

Council Meetings and the Chairman of Council

This section explains the role of Council Meetings, which is when all Councillors attend a formal meeting of the Council. This is different to other meetings involving Councillors which may be Cabinet meetings, Committee meetings, less formal working groups or meetings of partnerships in which the Council is involved.

The section also sets out the special role of the Chairman or 'Chair' of Council who not only chairs Council Meetings but also has an important civic position as the non-political representative of the Council on ceremonial and other occasions.

1.1 Council Meetings

(a) Types of Council Meetings

There are three types of Council Meetings:-

- (i) The Annual meeting
- (ii) Ordinary meetings
- (iii) Extraordinary meetings

(b) Rules applying to Council Meetings

The Council Procedure Rules apply to Council Meetings.

1.2 Functions of the Council and the Functions Scheme

When the Council Meets it will have the functions set out in the Functions Scheme.

1.3 Chairman of Council

(a) Election

The Chairman of the Council and the Vice-Chairman will be elected annually by Council.

(b) Values

The holder of the office of Chairman of the Council will be committed to the values of the Council (as contained in the Council Plan) and the following Principles of Public Life:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

SECTION 3 – COUNCIL MEETINGS & CHAIRMAN OF THE COUNCIL

(c) **Roles and Functions**

The Chairman of the Council and, in the Chairman's absence, the Vice-Chairman will have the following roles and functions:

- **Acting as a symbol of the Council's democratic authority**
 - As the ceremonial head of the Council,
 - To be non-political and uphold the democratic values of the Council,
 - To represent the Council at appropriate civic and ceremonial functions

- **Community Engagement**
 - To provide community leadership and promote active citizenship,
 - To promote the Council in all sections of the community
 - To engage with local people, communities, and groups as the civic representative of the Council and to encourage their participation in the work of the Council,
 - To encourage joint working between all sectors of the community to the betterment of the community as a whole.

- **Chairing Council meetings**
 - To preside over meetings of the Council, so that its business can be carried out efficiently,
 - To ensure the Council conducts its meetings in line with the Council's Constitution and the law.

- **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

- **Internal governance, ethical standards and relationships**
 - To promote and support good governance of the Council and its affairs,
 - To promote and support open and transparent government,
 - To support, and adhere to respectful, appropriate and effective relationships with employees of the Council,
 - To adhere to the Members' Code of Conduct, Member/Officer Relations Protocol and the highest standards of behaviour in public office
 - To approve as urgent decisions, which will not be subject to Call In, when the Chair of the relevant Scrutiny Committee is unavailable.