

## **ROLE PROFILE OF THE DEPUTY MAYOR**

*This role profile identifies responsibilities specific to the role of Deputy Mayor and should be read in conjunction with the role profile for the Mayor*

### **Purpose**

- To deputise for the Mayor when he/she is unable to chair a Council meeting or attend a designated event

### **Roles and Responsibilities**

1. To carry out engagements on behalf of the Mayor, at the Mayor's request
2. To attend pre-Council briefing meetings with the Mayor and relevant officers
3. To sign documents for sealing on behalf of the Council in the absence of the Mayor
4. In the Mayor's absence to preside over meetings of the Full Council fairly and impartially so that its business is carried out efficiently and with regard to the rights of councillors and the interest of the community
5. To understand the Deputy Mayor's role in the constitutional arrangements relating to the waiving of call-in when decisions are urgent and the taking of decisions on the grounds of urgency if they are not on the forward plan or are outside the budget and policy framework
6. To encourage the highest standards of behaviour and probity

### **Skills and Knowledge**

1. Detailed knowledge of the role of the Mayor and Deputy Mayor
2. Detailed knowledge of the Deputy Mayor's role in the constitutional arrangements relating to the taking of urgent decisions and the waiving of call-in
3. The skills and knowledge expected of the Mayor as set out in the Mayor's role profile