

Part One: Chapter 16 – Codes of Conduct

Appendix 3 - Role of Deputy Mayor

Main role

- A-3.1 To support the Mayor in his/her role as the first citizen of the Borough.
- A-3.2 To represent the Council, as necessary, as the deputy to the Mayor at public and private functions.

Duties and responsibilities

- A-3.3 To preside over meetings of the Council in the absence of the Mayor and ensure that all members have the opportunity to participate in the decision-making process.
- A-3.4 To act as an ambassador for and promote the Borough as the deputy to the Mayor.
- A-3.5 To deputise for, or assist, the Mayor in leading official civic visits by the Council.
- A-3.6 To represent the Mayor at non-political ceremonies, social occasions and services of prayer and remembrance when the Mayor is unable to attend.
- A-3.7 To deputise for, or support, the Mayor in his/her role when acting as host to visitors to the Borough, including members of the Royal Family, overseas visitors and other civic dignitaries.

Last Reviewed – March 2018