



## **Mayor of the Council Role Description**

### **1 Accountabilities**

- Full Council

### **2 Role Purpose and Activity**

- **Act as a symbol of the Council's democratic authority**
- **A symbol of the authority:** the Mayor with the Chain of Office, is seen as a symbol of the Borough;
- **A symbol of an open society:** the Mayor can come from any class, gender, ethnic background. This diversity reflects the more open, democratic and equal society in which we live
- **An expression of social cohesion:** the Mayor will attend many engagements, most of which are social, which give an expression of cohesion to the life of the Borough. The Mayor will promote the Council amongst its community and help work towards achieving the Council's social, community, educational and economic aims, and encourage democratic engagement.

In this regard the Mayor is expected to:

- Ensure that the mayoralty as an institution rather than an individual person is promoted as a position of respect within the community;
- Serve as the Boroughs social, cultural and business ambassador, within and outside the Borough.
- Maintain a strong and ubiquitous presence within the Borough and ensure that the Borough is represented on all-important occasions.
- Establish and sustain a high and positive profile and standing in the community.
- **Chair Council Meetings**

The procedural role of the Mayor is to preside over the principal meetings of the Council. The duties of the Mayor at Council meetings are set out in the Local Government Act 1972 and include a second or casting vote. In that context the Mayor is responsible for:

- Upholding and promoting the purposes of the Councils Constitution and for interpreting the Constitution when necessary;
- Presiding over meetings of the Council so that its business can be carried out efficiently and with regard to the rights of all Councillors and the interests of the community;
- Ensuring that the Council meeting is a forum for the debate of matters of concern to the local community and the place at which Councillors are able to hold the Cabinet and Council Committees to account;
- Promoting public involvement in the Council's activities;
- Ensuring that the Council complies with both the letter and the spirit of the Constitution.

- **Ceremonial Role**

The ceremonial role involves the Mayor acting as an ambassador for the Council. The responsibilities include (but not exclusively):

- Hosting the Civic and Ceremonial Hospitality Programme and presiding over key civic functions;
- Welcoming visitors to the Borough;
- Hosting delegations from the Boroughs Twin Towns, and leading delegations on return visits;
- Receiving Members of the Royal Family and important visitors to the Borough;
- Attending official openings and making presentations throughout the Borough;
- Attending religious services of all denominations throughout the Borough and further afield (as authorised);
- Opening exhibitions, events, demonstrations and ceremonies on behalf of the Borough;
- Opening a wide range of Conferences, promoting the business, commercial, industrial, educational and cultural life of the Borough;
- Presiding over and conferring Citizenship on residents of the Borough;
- Visiting schools and community groups, and hosting such visits to Council premises;
- Promoting the Mayors Charity Fund and serving as a Trustee on the Charity Fund, overseeing the distribution of awards;
- Sending congratulatory letters to people of the Borough upon the award of honours for special achievements.

### **3 Values**

- To be committed to the values of the Council and the following values of public office
  - Selflessness
  - Honesty and Integrity
  - Objectivity
  - Accountability
  - Openness
  - Personal Judgement
  - Respect for others
  - Duty to uphold the law
  - Stewardship
  - Leadership

#### **Deputy Chair**

- To preside over meetings of the Cabinet in the absence of the mayor.