**THE MAYOR’S CADET - POLICY**

1. **Overview**

The term cadet is often used to refer to those training in the military or emergency services. At Neath Port Talbot Council, the Mayor’s Cadet is selected from other uniformed clubs/ groups.

The formal duties of the Mayor’s Cadet are to support the Mayor as and when appropriate in his/her civic duties.

The Mayor’s Cadet brings a visible association with local young people who participate in the activities of local uniformed clubs / groups, positive public perception, and a role which is an honour for those selected.

**2. Requirements of the Cadet**

The Cadet’s role is high profile, and he/she will potentially interact with civic heads during the course of their term. As such, the candidate will need excellent interpersonal skills.

The minimum age for the Mayor’s Cadet is 14 years and no older than 18 years at the start of the civic year. The Cadet will continue their service for the duration of the Mayor’s term, which is a year commencing on the day of the Mayor Making Ceremony.

The Cadet is expected to:

* Always look smart;
* Keep confidential any matters learned as a result of holding the office;
* Inform the Mayor’s Secretary when they are unable to attend any function.

Be available to hold their appointment from the date of the Mayor’s Inauguration for the civic year until the Inauguration of the incoming Mayor the following year. The outgoing Cadet should, where possible, brief the incoming Cadet on his/her expected duties. It is the responsibility of the Mayor’s Secretary to arrange this in liaison with respective organisations.

It is the responsibility of the “Parent” organisation to liaise with the Mayor’s Office to determine the duties for which the Cadet will be required. An Agreement document on the role of the Cadet is available and will be given to the newly appointed Cadet. This document is not exhaustive and may be adjusted as required by the Mayor or Mayor’s Office.

**3. The Cadet’s year**

**Selection process**

Nominations for the Mayor’s Cadet will be advertised on the council’s website and via the council’s social media channels.

Once all Mayor’s Cadet nominations have been received, the Mayor, Deputy Mayor and an officer of the council will review them. The Mayor and Deputy Mayor will make the final decision following an informal discussion in person.

**4. Appointment**

The Cadet will be officially appointed at the Inauguration of the incoming Mayor and presented with their Badge of Office.  The appointment of the Mayor’s Cadet will be shown as an item on the agenda.

The previous year’s Cadet will be thanked by the outgoing Mayor for their service and presented with their Badge of Office engraved with their name.

**5. Consent**

Following the successful appointment, the parent/guardian will need to complete a consent form, granting permission for the following:

* For their son/daughter to serve as the Mayor of Neath Port Talbot’s Cadet for one year;
* For their son/daughter to accompany the Mayor of Neath Port Talbot at civic engagements, within and outside of Neath Port Talbot;
* For their son/daughter to join civic processions within and outside of Neath Port Talbot;
* For Neath Port Talbot Council to take photographs and / or video of their son/daughter whilst in post of Mayor’s Cadet;
* For Neath Port Talbot Council to have full rights to use the images resulting from the photography/video filming, and any reproductions or adaptations of the images for publicity. This might include (but is not limited to), the right to use them printed and online, social media, and press releases.

**6. Insignia**

The incoming Cadet is presented with a Badge of Office which must be worn on all civic occasions.

**7. Duties**

The duties of the Cadet include accompanying the Mayor to his/her engagements as and when requested, and will include carrying the Mayor’s wreath on civic occasions.

The Cadet will be invited to attend civic engagements within Neath Port Talbot that are hosted by the Mayor.  The Mayor can specifically invite the Cadet to his/her charity events if they so wish.

Annual civic events that the Cadet will be expected to attend are:

|  |
| --- |
| Armed Forces Day |
| Battle of Britain Service / Parade |
| Armed Forces Festival Day |
| Mayor’s Remembrance Concert |
| Remembrance Sunday |
| Mayor’s Citizen Awards |
| Mayor’s Inauguration (Mayor Making Ceremony) |