

## APPENDIX A

### CHAIRMAN/VICE-CHAIRMAN OF THE COUNCIL ROLE DESCRIPTION

#### 1. Accountabilities

- To the public
- To Full Council

#### 2. Role Purpose and Activity

##### (a) Acting as the Council's Civic Head

- As the ceremonial head of the Council, to be non-political and uphold the democratic values of the Council
- To represent the Council at civic and ceremonial functions

##### (b) Chairing Council Meetings

- To preside over meetings of the Council so its business can be carried out efficiently
- To ensure the Council conducts its meetings in line with the Council's Standing Orders

##### (c) Upholding and promoting the Council's Constitution

- To ensure the Constitution is adhered to and, if necessary, to rule on the interpretation of the Constitution

##### (d) Internal Governance, Ethical Standards and Relationships

- To promote and support good governance of the Council and its affairs
- To provide community leadership and promote active citizenship
- To promote and support open and transparent government
- To support, and adhere to respectful, appropriate and effective relationships with Officers of the Council
- To adhere to the Code of Conduct, Protocol for Member/Officer Relations and the highest standards of behaviour in public office

3. Work Programming To prepare and manage an annual work programme for the Council to meet its legal obligations (e.g. setting the budget and the Council Tax and making appointments)

The Vice-Chairman will assume responsibility for the above duties in the absence of the Chairman