

Article 5 – Chairing Full Council

5.01 The Role and Functions of the Mayor

The Mayor will be elected by Full Council annually and will chair all meetings of Full Council. In the absence of the Mayor, the Deputy Mayor (also elected annually) will chair the applicable Full Council meeting.

The Mayor (or Deputy Mayor) will have the following responsibilities:

- a) To uphold and promote the purposes of the Constitution, and to interpret the Constitution where necessary;
- b) To preside over meetings of Full Council so that its business can be carried out efficiently, **effectively** and with regard to the rights of Councillors and the interests of the community;
- c) To ensure that Full Council meetings are a forum for the debate of matters of concern to the local community and a place at which Councillors who are not on the Cabinet are able to hold the Cabinet to account;
- d) To promote public involvement in the Council's activities;
- e) To be the conscience of the Council;
- f) To decide in the absence of the Chair of the relevant Overview and Scrutiny Committee whether a matter is so urgent as to allow the Cabinet to take a decision in respect of it even though it is not contained in the Forward Plan and five clear days' notice of the decision has not been given, or that a decision concerns a plan or strategy forming part of the Policy and Budget Framework and would be contrary to it or in the case of the budget not solely in accordance with that framework.
- (g) The Mayor, and in their absence, the Deputy Mayor, will attend such civic and ceremonial functions as the Council and they shall decide, and undertake those functions in a non-political manner, appropriate to the customs and practice of this ancient office.