

## **Roles and Appointments**

### **Chairman and Vice-Chairman of the Council**

The chairman and vice-chairman of the council will be elected by the council annually. The chairman (and in his absence, the vice-chairman) will have the following responsibilities:

- to uphold and promote the purposes of the Constitution, and to interpret the Constitution within meetings of the Council when necessary;
- 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;
- to ensure that the Council meeting is a forum for the debate of matters of concern to the local community and the place at which Members who are not *in* the Executive or do not hold Committee chairs are able to hold the Executive and Committee chairman to account;
- to promote public involvement in the Council's activities;
- to be the conscience of the Council; and
- to attend such civic and ceremonial functions as the Council and he determines appropriate.

Neither the chairman nor vice-chairman of the council can be a member of the executive.

### **Leader of the Council**

The leader of the council will be a councillor elected to that position by the council. The leader of the council shall be the chairman of the executive and shall have reserve powers to act in the absence or incapacity of any executive portfolio holder.

The leader will hold office until:

- he resigns from the office; or
- he is suspended from being a Councillor under Part III of the Local Government Act 2000 (although he may resume office at the end of the period of suspension); or
- he is no longer a councillor;

he is removed from office by resolution of the council, save that this power may be exercised by the council only in the event of a change of political control of the council or a change in the leadership of the controlling political group notified to the chief executive in accordance with this constitution.

### **Deputy Leader of the Council**

The leader of the council may appoint a deputy leader of the council at the start of each council year (or at other times during the council year should that be

necessary) for the purpose of chairing meetings of the Executive in the absence of the Leader or in the absence of the Leader of the Council carrying out any duties and responsibilities given to the Leader of the Council by this constitution.

### **Executive Portfolio Holders**

Areas of responsibility, known as executive portfolios are determined by the council and are assigned by the leader to individual members of the executive whom he appoints. The leader may re-allocate functions between portfolio holders during the council year and shall advise all members of the council of the change as soon as practicable after any change has taken place.

Only councillors may be appointed to the executive. There may be no co-optees and no deputies or substitutes for executive members. Neither the chairman nor vice-chairman of the council may be appointed to the executive and members of the executive (including the leader of the council) may not be members of an overview and scrutiny committee.

Executive portfolio holders shall hold office until:

- they resign from office; or
- they are suspended from being councillors under Part III of the Local Government Act 2000 (although they may resume office at the end of the period of suspension); or
- they are no longer councillors; or
- they are removed from office by the leader of the council who must give written notice of any removal to the chief executive. The removal will take effect two working days after receipt of the notice by the chief executive.

### **Leaders of Political Groups**

Each political group represented on the council before the annual council meeting, and whenever changes occur, inform the chief executive in a notice of the names of the persons belonging to that political group, the name of the person chosen to serve as leader of the group, deputy leader of the group and group secretary during the ensuing year. All such notifications shall be reported to recorded in the minutes of the next meeting of council.

### **Leader of the Opposition**

The largest political group or groups not participating in the administration of the council through forming the executive shall be known as the opposition group and the leader of the group shall be known as the leader of the opposition.

### **Champions**

The council will from time to time appoint champions for various issues. The role and functions of champions will when reviewed by council be set out here.