



## Notes of Guidance for the Lord Mayor

***This guide has been compiled in answer to some of the queries raised by previous Lord Mayors, to enable incoming Lord Mayors to be fully briefed on their duties, functions and entitlements before they take office.***

# The Office of the Lord Mayor

The word “mayor” derives from the comparative “major” of the Latin word “magnus” meaning “great”. The first English Mayor was the Mayor of London, appointed in 1189 by Richard I.

In the olden days the Office of Mayor had very considerable authority, and carried with it executive powers over the finances and affairs of the Corporation. The Mayor carried out many of the duties later attached to the office of Town Clerk, and as well as presiding over the meetings of the Corporation, the Mayor also presided over the Bench of Magistrates as Chief Magistrate of the Borough Court.

The Lord Mayor’s position is laid down by the Local Government Act 1972. This requires:

- that they shall be elected annually by the Council from among the Councillors
- the term of office is for one year
- during their term of office they shall continue to be a member of the Council
- the Lord Mayor shall have precedence in all places in the district, but not so as to prejudicially affect Her Majesty’s Royal prerogative
- the Council may pay to the Lord Mayor for the purpose of enabling them to meet the expenses of office such allowance as they think reasonable.

The following Lord Mayors are entitled to be called “The Right Honourable” -

- London
- Bristol
- York
- Cardiff

All other cities or boroughs that have been granted the dignity of a Lord Mayor are entitled to the term “The Right Worshipful”. These are –

Armagh	Coventry	Manchester	Portsmouth
Belfast	Exeter	Newcastle-upon-Tyne	Sheffield
Birmingham	Kingston-Upon-Hull	Norwich	Stoke-on-Trent
Bradford	Leeds	Nottingham	Swansea
Canterbury	Leicester	Oxford	Westminster
Chester	Liverpool	Plymouth	

## **Lord Mayor's Team**

XXXXXX, Head of Democratic Services (Executive & Mayoral) will arrange to meet regularly with the Lord Mayor and periodically with the Deputy.

XXXXXXX is the Civic Manager has a range of duties including budget management, events etc

XXXXXX is the Lord Mayor's Secretary she works Thursdays and Fridays and alternate Wednesdays, weekly meetings will be set up where possible to go through invites, diary and any issues.

XXXXXXXXX provides support to the Lord Mayor's office during Helen's non-working days.

XXXXXXX is the Lord Mayor's Macebearer. The engagements she covers are allocated to her by the office on a weekly basis she works up to 18hrs a week.

XXXXXX is based in the member's support hub and provides support to both Kate and Helen when required.

The Lord Mayor's chauffeur team consist of XXXXXXXXXXXX, they are all under the control of Central Transport and all bookings for the Chauffeur must come through the Lord Mayor's Office.

## **Lord Mayor's Secretariat**

The Secretariat is responsible for the day-to-day organisation and control of the Lord Mayor's Office, compiling the Lord Mayor's programme of engagements in consultation with the Lord Mayor and liaising with the organisers of events and making arrangements for each occasion as appropriate. XXXX and XXXX will consult with the Lord Mayor at a scheduled weekly meeting and will consult with the Deputy Lord Mayor at regular intervals.

They advise the Lord Mayor and carry out the detailed organisation of Civic Functions (compiling guest lists, despatching invitations, checking replies, arranging the hospitality, the venue, floral decorations, table plans, menu cards, seating arrangements etc.) including liaising with all relevant internal and external personnel, and supervising the proceedings for these events.

The civic manager keeps a register of Civic Functions and their estimated costs are kept and the budget is constantly monitored and the list up-dated monthly to include new events.

Donations received for the Lord Mayor's Charity Fund are processed and recorded by the civic manager

The Secretariat only liaise with the Council's Media Team on matters relating to the publicity of Lord Mayor's engagements, and advise the public on matters of protocol and civic ceremonial as appropriate.

All Mayoral correspondence is dealt with and replied to by the Secretariat on behalf of the Lord Mayor. As custodians of the Lord Mayor's office it is imperative that all invitations/engagements come through the Lord Mayor's Office.

## **Macebearer/Attendant and Chauffeurs**

The Macebearer, XXXXX covers those Mayoral events when the mace is carried as well as Civic Receptions. However, she also covers most internal events which are held in the Town Hall and its locality. Recently with the reduction in budget, Lord Mayors' have been making their own way into the Town Hall for engagements that do not necessitate the use of a car and chauffeur.

The Lord Mayor's chauffeur will accompany the Lord Mayor/Deputy to external engagements.

The Civic Car and Chauffeur are provided for use by the Lord Mayor/Lady Mayoress/Consort (and their Deputies) when undertaking official Mayoral engagements as shown on the Civic Engagements Sheet. The Civic Car and Chauffeur are not available for personal use, for family and friends, or for use as a Ward Councillor.

By arrangement, the Mayoral car will collect the Lord Mayor and Lady Mayoress/Consort and take them to the event, and the Chauffeur/Attendant will bring the appropriate insignia (chain/robes) to be worn. The Chauffeur will advise on the suitability of times of departure and arrival and will have full knowledge of the location of outside events. The Chauffeur will ensure that the Lord Mayor and Lady Mayoress/Consort are equipped with any relevant information such as programmes and hymn sheets, and will ensure that the Lord Mayor and Lady Mayoress/Consort are properly received on arrival by introducing the Lord Mayor to whoever is the host of each event. The Chauffeur will remain on hand to be available if required to assist the Lord Mayor and Lady Mayoress/Consort until the end of the function.

## **Diary Sheets**

Weekly diary sheets are produced, the first is private and contains all the relevant information on pick up points, dress and insignia etc, this is circulated amongst the Lord Mayor's Team including the Lord Mayor and Deputy Lord Mayor. The second diary sheet has limited information and circulated widely by the Secretariat, which summarises information about all official events to be attended by the Lord Mayor and Deputy Lord Mayor –

- the time of the event
- the appropriate dress
- the appropriate insignia
- whether or not the Lady Mayoress/Consort is involved
- the venue
- a brief description of the event
- details of participation required - making a speech, unveiling plaques etc.

The Deputy Lord Mayor's events are highlighted in yellow on the internal sheet to avoid duplications.

Copies are issued to everyone connected with the workings of the Lord Mayor's Office and also to the local media for information. There are also copies on display in the Town Hall Foyer and the Council's website.

## **Diary File**

A diary file is produced weekly (a week in advance) for the Lord which has more detailed information about the events.

The file includes copies of the diary sheets together with appropriate copies of correspondence, forms, background notes and booklets etc. If the Lord Mayor is not in the Town Hall when the file ready then it will be left on the safe for the Chauffeur to bring to you at your next engagement.

Especially for events where the Lord Mayor is required to make a speech, background information is either obtained from the organisation concerned or extracted from the Lord Mayor's Archive system or the Internet.

We have a yearly bring up file in the Lord Mayor's office and electronic files are accessible through the Lord Mayor's diary on Outlook, each event will have all relevant information attached to it and is available at all times.

## **Appropriate Dress and Insignia**

Guidance is given on the diary sheet as to the appropriate dress and insignia to be worn at all events.

Male Lord Mayors/Consorts will need lounge suits on a daily basis and dinner jackets are worn frequently. Morning dress (top hat and tails) and evening dress (white tie and tails) also need to be hired occasionally for a few events such as the Cutlers' Feast, it is the Lord Mayor's responsibility to organise this service.

Female Lord Mayors/Lady Mayoresses need day dresses and suits for every-day wear and hats are worn at many events. Long or short evening dresses are generally worn at evening functions but occasionally more formal ball gowns are worn at events such as the Cutlers' Feast or Forfeit Feast.

The Lord Mayor's Robe is worn at formal ceremonies or processions such as the Lord Mayor's Installation, Civic Sunday, Remembrance Day, University Degree Congregations, reading of the Letters Patent at the Court House, etc.

The Chain of Office is worn at most events particularly where the Lord Mayor is in high profile such as performing an opening, touring premises, receiving visiting dignitaries, etc.

The Badge of Office is worn at more low-key events and is more practical for wearing on occasions such as sit-down meals, dances, lectures, theatre visits, concerts, etc.

The Lord Mayor should not accept an invitation to attend a function, in an official capacity, in another Borough without the consent of the Mayor of that Borough. Even with consent they should not wear robes and/or the Chain or Badge of Office unless given permission to do so by the Mayor of the Borough they are visiting. In this instance, someone in the Lord Mayor's office will contact the Mayor's office of the Borough to gain permission. This is also the case should a Mayor from a different city attend a function in Sheffield.

## **Chairing the Council Meeting**

The role of a Civic Mayor includes acting as chair of meetings of full Council. Article 5 of the Council's Constitution states that the Lord Mayor (or in his or her absence the Deputy Lord Mayor) will chair meetings of the Council, "... so as to:

- (a) uphold and promote the purposes of the Constitution, and interpret the Constitution when necessary;
- (b) ensure its business can be carried out efficiently and with regard to the rights of Councillors and the interests of the community; and
- (c) ensure that the Council meeting is a forum for the debate of matters of concern to the local community and the place at which Councillors who are not on the Executive are able to hold the Executive to account."

As Chair of Council, the Lord Mayor must remain impartial to help to ensure the proper conduct of meetings in accordance with the law and the Council's own procedural rules. They are advised by the Chief Executive, the Director of Legal & Governance and the Head of Democratic Services. The Council's constitution sets out procedures and rules of debate at Council Meetings.

As the Chair of a Council meeting, the Lord Mayor has a second or casting vote (as a person presiding over a meeting does under the Local Government Act 1972 schedule 12 part VI 39 (2)) . Case law does not place a restriction on how the chair chooses to exercise their casting vote but, how they do must be his or her decision. If the chair chooses not to use their casting vote, then the motion before the meeting will be lost.

During their term of office, the Lord Mayor is expected to remain politically impartial and in this they should be supported by political colleagues respecting their neutrality, enabling the office of Lord Mayor to be seen as 'above politics'.



## **Expenses of Office**

Section 3(5) of the Local Government Act 1972 provides that “a principal Council may pay the Chair (the Lord Mayor is the Chair) for the purpose of enabling them to meet the expenses of office such allowance as the Council thinks reasonable”.

Section 5(4) of the same Act contains precisely the same provision enabling a principal Council to pay an allowance to the Deputy Chair (the Deputy Lord Mayor is the Deputy Chair).

The Allowance is a reimbursement of personal expenditure of the Lord Mayor and Lady Mayoress/Consort in carrying out their Mayoral duties. A record of expenditure is kept so that this can be made available if requested.

The Lord Mayor's and Deputy's allowance payments are made free of tax but the Inland Revenue is informed each year of the new Lord Mayor and Deputy. The Inspector has historically said that payments may continue to be paid without tax but “it would be helpful if individuals could be advised that the Inland Revenue may well examine their returns in detail on completion of their term of office”.

It is generally used to meet the cost of buying and hiring clothes, and it is a personal decision as to the type and quantities required. The money is also to cover personal, incidental expenses incurred when attending events, such as buying raffle tickets, attending 'bring and buy' sales, etc.

## **Budget**

The Lord Mayor has an annual budget of £ \*\*\*\*\* specifically for events, hospitality, chauffeurs, clothing allowance and gifts.

A register of Civic Functions and their estimated costs is kept and the total amount of these is deducted from the overall amount available for hospitality. The budget is constantly monitored and the list is up-dated monthly to include new events, and the unallocated amount is gradually decreased throughout the year as new functions are planned and the estimated costs subtracted from the total hospitality budget.

The Lord Mayor's office has a key role in monitoring and managing the Hospitality Budget and prioritising expenditure within it. The degree of hospitality afforded is decided on an individual basis.

XXXX and XXXXX will regularly meet up with the Lord Mayor to give updates on the budget.

## **Charity Fund**

Charitable donations are given to the Lord Mayor from various individuals and organisations throughout the year, including the coins thrown into the water features in the Winter Garden and outside the City Hall. These monies are controlled by the Lord Mayor's Office acknowledging donations, banking the money and keeping appropriate records.

Lord Mayors usually announce the charity or charities they will be supporting during their year of office at their Installation Ceremony and the money collected in the fund is disbursed at the end of the Mayoral year.

It is the responsibility of the Lord Mayor to ask Council colleagues, friends and/or family members to form a Charity Committee to meet regularly and take on the organisation of charity fund-raising events in consultation with the Lord Mayor's office. The Lord Mayor's Secretariat is only able to provide advice and circulate information provided by the charity committee but is not to partake in the organisation of charity fundraising.

## **THE DEPUTY LORD MAYOR**

When acting for the Lord Mayor, The Deputy Lord Mayor should be accorded the same precedence as that which is accorded to the Lord Mayor.

Deputy Lord Mayor's occasionally receive invitations in their own right. All invitations must be issued to the Lord Mayor who will decide whether it is appropriate for there to be a Civic presence.

The Lord Mayor's Secretariat will give advice and support to the Deputy Lord Mayor throughout the year. Arrangements are made for the Deputy to observe the Lord Mayor carrying out Civic Receptions, British Citizenship Ceremonies and major Annual Events and there will be first-hand experience of carrying out engagements on behalf of the Lord Mayor, on occasion you may be requested to step in and cover a British Citizenship Ceremony.

It could be useful for the Deputy Lord Mayor to consider attending other events in the Lord Mayor's programme as an observer to become familiar with the expectations of the role.

It is also helpful for the Deputy Lord Mayor to consider –

- whether to set a theme for their Mayoral year to focus on a particular aspect such as young people, the environment, health, the elderly, voluntary sector, businesses, etc.
- the appointment of a Lord Mayor's Chaplain
- the purchase of appropriate clothing
- which charity or charities to support
- setting up a Charity Committee with willing volunteers to arrange and carry out fund-raising events
- any dates when it might not be possible to carry out Civic engagements due to holidays, special family occasions or pre-existing medical conditions
- what to include in their acceptance speech at the Installation Ceremony
- providing biographical notes to be issued to hosts and event organisers

## **Deputy Lord Mayor's Badge**

On 11th March 1960, a letter was submitted to the Lord Mayor's Advisory Committee from Alderman Oliver S Holmes expressing his wish to make a small commemorative gift to the Corporation to mark the honour which the Council had conferred upon him by electing him Lord Mayor of the City during the year 1953-54.

After consultation it was provisionally agreed that a Badge for the exclusive use of the Deputy Lord Mayor would be appropriate for this purpose.

The Badge would be made by Sheffield craftsmen and it was proposed to invite Sheffield silversmith firms to submit designs and estimates for consideration and final selection by Alderman Holmes.

The design finally chosen was a hoop-shaped Badge, made in 9-carat gold with pierced and shaped serrations. The enamelled Arms of the City of Sheffield are in the centre, surmounted by a visor and supported by cast figures of Thor and Vulcan. Below is the enamelled white rose of Yorkshire. The Badge weighs 4 oz and is inscribed with the words "Deputy Lord Mayor" and the City motto.

## **Deputy Lady Mayoress' Badge**

The Council purchased a Deputy Lady Mayoress' Badge in 1978. The Badge was made of 18-carat gold and incorporated the white Yorkshire rose and the Sheffield Shield enamelled in blue and green. The crest was reduced to the lion only and the badge was engraved with the words "Deputy Lady Mayoress" and also the City motto.

The present Deputy Lady Mayoress' Badge was purchased by the Council in 1989 at a cost of £2,250 following the theft of the original badge, which was unfortunately never recovered. It is of 18-carat gold and is a reproduction of the original design.

## **The Lord Mayor's Chaplain**

The Lord Mayor's Chaplain is appointed by the Lord Mayor and, whilst it is customary for Lord Mayors to appoint their local parish priest, there have been occasions when this has not been the case. In practice the Lord Mayor may choose an appropriate representative to act as his/her Chaplain.

The Chaplain's role has traditionally been to offer spiritual and religious guidance to the Lord Mayor and represents the historical connection between the church and the city, and this role could be carried out by a representative of any faith if the Lord Mayor chose to appoint a Chaplain from a faith other than Christianity.

The Lord Mayor officially appoints the Chaplain at the Lord Mayor's Installation Ceremony and presents them with their badge of office, which they retain for the year.

The Chaplain's duties are minimal and they are only usually required to act in an important capacity on Civic Sunday, when they will take part in the Service, and on Remembrance Day and Holocaust Memorial Day, when they will conduct the Services. Other than this, they are normally invited to attend functions at the Town Hall and, where appropriate, will say Grace.

The Lord Mayor usually attends "in state" (robed) at the Lord Mayor's Chaplain's Church for morning service towards the end of their year of office, and the Lord Mayor reads the first lesson.

## **Badge of Office**

On 20th May 1963, the then Lord Mayor (Alderman P C J T Kirkman) presented to the City Council an official Badge for the exclusive use of the Lord Mayor's Chaplain.

The Badge is an oval insignia of the Arms of the City cast in 9-carat gold, enamelled and surmounted by a cross and open testament. It is inscribed "Lord Mayor's Chaplain".

## **Civic Receptions**

All arrangements for Civic Functions that the Lord Mayor chooses to host are made by the Lord Mayor's Office - compiling guest lists, issuing invitations, ordering hospitality, arranging menus, seating plans etc.

The Lord Mayor will, as a matter of course, receive the guests and preside at Civic functions.

The usual format for most Receptions is for the Lord Mayor to greet guests on arrival and to offer them a drink. When everyone is assembled the Lord Mayor will say a few words of welcome, to which someone will generally respond, and then the food will be served and everyone can then circulate and socialise.

# **Main Annual Events**

## **Lord Mayor's Installation**

The Annual Meeting of the City Council, at which the Lord Mayor is installed, is held on the third Wednesday in May.

At the start of the meeting, the retiring Lord Mayor, wearing the Robe, takes the chair and calls upon the City Council to move that the incoming Lord Mayor and Lady Mayoress/Consort be elected to the Office for the ensuing year.

Both the retiring and incoming Lord Mayors and Lady Mayoresses/Consorts then leave the Council Chamber and the newly elected Lord Mayor returns wearing the Robe, takes the declaration before the Chief Executive and addresses the Council.

A Vote of Thanks is moved to the retiring Lord Mayor and Lady Mayoress/Consort.

They are each presented with the Badge to commemorate their year of office, and they both respond.

A lunch is then held in the Reception Suite, after which the Council Meeting continues for the appointment of Cabinet and Board Members.

The Council Chamber is limited to a capacity of 200 people and a standard guest list of dignitaries has been compiled. The incoming Lord Mayor has an allocation of 40 guests and the outgoing Lord Mayor has an allocation of 10 guests. The Public Gallery is in use for the general public, but seats can be used for extra invited guests if necessary.

The Ceremony itself follows a standard procedure, but in the evening the Lord Mayor is able to host an event of his/her choice for family, friends and personal guests, which can either be a small dinner party or a larger reception depending upon the number of guests to be accommodated and the budget available.

## **Civic Service**

The Civic Service and Reception is held on the first or second Saturday/Sunday following the Lord Mayor's Installation.

This is the opportunity to introduce the newly installed Lord Mayor and Lady Mayoress/Consort to organisations within the city who themselves may choose to invite the Lord Mayor to their own events.

The Dean of Sheffield will liaise with the Lord Mayor and the Lord Mayor's Chaplain to decide upon the appropriate content of the Order of Service, although this is largely dependent upon the Church Calendar.

Most guests are invited to go directly to the Cathedral and take their seats. Those involved in the procession assemble in a separate room and process in the following order –

- Sheffield Hallam University
- The University of Sheffield
- Other local Mayors and Mayoresses
- The Cutlers' Company
- The High Sheriff
- The Honorary Recorder
- The Lord Mayor's Chaplain
- The Lord Mayor and Lady Mayoress/Consort
- The Lord-Lieutenant of South Yorkshire

Following the Service, guests are invited back to the Town Hall to meet the new Lord Mayor and Lady Mayoress/Consort over light refreshments.

This is assuming that the Cathedral is the most appropriate venue for the new Lord Mayor.



## **Armed Forces' and Veterans' Day**

Armed Forces' and Veterans' Day, celebrated on 27 June in the United Kingdom, is to commemorate the service of men and women in the British Armed Forces. Veterans' Day was first observed in 2006, and it was changed to Armed Forces' and Veterans' Day in 2009.

It is celebrated in Sheffield on the Saturday nearest to 27 June to allow veterans to attend the national celebration held on that day should they wish to do so.

The day is marked by a Parade of veterans through the city centre. The Lord Mayor takes the salute outside the Town Hall and then moves into the Peace Gardens, where to Parade assembles, to give a speech. This is followed by a Civic Reception in the Town Hall.

## **Remembrance Sunday**

This Service is held on the Sunday nearest to 11th November, Armistice Day.

The military parade is organised by the Armed Forces and the civil side is organised by the Lord Mayor's Office.

Invited guests join the Lord Mayor in the City Hall and walk in procession to the pavement opposite the War Memorial.

As the Town Hall clock strikes 11.00am, buglers will sound "The Last Post". Silence will be kept for two minutes then the buglers will sound "The Reveille".

The Lord-Lieutenant, Lord Mayor, Master Cutler, High Sheriff, Leader of the Council, Officers of the Services and Representatives of the Ex-Services and other Organisations on Parade will lay wreaths on the War Memorial and the Lord Mayor's Chaplain will then conduct the Service as set out in the national Order of Service.

At the end of the Service, the Parade will march off past, and salute, the War Memorial. The Civic Party then returns to the City Hall where refreshments are served.

The Lord Mayor usually attends a buffet lunch organised by the 212 Field Hospital at Endcliffe Hall. The Lord Mayor is approached each year by the Regiment with a request to jointly pay for the lunch.

## **Holocaust Memorial Day**

Holocaust Memorial Day is commemorated internationally on 27 January each year.

This date was chosen as it is the anniversary of the day in 1945 on which the Soviet Army liberated the largest Nazi concentration camp – Auschwitz-Birkenau.

In Sheffield, a Candlelit Memorial Ceremony is held in the Winter Garden in the early evening. The event includes speakers, schoolchildren, music and stories, followed by light refreshments. The Lord Mayor usually reads the first paragraph of introduction and the Lord Mayor's Chaplain then leads the event.

## **Lord Mayor's Charity Dinner**

The Lord Mayor's charity dinner is usually held in late November.

The Lord Mayor holds this dinner to raise money for their chosen charities. They will usually auction off gifts or items which have been donated.

The money raised will be added to the Lord Mayor's total charity fund for the year and will be split between their chosen charities.

## **Past Lord Mayors' Lunch**

The Lord Mayor has traditionally hosted a luncheon at the Town Hall towards the end of the Mayoral year to which all of Sheffield's past Lord Mayors, Lady Mayoresses and Lord Mayor's Consorts have been invited.

A sit-down meal has been provided and the Lord Mayor has given a speech of welcome to which one of the past Lord Mayors responds.

This is the only contact that some of the earlier Lord Mayors and Lady Mayoresses/Consorts still have with the City Council and they look forward to this annual reunion.

## **Civic Engagements**

Many and varied invitations are issued to the Lord Mayor and he/she is in charge of which are accepted or declined.

The Lord Mayor should, during his/her term of office, be as near as possible impartial on all matters, particularly in party politics and sectarian matters.

Replies to invitations received a long time in advance are usually deferred until nearer the time, when the Lord Mayor's office is then at liberty to consider any other invitations received in the intervening period.

There is a tendency for some people to approach the Lord Mayor with other invitations whilst he/she is on engagements. To avoid diary clashes or the embarrassment of being pressed for a decision, it is imperative that the Lord Mayor directs such enquiries through the Office before giving an answer.

Owing to the reduction in resources, it is no longer possible to accept every invitation that is received.

## **Precedence**

It is very important that due respect should be shown to those elected to fill the high office of Lord Mayor and it is a mistake, albeit well meant, for a Lord Mayor to allow the dignity of the office to be disregarded. It will also lead to difficulties for successive Lord Mayors who do look for the appropriate treatment to be accorded to them, but do not receive it.

Lord Mayors must in general be ready to take the lead in all matters that concern the life of the City, but must be careful to ensure that they do not find themselves in an undignified situation. For example: although it is appropriate for a Lord Mayor to start or review a carnival procession, he/she should not take part in it.

At official engagements the Lord Mayor should be seated at the top table on the right hand of the Chair (assuming that Royalty or the Lord Lieutenant are not present). If the Lord Mayor is to speak, his/her toast or reply should appear early on the toast list.

On the occasion of a Royal Visit, the Lord Mayor will be the first person (after the Lord Lieutenant) to welcome the Royal Visitor and will ask leave to present other civic dignitaries. They will also be the last person (subject to the presence of the Lord Lieutenant) to say good-bye to the Royal Visitor.

The office of Lady Mayoress/Consort is unknown to the law and there is therefore no statutory provision with regard to precedence, but their precedence is dictated by courtesy.

## **Milestone Wedding Anniversaries and Birthdays**

Arrangements are made for Lord Mayors to visit Sheffield citizens who are celebrating their Diamond (60<sup>th</sup>) Blue Sapphire (65<sup>th</sup>) Platinum (70<sup>th</sup>) Wedding Anniversaries or 100<sup>th</sup>+ Birthdays, if requested to do so. Usually, a family member will contact the Lord Mayor's office and arrange the visit.

The Lord Mayor's Office provides a personalised card for the Lord Mayor to take.

Those concerned will also receive a congratulatory message from Her Majesty the Queen.

If a visit by the Lord Mayor is not considered appropriate by the family, a personalised card may be posted.

# **Main Ceremonial Occasions**

## **University Degree Congregations**

The Annual Degree Congregations for both Universities are held over a few days, and the Lord Mayor usually attends one Ceremony each.

The University of Sheffield hold their event in July and the Sheffield Hallam University hold theirs in November.

The Robe is worn and the Lord Mayor walks in a long procession and takes his/her seat on the platform on the left of the Chancellor, the Lord Lieutenant being on the right.

## **Yorkshire Day**

The 1<sup>st</sup> August was chosen by the Yorkshire Ridings Society as 'Yorkshire Day' some years ago for two reasons.

Firstly, because on that day in 1759, soldiers of the Kings Own Yorkshire Light Infantry who fought in the Battle of Minden, Germany, picked white roses which they wore to commemorate their victory and as a tribute to their fallen colleagues, and also, it was on that day in 1833 that slavery was abolished due to the efforts of the Yorkshire MP, William Wilberforce.

The Yorkshire Society was founded in 1980, and in 1985 it decided to hold a Civic Service on Yorkshire Day, to which all Yorkshire Civic Heads would be invited. This has now become an annual event, hosted in turn by Authorities who are members of the Yorkshire Society.

The programme varies; depending upon the host Authority, but always includes a procession from the equivalent of the Town Hall to the Cathedral, followed by some form of hospitality jointly paid for by all those represented.

## **Welcoming Judges at the Court House**

The Lord Mayor attends the Ceremony for the reading of the Letters Patent at the opening of the Court Sessions at the Crown Court in October or early November.

On arrival at the Law Courts the Lord Mayor, wearing the Robe, is met by the High Sheriff.

A fanfare is played to announce the arrival of Her Majesty's High Court Judges and they are introduced to the Lord Mayor. The Lord Mayor and others then walk in procession into the Court where the Letters Patent are read. The Macebearer goes into the Well of the Court, and the Lord Mayor stands on the Bench.

Everyone remains standing throughout (except that the High Court Judge sits down as his name is read out).

The Court adjourns to a High Court Judge's Retiring Room, where the Judges and High Sheriff say goodbye to the Lord Mayor.

The Lord Mayor departs and the Court resumes. The High Sheriff invites both the Lord Mayor and Lady Mayoress/Consort to join him for lunch at the Court House, usually on that same day.

## **Annual Legal Service**

A Service for Her Majesty's High Court Judges, Circuit and District Judges, and all those associated with the administration of the law in South Yorkshire, is held each year at the Cathedral on Passion Sunday (two weeks before Easter Sunday).

Most guests go directly to the Cathedral, but those involved in the procession assemble at the Cutlers' Hall and process in the following order –

- The President of the Sheffield and District Incorporated Law Society
- Sheffield Hallam University
- The University of Sheffield
- The Cutlers' Company
- Records and Members of the Bar
- The Civic Procession (Mayors and Chief Executives)
- Rotherham
- Barnsley
- Doncaster
- Sheffield
- The Lord Lieutenant
- Registrars/Circuit Judges/Her Majesty's High Court Judges

## **British Citizenship Ceremonies**

The ceremonies are all held every Tuesday, at 3.00 pm in the Town Hall Marriage Rooms or on occasion the Reception Suites. The Lord Mayor, the Lord Lieutenant and the High Sheriff officiate over the ceremonies on a rota basis, roughly attending one in three of the ceremonies each.

The formal part of the ceremony usually lasts about 20 minutes, followed by photographs and light refreshments.

The Superintendent Registrar leads the ceremony and will ask the Lord Mayor to speak during the proceedings.

## **Sheffield Legends (Walk of Fame)**

The Sheffield Legends were set up to honour those who have achieved national or international acclaim. Nominations are considered by an independent selection board representing various sectors across the city - the arts, sport, education, media and business this is chaired by the Lord Mayor. Members of the public are asked once a year to submit their nominations; the independent panel then assess all the nominations and make a recommendation accordingly.

## **Lord Mayor's Civic Awards**

The Lord Mayor's Civic Awards were launched to recognise the invaluable work carried out by local stalwarts of the community who have contributed so much to life in the city through charity work, in schools, sports clubs and a wide range of organisations or simply as an individual. These are assessed by the Lord Mayor and senior members. A Civic Reception is then held in the Town Hall for the successful nominees, their family and friends with a personal 'thank you' from the Lord Mayor.

The nominations for both the Sheffield Legends and the Lord Mayor's Civic Awards will be advertised via local media sites within the city.

## **Honorary Offices**

The Lord Mayor should not, during his/her term of office, accept the Vice – Presidency or Vice Chairmanship of any local organisation, unless the organisation has a wider basis with the Royalty or the Lord Lieutenant as President or Chair. They should not agree to give patronage to any appeal or society until they are absolutely sure of its bona fide importance to the City. The Lord Mayor's office will seek the appropriate advice on such issues as they arise.

Below is a list of organisations which have had patronage renewed annually for many years. It is for each Lord Mayor to decide if they wish to continue, but these have no financial implications and involvement is minimal.

**Lord Mayor**

**President**

Sheffield and District Amateur Theatre Association (SADATA)

Sheffield South East Federation of Townswomen's Guilds (female Lord Mayor only)

Sheffield City Scout Council

Concord Youth Music

Croft House Settlement

**Honorary Member**

Rotary Club of Sheffield

**Vice-President**

King George's Fund for Sailors

South Yorkshire Community Foundation

**Lady Mayoress**

Inner Wheel Club of Sheffield

Soroptimist International of Sheffield

Sheffield Women's Lecture Theatre Club



# **Links with the Services**

## **HMS Sheffield**

It has long been the custom for cities to adopt their namesake ship of the Royal Navy and Sheffield has done this in respect of three ships.

The first was a Cruiser in the "City" Class, launched in 1936 and broken up in 1967. The link with this ship was closer than most as many people in Sheffield had a hand in the construction and fitting out of the ship. The ship became affectionately known as the "Shiny Sheff" because of the stainless steel, rather than brass, fixtures and fittings, presented by companies and organisations in Sheffield.

The second was a Destroyer in the "Sheffield" Class, launched in 1971. She joined the British Task Force bound for the South Atlantic in 1982 and was seriously damaged in an Argentinean missile attack on 4th May and sank a few days later off the Falkland Islands. A Lord Mayor's Appeal raised well over £130,00 for the families of those killed and injured.

The third ship was a Frigate in the "Type 22" Class that was launched in March 1986. When the ship docked in Hull (about every two years), several visits were arranged for the Lord Mayor to meet different ranks of the Ship's Company, and a programme of visits was arranged for the sailors to come to Sheffield. As well as the City Council, HMS SHEFFIELD also had links with other organisations such as the Cutlers' Company, the Junior Chamber of Commerce, and Cherrytree Children's Home.

The ship was decommissioned in November 2002, but it is hoped for the future that a fourth ship will carry the name "HMS SHEFFIELD".

## **The Chestnut Troop**

The association between the City and the Chestnut Troop of the 1st Regiment, Royal Horse Artillery, has been in existence since 1970. The main reason for the link was that this Army Unit does its main recruiting in Sheffield, and most of its men are therefore from this area.

The Lord Mayor usually makes a visit to the regiment either at home or overseas, and visits have been made in the past to Hohne in Germany, the Brecon Beacons, and their present base at Tidworth in Wiltshire.

The Troop has links with various organisations in the City and also with HMS SHEFFIELD, and the City Council has given permission for them to display the Sheffield Coat of Arms on their guns.

The Chestnut Troop was one of five army units to be granted the Freedom of the City in April 2002.

## **LORD MAYOR'S PARLOUR**

The Lord Mayor's Parlour is a private room used by the Lord Mayor as an office. The Lord Mayor also uses the room for receiving visiting dignitaries and hosting small meetings, as well as providing Civic Hospitality for smaller groups. We can accommodate about 30-40 people for a buffet or a sit-down meal. Larger groups are received in the Reception Suite.

There are facilities to shower and change between engagements when time is limited and there is insufficient time to make the journey home. Towels are provided and changed by the housekeeping service. A fridge, kettle, cups and saucers are also provided for the Lord Mayor's personal use.

### **Brief description of the room**

In the chimney piece is a fine mural carving in alabaster of two seated female figures, depicting part of St Paul's Letter to the Ephesians. One is holding "the Shield of Faith and the Sword of the Spirit" and is wearing the "Helmet of Salvation and the Breast Plate of Righteousness", and the other has one hand resting upon a bible and holds the "Lamp of Light" in the other.

Underneath is a Latin inscription and that is the first verse of the 127th Psalm. It depicts a watchman standing outside the city walls holding a lantern with the wings of the guardian angel spread out in protection.

The dark green pillars are made of Irish marble from Connemara, the same marble as was used for the handrail on the Grand Staircase.

The large paintings are of Sir John and Lady Brown, and Mark Firth - Firth Browns being famous names in Sheffield for engineering in steel and stainless steel. Sir John and Lady Brown were Mayor and Mayoress in 1861/62 and Mark Firth was Mayor in 1874.

The smaller portrait is William Jeffcock who was the first Mayor of Sheffield in 1843 and on the same wall is the first female Lord Mayor, Ann Eliza Longden who held the office in 1936.

The mahogany cabinet displaying the Mace was taken from RMS (Royal Mail Steamer) MAJESTIC and presented to the City Council by T W Ward Limited in April 1971.

The large sideboard with cupboards is known as the Four Seasons Cabinet and has carved panels showing spring, summer, autumn and winter. The various items on display are some of the gifts that have been given to Lord Mayors over the years.

# Mementos

## Gifts

We have a limited budget for the purchase of small presentation gifts.

Lord Mayors and Lady Mayoresses/Consorts receive many gifts whilst on official engagements. Most are items such as flowers, glassware, pens, etc. which are meant as personal mementos for the Lord Mayor and Lady Mayoress/Consort to keep. Other items which are presented to 'The City' are usually kept in the Lord Mayor's Parlour or passed on to somewhere more relevant for display. Items of substantial value, such as silverware, are given to the Town Hall Operations Manager for safe-keeping with the Civic Plate.

## Albums

An album of the Civic Engagements sheets is compiled for the Lord Mayor to keep as a diary record of their year of office.

A Visitors' Book is also provided and kept in the Lord Mayor's Parlour for the Lord Mayor to collect signatures and/or messages from people they receive. The Lord Mayor keeps that book at the end of the year as a memento.

## Photographs

Official photographs are taken in advance to be available for when the Lord Mayor and Lady Mayoress/Consort take up office. Prints are issued to the press and for use in various publications, and copies are also available for personal issue by the Lord Mayor and Lady Mayoress/Consort.

The cost of any additional photographs that the Lord Mayor may require personally, such as photographs of pictures in newspapers, must be met from the Lord Mayor's personal allowance.

A black-and-white photographic record of past Lord Mayors is kept around the walls of the Ante Room, with the current Lord Mayor's photograph in colour. The framed colour picture is given to the Lord Mayor at the end of their year in office.

## Retiring Gifts

To commemorate their year of office, Lord Mayors and Lady Mayoresses/ Consorts are presented with silver-gilt and enamel badges with jewel settings. These badges are to be worn at future civic occasions within the City, as symbols of past office.

# Office Insignia

## Lord Mayor's Chain

At the opening of the Paris Exhibition in 1855, the Mayor of Sheffield was refused a seat near the throne with the other Mayors because he had no badge of office. As a result, money was raised by public subscription and the chain was bought for £325 in 1856.

The Lord Mayor of Sheffield's Chain of Office symbolises the industrial character of the City. It is made in 18-carat gold and weighs a total of 50oz (the chain links weigh 32oz and the badge weighs 18oz). The gold itself is obviously very valuable, but the Chain is extremely precious and is in effect priceless when considering the craftsmanship and its history with the City.

In the centre is the City's coat of arms in enamel, enclosed by a wreath of laurel. The Patron Gods of the City stand on either side - Vulcan (the Greek and Roman God *with his hand resting on a hammer*) on the Lord Mayor's right when being worn, and Thor (the Scandinavian God *in front of the anvil*) on the Lord Mayor's left.

Above the shield are the Arms of Great Britain bearing a miniature portrait in enamel of Queen Victoria, between the Arms of the Duke of Norfolk and Earl Fitzwilliam. It is surmounted by a mayoral crown bearing the crest of the Duke of Norfolk, Lord of the Manor.

The ribbon in enamel carries the motto - Deo Adjuvante Labor Proficit (with God's help our labour is successful).

There are 27 chain links simulating tied ribbons, each inscribed with the names of past Mayors and Lord Mayors. Two shields, one recording City status in 1893 and the other recording the title of Lord Mayor in 1897, connect the badge and chain. The number of links remains constant at 27. As new links are added on to the chain, those taken out are put on display in the cabinet in the Lord Mayor's Parlour. The latest name to be engraved on the Lord Mayor's Chain is Councillor Michael Pye, the Lord Mayor in 2004-2005.

## Lord Mayor's Badge

The Lord Mayor 1907-08 (Harry P Marsh) presented a badge to the Corporation with a wish that it be retained at the Town Hall for use by the Lord Mayor at semi-state functions. At some events attended by the Lord Mayor it was considered inappropriate and inconvenient to wear the heavy official Chain of Office, and the badge was therefore provided for such occasions.

It was made by Messrs. Mappin and Webb in 18-carat gold and presented to the City in 1908.

In the centre is the Sheffield City Arms in enamel and diamond setting, surrounded by a border of amethysts and white Brazilian topaz, surmounted by a visor and the lion rampant from the crest of the Duke of Norfolk. The City motto is in gold letters upon blue enamel, and at the sides are finely chiselled figures of Vulcan and Thor.

### Lady Mayoress' Chain

The Chain was presented to the City by Alderman George Senior JP on 9th November 1901 as a symbol of office for the Lady Mayoress. This coincided with his year of office as Lord Mayor and Mrs Senior, as Lady Mayoress at the time, was the first lady to have the honour of wearing it.

It is made in 18-carat gold and weighs a total of 34oz.

The main part of the badge shows the Royal Arms and, suspended by a chain of finely wrought white roses of Yorkshire, are the Arms of the City. On the base are three white diamonds, the centre one of which is larger than the others, and the heart-shaped piece at the bottom is engraved "Title of Lord Mayor conferred by Royal Grant 12th July 1897".

There are 27 chain links each engraved with the names of past Lady Mayoresses. The first Lady Mayoress was Lady Mary Howard in 1897 and her name is included. The number of links remains constant at 27. As new links are added on to the chain, those taken out are put on display in the cabinet in the Lord Mayor's Parlour. The latest name to be engraved on the Lady Mayoress' Chain is Mrs Penny Baker, the Lady Mayoress in 2001-2002.

### Lady Mayoress' Badge

At a meeting of the Lord Mayor's Advisory Committee on 25th June 1929 it was reported that in a number of other towns a badge was provided for the Lady Mayoress to wear on semi-official occasions and that no such badge had been provided for the Lady Mayoress of Sheffield. It was resolved that a tender prepared by Messrs. Mappin and Webb for the supply of a gold and enamel badge at a cost of £31 be accepted.

The present Lady Mayoress' Badge was purchased by the Corporation in 1976 following the loss of the original badge. It is of 18-carat gold and has the Sheffield Shield enamelled in blue and green in the centre with white Yorkshire roses on either side and the City's motto in enamel at the bottom.

### The Lord Mayor's Consort's Badge

The Assay Office presented a Badge of Office to the City in May 2006 to be worn by the Lord Mayor's Consort when attending Civic engagements. A Sheffield silversmith and designer, Owen Waterhouse, designed and made it.

The motifs that appear on this Badge of Office are important links with the history of Sheffield, and the City's Coat of Arms acts as the centrepiece. The central form was

hand turned from sterling silver and a stylised version of the coat of arms was laser etched on to the centre of the piece.

The outer element is forged sterling silver, which morphs from a pentagon to an ellipse. This was hand forged from silver wire and the Yorkshire rose was laser etched on to the pentagon face.

The twelve 18-ct gold arrows that intersect the two main forms are a visual play on the arrows in the shield of the Sheffield Coat of Arms to add visual excitement and contrast to the overall form.

The name of the Lord Mayor's Consort at the time of the presentation is engraved on the back of the centrepiece, and the names of the six previous Lord Mayor's Consorts who have supported female Lord Mayors over recent years, are engraved on the links attached to the ribbon.

### The City Mace

The Mace was presented to the City by His Grace The Duke of Norfolk to commemorate him being the first Lord Mayor of Sheffield. It is made entirely of hand-beaten silver and is 40½ inches long.

A mace represents the Royal authority vested in the Lord Mayor and is carried before him on public occasions. The earliest maces were borne by Royal Sergeants-at-Arms and were actually weapons.

The head of the mace is in the form of a Royal crown with a pierced fleur-de-lys gallery, and surmounted by an orb and cross symbolising Christianity. Inside the head, fitting as a lid, are the Royal Arms.

The chalice-shaped head is decorated with oak leaves and acorns, and has the Arms of the Duke of Norfolk on one side, and the City of Sheffield on the other. Midway between are two Yorkshire roses.

The staff is decorated with a design of pomegranates from the badge of Mary Tudor who gave Sheffield its first Charter.

Inscribed at the base is the City motto "Deo Adjuvante Labor Proficit" and underneath is the quaint inscription "Omar Ramsden and Alwyn C E Carr made me in the year of our Lord 1899".

The mace was made in the Stamford Bridge Studios in London, but as it is the work of two young artist craftsmen, born and educated in Sheffield, it consequently carries the Sheffield Assay Mark.

## The Robe

Prior to 1993 the Lord Mayor wore a red robe with fur trim which is actually a “Mayor’s” robe rather than a “Lord Mayor’s” robe.

In 1993 the University of Sheffield presented a black and gold Lord Mayor’s robe to the Lord Mayor, to commemorate the Centenary of Sheffield becoming a City.

In 2008, the Sheffield Town Trust presented a new black and gold robe to replace the one from the University, which was very badly worn.

## **The Town Hall**

The Town Hall was opened by Queen Victoria on 21st May 1897. The cost, including the land was £180,000. The extension to the south and east sides was opened by the Prince of Wales on 29th May 1923 and the cost of the extension was £115,600.

Because of her age, Queen Victoria remained in a landau on Pinstone Street and the new miracle of electricity was used for the opening. Appropriately the Queen turned a key in a special lock handed to her in her carriage, and the gates miraculously slid open. Everyone present believed electric power was responsible but in truth the key switched on a current to light a bulb inside the building and men concealed inside reacted to the signal by heaving the gates open manually. (The lock and key are on display in a cabinet in the foyer).

## Exterior

The exterior walls are built with “Stoke” stone obtained from the Stoke Hall Quarry near Grindleford in Derbyshire, and this stone is also used in the interior of the building inter-mingled with Ancaster and Coxbench Stone.

The tower rises to a height of 210 feet, at the top of which stand a 7 feet high figure of Vulcan, the symbol of Sheffield Industry. Four illuminated clock dials, 8’6” in diameter, are fixed on to the tower.

Immediately over the main entrance the City Arms are engraved, and in the upper part of the front there is a statue of Queen Victoria together with a reproduction of the Royal Arms. This front also contains the Arms of the City of York and of the Cutlers’ Company, while on the sculptured frieze about half way up and extending to the right and left are carved figures representing Labour, Arts and Crafts.

The principal arch of the entrance is decorated with two figures symbolising Electricity and Steam, holding a scroll bearing the names of the inventors - Watt, Stephenson, Wheatstone, Davy, Faraday, Edison and Swan.

In the vestibule are six large sculptures representing certain virtues, combined with the text –

- Be just and fear not
- Work while it is day for the night cometh

- God shall rule and guide our Councils
- Better it is to get wisdom than gold
- Let all things be done with charity
- Strength and temperance shall enforce the law

### Interior

The carving over the main archway, which features a knight slaying a dragon, refers to a local legend of the Dragon of Wharnccliffe, and relates to power struggles of the past between the Earls of Wharnccliffe and the lords of More Hall.

The walls of the Grand Staircase are lined with veined Derbyshire and Devonshire Marble in alternate layers of dark and light colour. The steps are made of Sicilian Marble and the balustrade is of alabaster.

At the foot of the staircase is a statue of the 15th Duke of Norfolk, the first Lord Mayor. The Duke is wearing the dress of a Knight of the Garter with riband, and the Mayoral Robe and Chain. The statue was presented to the Corporation by the citizens of Sheffield in grateful recognition of His Grace's public services.

In the bend of the stairs is a marble bust of Queen Victoria that was presented by Mr Samuel Roberts (afterwards Sir Samuel Roberts) Lord Mayor of Sheffield 1899-1900, to commemorate Her Majesty's visit to open the building in 1897.

Near the top of the staircase is the entrance to the Ante Room of the Council Chamber. Over the door is carved a semi-circular panel showing a figure, a serpent and doves, with a text "Be ye as wise as serpents and harmless as doves".

The bronze 'electrolier' represents the globe encircled by a girdle on which are worked the signs of the Zodiac, looked over by four angels who - when lit - illuminate the four corners of the earth.

The carvings around the upper part of the walls depict various trades, the arts, crafts and music.

### Council Chamber

This is probably the finest room in the building - the outstanding features being the beautiful ceiling and the oak panelling. Each desk has two chairs where the Council Members sit and they are the original desks designed for this room.

The Lord Mayor sits in the centre of the dais behind the Bench. It is a very elaborate chair having the air of a throne. On the Bench in front is a carving showing two children rising from tree branches with the inscription "work while it is day" above the symbols of time and dated 1896. The polished bell in front was taken from the last tram car to run in Sheffield in 1960.



Above the Lord Mayor's Chair is the Arms of the City carved in wood, and along the back wall are plaques naming past Mayors and Lord Mayors, dating back to 1843.

## **THE CITY OF SHEFFIELD**

### **Brief History**

Sheffield was founded around the seventh century by Anglo Saxon settlers who chose a site on the banks of the River Sheaf that was to prove ideal for Sheffield's eventual growth from a small hamlet to a great industrial city. From its earliest days, Sheffield produced the world's finest cutlery and, by the sixteenth century, it was famed not only for knives, but also for scythes, sickles, scissors and shears.

An event which stimulated the expansion of Sheffield trade was the invention of silver-plating by Thomas Boulsover. Whilst repairing a knife, which was part copper and part silver, he accidentally fused the two metals. Developing this process, which we now call Sheffield Plate, he started by plating small items such as buttons, buckles and snuff-boxes. Thomas Boulsover died on 12th December 1788, aged eighty-four years, and he was buried in St Paul's Churchyard, now the Peace Gardens.

Sheffield's modern steel industry began in the middle of the eighteenth century with the invention of the Crucible process (steel melted at a high temperature in sealed clay crucibles, or pots). Benjamin Huntsman, in his clock and watch repairing business, found the steel springs, which were then made with imported materials, unsatisfactory and he came to Sheffield to experiment with steel to find if he could produce more reliable springs. His experiments led to the invention of Crucible steel and as his steel business prospered, Benjamin Huntsman built new works in Sheffield. The making of crucible steel grew rapidly, especially after other firms acquired the formula. Benjamin Huntsman died on 20th June 1776, aged seventy-two years, and he was buried in Hill Top Cemetery at Attercliffe.

Because of the large number of silversmiths in Sheffield, an Assay Office, for stamping silverwork, was opened here in 1773.

The Municipal Corporation Act of 1835 allowed a number of named towns to apply for incorporation as a Borough, to be ruled by a Council elected by all householders who had occupied property for three years and paid the poor rate. The Charter also gave the town permission to have a Court of Quarter Sessions, a Commission of the Peace and to appoint salaried officers at the Town Hall.

The citizens of Sheffield at first opposed the application for incorporation on the grounds that it would probably mean higher rates and it was not until 1839, when the Government passed an Act allowing counties to set up Police Forces, which meant that Sheffield, not being a Borough would have to come under the county, that they changed their minds and a petition was organised. The Charter of Incorporation was granted on 31st August 1843 and a Town Council elected, consisting of 56 members with William Jeffcock as first Mayor and Edward Bramley the first Town Clerk. From this time, the living and working conditions of ordinary people began to slowly

improve. Hospitals schools, churches and parks were opened and on 13th February 1893, the style and title of “City” was granted by a Royal Charter.

The building of the present Town Hall was started in 1891 and completed in 1896, to be opened the following year on 21st May by Her Majesty Queen Victoria.

By Royal Grant of Title dated 12th July 1897, the title and dignity of “Lord Mayor” was conferred upon the Chief Magistrate of the City.

The Sheffield steel trade played an important part in the First World War with companies producing guns, gun mountings, armour plate, torpedo parts, steel tubes, crankshafts, shells and many other items for the war effort. During the Second World War Sheffield again became equipped to supply the Army, Navy and Air Force, and at the start of the War the City had the only drop hammer in the country that could forge crankshafts for Spitfires and other fighting planes.

On 1st August 1974 the local government structure was re-organised by virtue of the Local Government Act 1972 and a new Council was created to provide certain local government services for the Sheffield Metropolitan District. From the same date, Her Majesty Queen Elizabeth II granted the title and dignity of “City”, and also gave approval for the Chair of the new City Council to use the style “Lord Mayor” and for the Deputy Chair of the Council to use the style “Deputy Lord Mayor”.

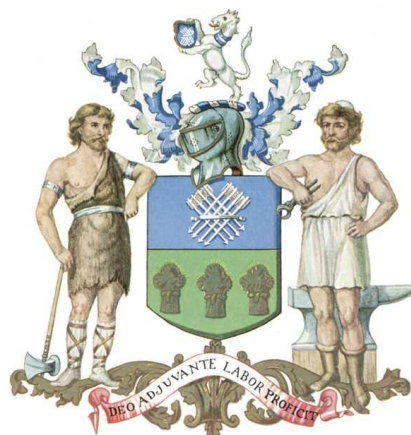
### Coat of Arms

The arms were granted to the Sheffield Borough Council on 26th July 1875, and subsequently to the present City Council on 1<sup>st</sup> September 1977.

The lion on the crest is taken from the Arms of the Dukes of Norfolk, lords of the manor of Sheffield; it appeared also in the Arms of the Talbot family, their predecessors in the lordship.

The sheaf of arrows was the main motif in the seals of the Burgery of Sheffield and the Twelve Capital Burgesses, the two bodies that bore the brunt of local government in Sheffield before the creation of the Borough.

The three wheatsheaf’s on a green field were probably chosen at the College of Arms as a play upon the name Sheffield which means “the open space by the River Sheaf”.



The two supporters, Vulcan and Thor, were chosen for their aptness to represent a place whose prosperity is almost entirely founded on the working of metal. Thor on the left, the smith of the Scandinavian gods has his hand resting on a hammer, and Vulcan on the right, the smith of the Greek and Roman gods, is standing in front of an anvil and is holding a pair of pincers.

The motto (*Deo Adjuvante Labor Proficit*) may be roughly translated as "With God's help our labour is successful".

