

# **Convener/Civic Head, Orkney Islands Council**

## **Role Description**

To be read in conjunction with the role description for councillors.

In addition to the roles, tasks and responsibilities expected of Councillors, the following is expected of the Convener/Civic Head.

### **1. Purpose of Role as Convener/Civic Head of the Council**

1.1. To represent the Council on civic and ceremonial occasions.

1.2. To chair General Meetings of the Council and to ensure they are undertaken in accordance with the Standing Orders for the Regulation of Proceedings and Business of Orkney Islands Council, the Scheme of Administration, the Scheme of Delegation to Officers and all other relevant regulations, procedures and codes of conduct.

1.3. To assist the Leader in developing and maintaining partnership working with other bodies and representative organisations on which the Council is entitled, or is invited, to be represented.

### **2. Key Tasks/Accountabilities**

2.1. To carry out civic and ceremonial activities and act as an ambassador for the Council and for Orkney.

2.2. To chair General Meetings of the Council and to serve as a member of all Service Committees of the Council, with the exception of the Orkney Health and Care Committee.

2.3. To promote and support open and transparent government by ensuring that decisions are taken properly, openly and publicly, unless there is a statutory basis for the decision to be taken in private.

2.4. To develop and maintain partnership working with other organisations, and to champion The Orkney Partnership to support the Local Outcomes Improvement Plan and Council priorities.

2.5. To ensure that Members of the Council are treated respectfully at all times.

2.6. To secure the rights of all Councillors to participate in the Council's decision making processes.

2.7. To promote the highest standards of conduct in the Council's affairs.

2.8. To develop and maintain effective working relationships with/between Members and officers, working closely with the Chief Executive.

2.9. To have an overview of corporate and cross-cutting issues as they impact on the Council and the community.