

Article 5 – Chairing the Council

5.1 Role and function of the Chairman

The Chairman of the Council, and in his or her absence, the Vice-Chairman will have the following roles and functions:

(a) Ceremonial Role

The Chairman of the Council has a role as a symbol of the authority, a symbol of an open society and an expression of social cohesion. He or she will normally carry out the ceremonial duties of the Council, such as

- (i) Royal visits
- (ii) Church services
- (iii) Remembrance Day
- (iv) Reviews of Troops
- (v) Civic banquets
- (vi) Visits of other civic heads
- (vii) Civic funerals
- (viii) Visits of consular officers, etc
- (ix) Civic visits abroad
- (x) Attendance at other official engagements

The Chairman will have the use of the Chairman's Room, a motor car and the services of a Civic Officer, all at his or her discretion within the budget and policy framework, for the performance of those ceremonial duties.

The Chairman and or consort will have the right to wear the chain or badge of office when performing ceremonial duties and chairing the Council meeting.

(b) Chairing the Council Meeting

The Chairman (and Vice-Chairman) will be elected by the Council annually. The Chairman (or Vice-Chairman in his or her absence) will have the following responsibilities

- (i) To uphold and promote the purposes of the Constitution, and to interpret the Constitution when necessary
- (ii) To preside over meetings of the Council so that its business can be carried out efficiently and with regard to the rights of Councillors and the interests of the community
- (iii) To ensure that the Council meeting is a forum for the debate of matters of concern to the local community
- (iv) To promote public involvement in the Council's activities
- (v) To be the conscience of the Council
- (vi) To attend such civic and ceremonial functions as the Council and he or she determines appropriate. Promotional roles may be shared between the Leader and the Chairman

- (vii) To perform any dispute resolution role given to the Chairman under the Executive Procedure Rules as required by the Local Authorities (Standing Orders) (England) Regulations 2001