

GUIDANCE FOR THE ROLE OF THE MAYOR OF THE BOROUGH OF MELTON

Post Title: Mayor of the Borough of Melton

Accountable to: Melton Borough Council

Purpose of Post: To act as:

First citizen of the Borough, to represent the Sovereign, the Council and the citizens

Chairman of the Council.

Ambassador of the Council to support and encourage the interests of all section of the community and actively promote the Borough.

Duties and Responsibilities

1. Chair meetings of Councils in accordance with current central government legislation and Melton Borough Council standing orders.
2. Normally host the following annual civic events:
 - Annual Council Meeting and Mayor-Making Reception
 - Civic Service
 - Switching on of Melton Town Centre Christmas Lights
 - Mayor's Carol Concert
 - Staff Christmas Event
 - Armed Forces Day – Fly the Flagand such other civic events as the Mayor may, from time to time, decide.
3. Support and encourage the Borough's twinning links and, by invitation, attend visits to those towns;
4. Support and encourage the interests of the Council and assist with the launch and promotion of Council schemes and initiatives.
5. Support and encourage all sections of the community and, by invitation, attend events, meetings and visits organised by them.
6. Host receptions for local groups and organisations.
7. Recognise achievements by local groups, organisations and residents of the Borough as appropriate.
8. Greet royal visitors and distinguished guests to the Borough as appropriate.
9. Host civic visitors from Melton's twin towns.
10. Carry out the duties of the post fairly and without discrimination, and in accordance with the aims and objectives of the Council.

Skills, Abilities and Training

The main specific requirements of the job are:

- To have the confidence of the Council
- To be confident in making speeches
- Ability to network/socialise with others at all levels
- To show interest in a wide variety of people and issues
- To understand you will be 'on show' the majority of the time

The office staff will support and assist in briefing you on events in advance and these can be tailored to each individuals needs.

The Elected Member Training Programme will include some formal training that the Mayor and Deputy Mayor must undertake in readiness for the Mayoral Year.

- Charing Skills – with detailed understanding of the Council's Constitution
- Media and Public speaking presentation skills
- Equal opportunities/cultural awareness

Health

Good health is an undoubted benefit, as the Mayoral Year can be physically demanding. Large amounts of food and drink, particularly alcohol, are available and individuals should consider how they are to manage continuous generosity.

Political Neutrality

Every Mayor must be a Councillor, and by definition, a politician, with responsibilities to the electors of his/her ward and ties, in most instances, to a political group to the Council.

The convention has been that, during the Mayoral Year, the Mayor reduces his/her political profile. Mayors generally go out of their way to display their even-handedness in political matters during the year. It would be inappropriate for an individual to be associated with a contentious issue or election process which confuses roles.

GUIDANCE OF THE ROLE OF DEPUTY MAYOR OF THE BOROUGH OF MELTON

Post Title: Deputy Mayor of Melton

Accountable to: Melton Borough Council

Purpose of Post: To assist the Mayor of the Borough of Melton.

Duties and Responsibilities

1. Deputise for the Mayor, when the Mayor is unable to fulfil the duties of that post, at the request of the Mayor.
2. Support the Mayor at annual civic events and other events hosted by the Council, at the request of the Mayor.
3. Carry out the duties of the post fairly and without discrimination, and in accordance with the aims and objectives of the Council.