

A.8, ROLE PROFILE FOR THE DEPUTY CHAIR OF COUNCIL

Formal responsibilities

The Charter states that the Deputy Chair of Council shall act as Chair of Council in the event of a vacancy in that post.

As noted in Ordinance A.4, the Deputy Chair of Council provides feedback to the Chair of Council following the Chair's appraisal by Council.

As noted in Ordinance B.3, the Deputy Chair forms part of the 'Council Pool' which is authorised to sign contracts, on behalf of Council, for transactions whose value exceeds £5M.

Further responsibilities

The Deputy Chair has no other formal responsibilities or roles but will, when available, assist the Chair in relation to the following responsibilities or the Chair (drawn from those set out in Ordinance A.4):

- i. To lead Council members so as to meet the collective responsibilities of Council and fulfil their role as charity trustees.
- ii. To lead Council so that it fulfils its obligation to ensure that City is run in accordance with the decisions of Council, the institution's Charter, Statutes, Ordinances and relevant legislation.
- iii. To ensure that Council conducts itself in accordance with accepted standards of behaviour in public life.
- iv. To ensure that the Council determines the nature and extent of the significant risks that the institution is willing to embrace in implementing its strategy and ensures that Council members can operate effective oversight.
- v. To encourage all Council members to work together effectively as a team, contributing their skills and expertise as appropriate and ensure that there is satisfactory challenge to major proposals.
- vi. To foster relationships founded on mutual respect and open communication between independent Council members and the Executive. Ensure that independent Council members do not become involved in the day to day executive management of City.
- vii. To ensure the performance of the Council as a whole is reviewed regularly and the learning points implemented.
- viii. To act as an ambassador for City, working closely with the President.
- ix. To represent the Council at functions, meetings and in the press and broadcasting media, in line with City's agreed media strategy.