#).

#### Court of Aldermen

The Aldermanic Sheriff normally attends the Nominations and General Purposes Committees of the Court of Aldermen, together with the Court meetings themselves. These tend to take place on Tuesdays (the list of dates may be found [here](#)). When such meetings are scheduled, the Aldermanic Sheriff therefore will make arrangements to swap any duties with the Non-Aldermanic Sheriff.

#### Holidays and time off

Although the Old Bailey is not closed in August, it is normal for the Sheriffs to follow the example of the Lord Mayor and to take a holiday during this period.

The Civic Team also rarely has engagements for a period of approximately a fortnight over Christmas and for four or five days over Easter.

Saturdays and Sundays are normally free, except where the Civic Team is asked to attend civic functions, such as church services, or where Sheriffs wish to accept weekend invitations. When accompanying the Lord Mayor on visits, this may also involve working across weekends.

## **7 Old Bailey - The Role of the Sheriffs**

The statutory bases of the Sheriffs' duties are the Central Criminal Court Act of 1834, the Sheriffs' Act of 1887 and the Courts Act of 1971.

A role description, approved by the Court of Aldermen, is available [here](#).

A more detailed 'Sheriffs' Manual' document will be provided to Sheriffs-Elect by the Shrieval Secretariat on their election as part of their induction into the role. This will set out in detail many of the operational and logistical aspects of the role of Sheriffs. A summary of some of the key elements is provided below.

#### Daily Entertaining at Lunch

The two Sheriffs take it in turns to host the daily lunch at the Old Bailey with the Duty Alderman, who represents the Lord Mayor. The guests of the Sheriffs are selected to provide the Judges and the Duty Alderman with an opportunity to meet people from a cross section of the community and to promote the City.

Old Bailey Judges' Lunches are one of the key means by which Sheriffs can progress their own, the Lord Mayoral and the Corporation's priorities and objectives during the course of their year in office. This can be in a number of ways, including (but not limited to) the following:

- Promoting the rule of law as the cornerstone of a successful civil and commercial society by using the COL's provision of the Old Bailey facilities free to the nation to underscore the City Corporation's contribution to that objective;

- Reinforcing and promoting the historical links and partnerships between the COL and the judiciary and the ancient connections of the offices of The Lord Mayor and Sheriffs with the criminal justice system;
- Strengthening ties with a wide range of external and internal stakeholders and interest groups across society;
- Advancing the wider strategic goals of the Shrievalty, the Lord Mayoralty and Court of Aldermen and the COL.

In addition, a number of more specific “thematic” lunches can be held over the course of the Shrieval year. These have the following additional purposes:

- To engage with specific targeted topics or interest groups relevant to the City, the COL and the Old Bailey Judiciary; and
- To provide an additional capability to advance COL relationships with specific target sectors.

#### *Choreography of the Judges’ Lunch*

Details on the specific choreography around the Judge’s lunches will be provided in the Sheriffs’ Manual. It should be noted however that directly after the lunch, subject to availability, guests can be taken to a pre-agreed Court to view proceedings in a case, with the Sheriff undertaking the ceremonial role of ‘Knocking In’ the judge for the afternoon session.

#### *Guests*

Although there is an element of “personal patronage” in both the regular and themed lunches for the Sheriffs, they both fundamentally represent hospitality assets of the Court of Aldermen and wider City of London and should be leveraged and utilised consistently with that core purpose. Suggestions for potential invitees have increasingly been sourced from a much wider set of partners and stakeholders - including the Judges, City of London Corporation Departments, and the Court of Aldermen.

The Shrieval Secretariat team and the wider Lord Mayor’s Office are also on hand to offer suggestions for attendees who may align with, and further, particular objectives and priorities at the time.

#### *Shrieval Events & Tours at the Old Bailey*

In addition to the daily lunches, the Sheriffs may each hold (or jointly host with charities or not-for-profit organisations) a small number of events per year at the Old Bailey. These are funded through the City of London budgets assigned to the Shrievalty.

The Sheriffs can also conduct briefings and tours for foreign dignitaries, diplomats and law students, livery, charity and others. The Hon. Secondary can also support Sheriffs with this by prior arrangement.

#### *Sheriffs’ Private Entertaining*

The Sheriffs are able to use the facilities at the Old Bailey for private entertaining, although the funding arrangements understandably differ, with Sheriffs expected to meet the costs from their personal budget.

#### *Key Functions and Events during the Shrieval Year*

There are a number of particularly important functions for the Sheriffs, which are set out below. Further information is available on each via the Shrieval Secretariat and/or Remembrancer’s Office. Ceremonial instructions and/or event plans are issued to Sheriffs for a number of these events by the

Remembrancer's Office and Mansion House.

#### State Opening of the Old Bailey

This takes place twice each year when the Lord Mayor officially opens the Old Bailey and hears a case in Court No 1.

#### Conducting Elections in Common Hall

The Sheriffs preside with the Common Serjeant at the annual election of the Lord Mayor on Michaelmas Day and at the election of the Sheriffs on Midsummer's Day.

#### The Quit Rents Ceremony at The Royal Courts of Justice

In October each year, the new Sheriffs are presented with their Warrants at an ancient Ceremony in the Court of the Exchequer at the Royal Courts of Justice in the Strand.

Three copies of the Warrant are issued, one for each of the Sheriffs and a third for retention at the Old Bailey. During the Shrieval year, each Sheriff hangs the Warrant in their apartment and at the end of the year, they retain their copy. Each of the Sheriffs pays for the engrossing and framing of their personal copy of the Warrant.

#### The Quill Pen Ceremony

The Sheriffs are presented with quills by the Worshipful Company of Scriveners at a Ceremony which takes place each year at the Old Bailey. A reception follows the Ceremony and the Sheriffs fund the cost of these refreshments.

#### Other major events

During the year, the Sheriffs also attend the following major events (as well as such others as may arise from time-to-time):

- Approbation of the Lord Mayor-Elect at the House of Lords;
- Lord Mayor's Banquet;
- Easter Banquet;
- London Government Dinner;
- Dinner to the Archbishops and Bishops (every alternate year);
- Dinner to His Majesty's Judges;
- Dinner to the Masters, Prime Wardens and Upper Bailiff;
- Dinner to the Court of Aldermen;
- Diplomatic Reception at Buckingham Palace;
- Garden Party at Buckingham Palace;
- Speech Days at City Schools (eg. Christ's Hospital; King Edward's Witley; City of London School; City of London School for Girls; Freeman's School).

#### Car and Chauffeurs

Transportation is provided for all official events or duties listed on the Mayoral and Shrieval programmes, as well as travel between a Sheriff's London-based office or residence and the Central Criminal Court as required. The official vehicles must not be used for private use.

A car parking space is provided in the Lord Mayor's Yard for each of the Sheriffs' private cars, subject to any building works that may be taking place at the Central Criminal Court.

### *The Footmen*

A footman is assigned to each of the Sheriffs and is a personal assistant/valet. As well as taking instructions regarding the wishes of the Sheriffs, the footmen are also able to advise on many day-to-day issues relating to the Shrievalty.

The footmen wait on the Sheriffs' personal guests at the pre-lunch drinks and they can provide tea and coffee if the Sheriffs have guests during the day.

### *Consorts*

#### *The role of the Sheriffs' Consorts*

There is no formal requirement for a Sheriff to have a Consort; however, where there is one, this is often the spouse or partner of the postholder. In some instances, a Sheriff's Consort has been a friend or family member. Where a Sheriff's partner does not wish to act as a Consort for the year in office, it should be stressed that there is no obligation to do so.

When a Sheriff does have a Consort, they will be invited to a number of events alongside the Sheriff, and are expected to give support, as part of the full 'Civic Team', to the Lord Mayor and Lady Mayoress/Lord Mayor's Consort. During the year, Consorts are encouraged to assist the Lord Mayor's Charity Appeal by participating in fund-raising events and arranging at least one event, and they will also be asked to accompany the Lady Mayoress/Lord Mayor's Consort on a number of official events during the year.

### *Sheriffs' Consorts' Warwick Square lunches*

The Sheriffs' Consorts host a monthly Lunch in the City Lands Room.

The same basic principles apply to those as to the Shrieval lunches in terms of core objectives and alignment with the interests of the Corporation, though they are generally less formal in both nature and style. Support is provided for these lunches by the Shrieval Secretariat.

### *The Sheriffs' & Recorder's Fund*

The Sheriffs are Presidents of this Fund during their year of office. Founded in 1808, the charity seeks to help to turn the lives of prisoners around: to ex-prisoners and their families, the Fund gives grants towards essentials; clothes for a job interview; training courses; tools of trade to set up small businesses and so on. It also gives large grants to prison-based schemes which train and mentor prisoners before and after release, so that they have a purpose and an income. To give a sense of scale, grants totaling £199,691 were made during the financial year 2021/22. Sheriffs and Consorts are encouraged to run a fund raiser for the S&RF during their year.

The Fund is based at the Old Bailey and holds four meetings a year in the City Lands Room and its Annual General Meeting (AGM) in No. 1 Court. Further information can be found at the website: <https://sr-fund.org/>.

### *The Society of the Sheriffs of the City of London*

This Society, formed of those who have previously served the office of Sheriff, can play a key role in supporting the office of Sheriff. Drawing on their significant collective experience in actually delivering the duties of office, the Society can provide invaluable assistance or information relating to the briefing of Candidates and Agents, matters of protocol, dispute resolution, and agreement

of policy with the Court of Aldermen and the Livery Committee. Contact with the Society can be made via the Honorary Secondary, who is Secretary to the Sheriffs' Society. Sheriffs are invited, by virtue of their office, to become members of the Sheriffs' Society.

## **8 The Sheriffs' Apartments at the Old Bailey**

### *Allocation*

Before they move in, the Sheriffs agree which of the two apartments they wish to occupy. It is customary for the Aldermanic Sheriff to take the South Apartment and the Non-Aldermanic Sheriff the North Apartment. If there are two Aldermanic Sheriffs, custom is that the Senior Alderman takes the South Apartment, but again, this is subject to agreement between the two Sheriffs.

### *Accommodation*

The accommodation is furnished and provides a bedroom, a dressing room, bathroom and sitting room/study. The apartment is serviced daily. Sheriffs are expected to live in at their apartments at least during the week, but are not obliged to do so.

### *Kitchen Equipment*

The kitchen in the Shrieval Corridor is equipped with an electric cooker and hob, microwave oven, refrigerator, freezer, washing machine/dryer and dishwasher.

The Caterers (Company of Cooks), will ensure that adequate crockery and cutlery is provided in the kitchen in the Shrieval Corridor, as well as glassware for the Shrieval apartments. Please note that no food or drink is provided.

### *Pets*

Sheriffs will be spend a lot of their time at the Central Criminal Court during their year in office. While everything will be done to make this time as comfortable as possible, the nature and functions of the Old Bailey make it a very difficult environment in which to bring a pet.