

A Guide to the Office of Mayor of the City of Derby 2024-25



Derby City Council

The Mayor of the City of Derby, Councillor Ged Potter

Ged has Derby in his DNA. He can trace his family history back several generations, spanning around 170 years of residency here in Derby. From humble beginnings living in the West End, his family finally owned businesses and property in the city. Ged qualified as a Senior Electrical Officer in the British Merchant Navy before joining the Police, serving throughout mainland UK and Northern Ireland. Ged later worked in the railway industry and private sector before being elected as a Councillor for Allestree ward in September 2016.

Married to Tracy and with 4 daughters and 5 grandchildren, the family live throughout the city. Ged and Tracy having been residents of Allestree for almost 40 years. Ged is a director of Allestree Alliance and loves nothing more than to facilitate community events in Allestree and Derby.

Ged wishes to make the values of faith, respect, and inclusiveness central to his mayorship, alongside his personal values of family, family, and family.



The Deputy Mayor, Councillor Ajit Atwal

Ajit is instinctively sociable and a genuine 'people person'. He has an enormous number of people whom he counts as friends and his acquaintances are countless. He mixes in many different circles both professional and social. As well as his numerous business commitments he is also generous with his free time, particularly for young people in the community. He believes passionately in the power of sport to be a force for good. He is CEO of Atwal Car and Van Hire.

Ajit was born and bred in Derby and is well known throughout his community and across the city. He was first elected in 2010 and again in 2019. He is married to Kully and has three sons, of whom they are extremely proud. He is a fervent ambassador for the city and will support the Office of the Mayor in any way he can.

Guide to the Mayor's Office

Invitations to the Mayor

The Mayor welcomes invitations to attend events from across the city. Their diary is often very busy so we advise issuing invitations as early as possible. Invitations which are received less than 14 days before the event cannot be accepted. Invitations must be made via the [online booking form](#). Once a booking form has been received a member of the Civic Support team will contact the event organiser to seek further details.

It is helpful if you can provide as much information as possible in the booking form to assist the process. If the Mayor is not available at the time requested, an alternative may be suggested. Further information about inviting the Mayor to an event can be found on the Council's [website](#).

The Mayor's position is an apolitical one. They will seek to avoid official duties where their presence could be considered divisive to good community relations.

Protocol Guidance

The Mayor, as First Citizen, should be accorded due precedence within the city. The Mayor should be addressed as Mr/Madam Mayor and their consort as either Madam Mayoress or Mayor's Consort. A responsible person should greet them and introduce them to the host. When the Mayor enters the event/room, they will be announced by the Chauffeur Attendant. On more formal occasions, those present should rise and this should be repeated when they leave.

It is normal protocol that the Mayor be invited to speak first when speeches are to be given. The correct title for the Mayor for formal invitations and introductions is **The Right Worshipful the Mayor of the City of Derby, Councillor Ged Potter**. In a more informal situation, the correct form for introductions is **The Mayor of Derby, Councillor Ged Potter**. After initial introductions the

Mayor should be addressed as Mr/Madam Mayor. Unless the Mayor occupies the Chair, they should be seated on the immediate right of the Chairman (assuming Royalty, the Lord Lieutenant or High Sheriff are not present).

Recognition and Celebration

Derby City Council provides recognition to citizens for special achievements, community service, or special occasions such as 100th birthdays and wedding anniversaries over 50 years. Visitors may also be hosted at a Mayor's reception.

Please contact civic.support@derby.gov.uk if you would like to arrange any of the above.

Duties and Responsibilities of the Mayor

- Presiding over Council meetings and, in the case of equality of votes, they have a second or casting vote
- Promoting and raising awareness of the Council's main objectives and priority issues
- Encouraging and supporting all aspects of life in the City of Derby by attending civic and public events
- Receiving distinguished visitors to the city
- Acting as host on behalf of the Council and the citizens of Derby at civic functions
- Promoting Derby as a tourism destination
- Acting as a spokesperson to the local, national and international media
- Providing an appropriate response on behalf of Derby City Council at times of local, national and international catastrophe
- Promoting Derby as a place of excellence in which to live and do business
- Supporting and encouraging charitable and other appeals as appropriate.

The Mayor's Charities for the Year

The Invisible Friends - TIF is a Derbyshire based choir made up of young people facing the challenge of life with an invisible illness. Their mission is to raise awareness of these conditions nationwide, helping both medical professionals and members of society to become more knowledgeable about the impact a disability that cannot be seen has on a young person and their family.

TIF promote the importance of inclusivity - irrespective of visible disability, invisibility and the non-disabled. They act as a support group, offering an escape from "The Invisible World", using the power of singing to meet new friends who understand and make a positive difference in their life.

'In every Disability, there's the Ability to Shine'.

Jericho Society - Jericho House is a 9-Bed residential addiction recovery project that provides a holistic approach to drug addiction with elements of housing support and re-settlement. It supports service users in achieving the highest quality of life and in realizing their full potential.

Contact

The Civic Support team are happy to discuss the Mayor's availability to attend or host an event and to advise on protocol. Please submit the details of your request via our [online booking form](#).

Email: civic.support@derby.gov.uk

Phone: **01332 643066**

Text phone: Relay UK **01800 01332 643066**

Please contact the Councillor and Civic Support should you wish to make a donation to the Mayor's Charity Fund.

The Mayor does not charge for attending events, but where possible, we encourage commercial organisations to donate to the Mayor's Charity. There is no minimum suggested donation, but it is assumed that this will be proportionate to the size of your business.

If you would like to make a donation, please use the following details:

- **Account name: DCC – Mayor's Charity Account**
- **Sort Code: 30 92 59**
- **Account Number: 89748660**
- **Bank: Lloyds Bank**

Please set the reference of the transaction to be your organisation's name.

When you transfer the funds, please notify civic.support@derby.gov.uk for audit purposes.