

ANNEX D

MATTERS FOR THE ATTENTION OF A SHRIEVAL MOTHER COMPANY

Purpose

Whenever a Livery Company receives the privilege of one of its own members being elected as Sheriff, it is exposed to a number of new events and experiences, many of which it may not have experienced to in the past.

This paper attempts to outline many of these various matters from the starting point when the Livery member seeks their Mother Company's support, through to the events involved after their election and period in office.

Candidature and Pre-Election

A prospective candidate will need to gain the full support and backing of their Mother Company prior to announcing their candidacy for Sheriff.

The major role for the candidate's Mother Company in the run up to the Shrieval election is to be seen to be actively supporting and promoting its candidate.

The Master/Prime Warden/Upper Bailiff will be expected to be one of the signatories on the candidate's election papers.

There is no written guide as such for the Livery Companies involved with the Sheriffs - but there is a lot of goodwill to assist. Invitations and requests will come at odd times and to different members of the Company. Whilst both are integral sections of the City of London Corporation, Mansion House and Guildhall are physically separate venues. As such, arrangements for different events will vary depending on the nature of the event and which team is organising it. All the main Civic events are well organised and choreographed by the Mansion House, the Remembrancer's office or Town Clerk's office. This guide does not give minutiae of those events as details can alter each year and it is best to rely on the authoritative paperwork that is sent out nearer the time.

During the election process the candidate will appoint their own Chair, Electoral Agent and a team of supporters for the campaign (contested or not). This is very much in the hands of the prospective candidate, but the Livery Company might expect to be involved in allowing its Master or other member of the Court to serve on the candidate's Supporters' Strategy Committee and help the candidate in purely administrative matters (stuffing envelopes) as well as attending and possibly hosting events to promote the candidate. The Electoral Agent will ensure that electoral legislation is complied with in all these cases.

As the election takes place at Common Hall, attendance by representative members of the Company at Common Hall on 24 June is expected, as at that meeting the mind of the Livery is given on a show of hands. In the case of an uncontested election the matter proceeds to a conclusion at that event. (In practice, if there are only two candidates at close of nominations in early May then the subsequent preparations set out below can commence in May). On a contested election the presence of supporters from the Livery Company will be essential to get your candidate elected. The election might be resolved at Common Hall in June or go to a poll two weeks later. The intention of the Livery Committee is to encourage (so far as electoral law allows) the finalising of the election on the earlier date. However, if a poll is demanded then the candidate and all supporters may be called upon to assist in chivvying support and attending on the poll day to have the votes registered. As set out in the Act of Common Council 1932 this date is exactly two weeks from the date of Common Hall. **Note that there is no postal vote and votes from the attendance on 24 June do not count on this second occasion**, therefore Livery companies will need to turn up on both occasions to support their candidate. These dates

- or any variation arising out of the dates falling at the weekend - need to be conveyed to the Livery at an early stage with an explanation of the importance of attending and voting.

Post Election

Following the successful election there is a lot of planning to do until the date that the Sheriff-Elect takes office (28 September), much of which involves the Mother Livery Company.

Sheriff's chain of office.

The Sheriff via their Electoral Agent will set up a chain committee on which senior members of the Livery Company will be expected to serve. There are no duties attached to being on the Committee other than to have one's name on the letter that the Sheriff's Electoral Agent sends out to ask for donations. Members of the Committee will themselves be expected to contribute and to attend the presentation of the chain (see paragraph below). The letter is sent to all Livery members usually via their clerks. The Livery members of the Mother Company will be expected to contribute but it is voluntary and no pressure should be brought to bear. The Livery Company itself might make a donation depending upon their own finances.

Presentation of the chain of office.

The presentation is made in the middle of September at a time of the Sheriff-Elects' choosing - e.g. 12 noon or 6pm on 19 or 21 September. The event will be held in a large Livery Hall as all of the contributors to the Chain will be invited to attend*. There is usually champagne and a few canapés or light refreshments. A Sheriff-Elect might ask their Mother Company to provide the Hall or contribute towards the cost of the event in some way or entirely. This is a matter for each Sheriff and Livery Company to determine for themselves. The Alderman who is the Chair of the chain committee will make a short speech of congratulations to the Sheriff-Elect. They will then reply and explain the design of the chain and badge. At the same time the spouse/partner/consort will receive a badge or similar and will make a short speech as well. The chain and badge will be on display together with the book of the names of the contributors. The Sheriff-Elect might hold a small event for those who have helped in the campaign. The Master and others might be invited. Dress is lounge suit. By tradition, the Non-Aldermanic Sheriff-Elect has their Presentation on a date prior to that of the Aldermanic Sheriff-Elect.

**If there are an excessive number of contributors then those giving smaller sums might be excluded, eg under £25.00.*

Admission of Sheriffs - ceremony.

This takes place on 28 September (subject to weekends) in Guildhall. The Mother Companies are asked to attend as the Sheriffs' supporters and form a deputation for the Sheriffs as they parade into Great Hall. The deputation from each Company consists of 6 people and it is usually the Master, Clerk and four others. You will need to identify these people and advise the Remembrancer's office of their names and contact details when they request them. Note that a letter of invitation to this comes from the Remembrancer's office to the Clerk and may need urgent action (especially if there has been a contested election and so timescales are telescoped). The absence of the Clerk on holiday with no email access could delay the provision of a speedy response - not to mention the absence of the Livery members who are due to take part. A rehearsal is held early in the morning (say 9.00am) but the Livery Company is not required to attend. However, the Livery Company supporters do need to be there by 11.00am. The event starts at 12 noon. Dress code is morning dress; and Livery gowns and badges for the Master of the Mother Company. Other members are also welcome to attend the Admission ceremony, which takes place in Guildhall: it is not ticketed and is open to the public. It lasts for approximately 45 minutes. Spouses/partners/consorts are not formally invited but may attend in the audience if they wish.

The Sheriffs' Breakfast following the Admission of Sheriffs.

This is the lunch that follows the Admission of the Sheriffs. The invitation list is agreed by the Sheriffs and includes the Masters of the Mother Companies and the members of the deputation at the Admission as set out above. This is a single invite. Dress is morning dress and hats for ladies (if not otherwise gowned). This will also be held in the Guildhall, starting about 1.15pm/1.30pm, and will not end until after 3.30pm. The Sheriffs receive a grant towards the cost of this lunch, therefore the Livery Company should not be required to provide any cost for this.

Silent Ceremony

This is the ceremony at which the Lord Mayor will take office and is held at 3.00pm on the Friday immediately before the Lord Mayor's Show. Tickets are needed to attend and are available via public ballot *in advance of the event* via a web link which is sent from the Remembrancer's office in mid-July. Please note that the number of tickets available is limited and in significant demand, therefore early application for the ballot is crucial. The Sheriff will be allocated some tickets and each Mother Livery Company will need to liaise with the Sheriff to receive some of those tickets. If the Mother Companies have some members who are Common Councillors and Aldermen then they should ask those members to apply for extra tickets for the Livery members to attend. It is a short and moving ceremony held at Guildhall, lasting until about 3.40pm. Dress is lounge suit. Whether it is a double invitation will depend upon the ticket allocation. There is a religious service following the Silent Ceremony at approximately 6.00pm. This is open to all and may be at St Lawrence Jewry or another City venue. Strictly the Sheriff plays no formal role in this but does attend in support of the Lord Mayor and so it is an additional event that the Mother Companies might wish to witness.

Presentation to the Lord Mayor and Sheriffs immediately following the Silent Ceremony.

Immediately after the Silent Ceremony, certain organisations close to the Sheriffs and Lord Mayor will present gifts to them. This is a formal ceremony orchestrated by the Remembrancer. The Remembrancer's office will contact the Clerk immediately after the election of the Sheriff to establish that the Company wants to give a gift. The number of presentations is limited and so early contact with the Sheriff should take place to confirm that the Mother Company will give a gift and what it will be. Gifts are often silver photo frames, address books, visitors' books, pens, or a charitable gift etc. The Remembrancer will contact the Clerk to enquire and find out the names of persons who will present the gift. There is a maximum of 6 who will present and there are spaces for their spouses/partners/consorts to sit down. It is ticket only and there are limited spaces. Prior to the event the Remembrancer's office will send a briefing note outlining the procedure to the Clerk (or other nominated person proposed by the Company). This will set out timing and order of presentation for the ceremony, which lasts approximately 40 minutes. There is a rehearsal conducted by the Remembrancer at the Lighting-Up Dinner at Guildhall which takes place in the last week of October.

A float in the Lord Mayor's Show.

The Mother Company often has a float in the LM Show. The Pageantmaster's office will provide guidance on submission deadlines but the preliminary design is typically submitted by early May and final design by June, therefore early planning is useful (*NB: this is difficult if there is a contested election, although the office of the Pageantmaster is very understanding. A Mother Company should however, in the circumstances, start the planning without committing too much cost. It's recommended that the Mother Companies proceed with what they can by way of design, identification of participants and a person in charge, as well as establishing a budget and possible professional design and manufacture.*). The Pageantmaster's office can confirm the entrance fee and will provide the specification and requirements of the float entry. The float might include other organisations with which the Livery company is involved – e.g. military, schools or charities. The cost of entry into the Show also provides four places for the float holder in the Lord Mayor's Enclosure. This standing enclosure is located opposite the South Transept of St Paul's Cathedral. Guests of the enclosure will have access to refreshments and will receive a complimentary copy of the Commemorative Programme (it is suggested that warm clothes are worn). A person must be nominated as the person in charge of the float who will receive full and detailed briefings. A post-Show reception will be held at the Mansion House the following January by way of a 'thank you' and to encourage further participation in future shows.

Advert in the LM Show programme

After the election of the Sheriff, the advertising manager of the Lord Mayor's Show official programme will email the Clerk to ask if the Company wants to put an advert in the Show programme. Details will be provided by the manager if the Company wants to do this. The programme is a glossy magazine on sale at the Show and a wonderful reminder of the day and the participants. Apart from the optional (paid for) advertisement, the Mother Companies will need to provide a 60 word summary and jpeg of the Livery badge for the programme that will describe the Company for purposes of the carriage (see below)

Photographs of the LM Show

Clive Totman is the photographer retained by the City Corporation to take a record of the Show each year. If a company wishes to have their entry photographed, they can contact him directly or via Sheldon Hind in the CoL Corporation Communications Team. However, the photographer will have to balance any demands against the needs of the whole Show. If a Company wishes a dedicated photographer to be used that is at their discretion but they must be registered and cleared in advance by both the Pageantmaster and the Communications Team for security purposes.

Contact with BBC

The BBC cover the Show live on BBC1 and will contact the float holder's main person to get a brief of the entry and salient points in September/October. There is no certainty of being mentioned or shown on the coverage.

One representative from each of the Shrieval Mother Companies, as well as from the Lord Mayor's Mother Company will have the **privilege of riding together in a Livery Companies carriage in the LM Show**. The cost of the hire of this carriage is recharged, shared between the Mother Companies. The Pageantmaster's office will contact the Clerk (as soon as the Sheriff is elected) to inform the Company that there is a carriage available and to enquire if the Company want to ride in an open carriage in the LM Show. The names of those riding in the carriage and their full titles will need to be provided to the Pageantmaster's office by early October and the names will appear in the official programme for the Show. These persons will ride robed in the carriage (dark suits below Livery robes and badges and with Livery hats/bonnets, as well as some warm underclothing and shoes). In October the Pageantmaster's office will send out details to the Clerk of the assembly point (Aldermanbury) and the order and any other points about dress or procedure.

Separately, each Sheriff rides in their own two-seater carriage, which has two banners alongside it: one their coat of arms or personal insignia, and the other the Mother Company banner. Each Sheriff is accompanied by their Chaplain. The banners are processed alongside the carriage held by Cadets from 1475 (Dulwich) Sqn ATC. The personal Coat of Arms is not recharged but if Company banners are not already in the archive, the Pageantmaster's office will procure the banners, the cost of which will be recharged to the Mother Livery companies. Those who are riding in the Lord Mayor's Show (with their respective spouses/partners/consort) will be entitled to attend Guildhall for the buffet breakfast and will then watch the Lord Mayor's Show from the Guildhall until the time comes to get into the carriage (at approximately 11.20am). Spouses/partners/consorts will be able to continue watching the Show.

The route of the Show is from Guildhall/Mansion House to the Royal Courts of Justice. At this halfway stage the parade stops for the Lord Mayor and the senior officers and the members of the Mother Company riding in the carriage to attend the Lady Chief Justice in her Court. The Lord Mayor swears an oath of allegiance and some commendatory speeches are made in the Court. After brief refreshments, participants return to the carriages for a prompt departure. The parade then returns to Mansion House. At the end of the Show the riders dismount from the carriage near to Mansion House. The Master is likely to be asked to line up with other Masters in front of Mansion House to salute the new Lord Mayor as they arrive at Mansion House. *NB:* The Masters must get in position very promptly, as the Lord Mayor's carriage is usually following closely behind.

Lunch at the Mansion House on Lord Mayor's Show day

Those riding in the Show and their spouses/partners/consorts are invited to the second lunch at Mansion House. This will also entitle the spouses/partners/consorts to arrive at Mansion House at 12.30 for drinks and then a seat (usually on the pavement under MH) to watch the return of the Show. A letter is sent from Mansion House to the Clerk to ask about the attendees for the lunch and to watch the Show. The lunch (a seated but informal hot lunch) is served to all guests in the Mansion House and follows the end of the show at about 2.15pm. It will end about 4.15pm. At that stage people are free to leave.

Lord Mayor's Banquet

The Lord Mayor's Banquet is on the Monday following the Show and the Master and their spouse/partner/consort should expect an invite to attend this. The Clerk and other members of the Company might receive invites but this is at the discretion of the Sheriff. An early subtle enquiry of the Sheriff could be made. It is a large, impressive white tie event in Guildhall starting at about 6.30pm and ending by 11.00pm. Badges are worn.

Miscellaneous

Subsequent to the flurry of activities in the first couple of months there is very little else with which the Mother Company gets involved in such a high profile way. Some extra events happen, of which the following are a sample:

- the Company may have a private visit to the Old Bailey and a reception and/or sit down supper in the Judges' dining room. The Sheriff will need to sponsor this but it is a marvellous chance to see inside the Old Bailey and to enjoy the Sheriff's home for the year. It might also be possible to hold a private dinner (e.g. Court dinner) in the Old Bailey Judges' dining room.
 - during the year the Sheriff entertains guests at lunch with the Judges. It is likely that the Master and other senior Liverymen will receive invitations to such lunches.
 - the Master may receive several invitations to some of the Sheriffs' events, for example the Quit rent ceremony (October) and various charity events.
 - the Sheriff will be involved in various charities during the year especially the Sheriffs' and Recorder's Fund and the Lord Mayor's Appeal. The Sheriff may call upon the Mother Company to assist in the arranging or attending these events to raise money for these good causes.
 - The Master of the non-Aldermanic Sheriff's Mother Company will be invited to attend Common Hall: Election of Lord Mayor in order to second the resolution of the Vote of Thanks to the outgoing Sheriffs. In terms of process at the event, the Common Cryer will call upon the Master/Prime Warden of the Aldermanic Sheriff's Mother Company and the Master/Prime Warden of the non-Aldermanic Sheriff's Mother company to move the Vote of Thanks to the outgoing Sheriffs following the passing of a resolution of the Vote of Thanks to the outgoing Lord Mayor. The Masters/Prime Wardens will then rise together, move to the foot of the table and bow to the Lord Mayor, turn and bow to the Livery and then go to the lecterns. The Master/Prime Warden of the Aldermanic Sheriff's Mother Company, on the right hand-side, reads the resolution of thanks (usually after first taking the opportunity to say a few personal words of introduction about the Sheriffs' year). The Master/Prime Warden of the non-Aldermanic Sheriff's Mother Company, on the left hand-side, then seconds it by saying, "My Lord Mayor, it gives me great pleasure to second the resolution.
-