

## Appendix 4

### **ROLE DESCRIPTION – CIVIC HEAD OF THE MORAY COUNCIL, OTHERWISE KNOWN AS CONVENER**

The civic head of a Scottish Local Authority is known by various titles. In each of Aberdeen, Dundee, Edinburgh and Glasgow the civic head may be referred to as the “Lord Provost”. In other authorities which are not entitled to use this term, the title of “Provost” is used, and in a small number including Moray the term “Convener” is used.

In addition to the roles, tasks and responsibilities expected of Ward Members, the following is expected of the Civic Head of The Moray Council:-

#### **Key Purpose/Role**

- To represent the Council on civic and ceremonial occasions as the Civic Head of Moray Council;
- To chair meetings of The Moray Council and ensure that they are undertaken in line with the Council’s Standing Orders relating to the conduct of meetings and Scheme of Delegation to Committees;
- To provide leadership and direction in relation to the political vision and priorities of the Council, budgets, strategies and service delivery in specific areas of responsibility; and
- To develop and maintain effective relationships with partner organisations and other agencies as appropriate.

#### **Key Tasks/Responsibilities**

- To provide civic hospitality and promote the image and profile of Moray;
- To ensure that an overall corporate approach is taken in the development of policies and the provision of services in Moray;
- To ensure, where appropriate, that there is full consultation with and participation by all interested parties on issues to be considered at meetings of Moray Council ;
- To develop and maintain effective working relationships with Members and Officials;
- To represent the Council on relevant external bodies as required;
- To ensure that all decisions are taken based on relevant advice and with impartiality and fairness

#### **Other Relevant Information**

The responsibility of all members of Moray Council to maintain the highest standards of conduct apply particularly to the Council’s Civic Head. This post holder is well placed through his/her conduct, to provide an example to all other

members of the Council and to enhance the reputation both within and outwith Moray of the Moray Council.