



WEST OXFORDSHIRE
DISTRICT COUNCIL

COUNCIL CHAIRMAN – PROTOCOL AND PRECEDENCE

Protocol

The Chairman is the first citizen throughout the District and takes precedence over all others, except if Royalty, the Lord Lieutenant or the High Sheriff is present.

Whenever a representative of the District Council is required to officiate at a civic function, it is appropriate for the Chairman to be invited. In his/her absence, the Vice-Chairman of the Council can attend.

Precedence

The Chairman of the District Council takes precedence over the Town Mayors and Parish Council Chairmen.

If the event is organised by or on behalf of the District Council, or is hosted by them, the Chairman takes precedence over all other guests.

The Local Government Act 1972 provides that the Chairman 'shall have precedence in the District'. Accordingly the place to be reserved for the Chairman should be on the immediate right of the Chairman or person presiding at the function. The Chairman and consort should be met on arrival by the Chairman or person presiding at the function.

Contact Details

If you require any additional information or if any group or organisation would like the Chairman to attend their event, please contact the Chairman's Office (Mandy Smith, Chairman's PA, West Oxfordshire District Council, Council Offices, Woodgreen, Witney, Oxfordshire, OX28 1NB; tel. 01993-861613; email mandy.smith@westoxon.gov.uk)