

## **Role Description – Depute Leader of the City**

In addition to the roles, tasks and responsibilities expected of Ward Members, the following is expected of the Depute Leader of the City of Inverness Area Committee:-

### **Key Purpose/Role**

- To chair meetings of the City of Inverness Area Committee and ensure that they are undertaken in line with the Council's Standing Orders Relating to the Conduct of Meetings, Scheme of Delegation to Committees and Code of Conduct;
- To provide leadership and direction in relation to the vision and priorities of the Council, budgets, strategies and service delivery in specific areas of responsibilities; and
- To develop and maintain effective relationships with partner organisations, other agencies and service providers as appropriate.

### **Key Tasks/Responsibilities**

- To ensure that an overall corporate approach is taken in the development of policies and the provision of services in the City/Area;
- To ensure, where appropriate, that there is full consultation with and participation by all interested parties on issues to be considered by the Committee;
- To develop and maintain effective working relationships between Members and Officials;
- To represent the Council on relevant partnerships and external bodies as required;
- To maintain the highest standards of conduct and ensure public confidence in the Council and its services;
- To ensure that all decisions are taken based on relevant legislation and advice and with impartiality and fairness; and
- To adhere to the principles of the Continuous Professional Development Framework for Elected Members in Scottish Local Government as appropriate.

## **Role of Depute Provost/Depute Leader of the City**

In addition to the roles, tasks and responsibilities expected of Ward Members the following is expected of the Depute Provost/Depute Leader of the City;

To undertake the duties of the Post of Depute Provost/Depute Leader of the City as described below, in the event of being so required by the incumbent Provost/Leader of the City and to act as Depute Provost/Depute Leader of the City only during such period or periods.

Post Duties;

## **Role Description – Depute Provost of Inverness**

In addition to the roles, tasks and responsibilities expected of Ward Members, the following is expected of the Depute Provost of Inverness:-

### **Key Purpose/Role**

- To represent the City on civic and ceremonial occasions as the Provost of Inverness, including on the occasion of visits by Ambassadors and Consul Generals;
- To promote the City by hosting civic events and raising the profile of the City of Inverness;
- To promote the profile of Inverness and area to the wider community through public appearances at social, community, cultural and business events and through the media;
- To work closely with the Provost/Leader of the City in terms of the civic role and its relationship with the functions delegated by Council to the City of Inverness Area Committee;
- To help develop and maintain effective relationships with partner organisations and other agencies as appropriate;
- To represent the Council at events where the presence of the Provost would be relevant to enhancing the reputation of the City and the Highlands;
- To maintain the highest standards of conduct and ensure public confidence in the functions of the Provostship; and
- To work in conjunction with the Convener of Highland Council, where appropriate.