

Ward Deputy – Job Description

Appointment:

- Appointed by the Alderman of the Ward.

Overall Responsibilities:

- To support the Alderman in carrying out his/her duties on behalf of the Ward.
- To lead the team of Members for the Ward on behalf of the Alderman.

Main Tasks and Responsibilities:

(in addition to those set out in the Job Description for Common Councilmen)

- To work with and support the Alderman of the Ward.
- To act as leader of, and spokesman for, the Commoners of the Ward.
- To convene meetings of the Ward Members as necessary.
- To liaise with the other Members of the Ward to ensure the Ward's representation on Ward Committees.
- To arrange for the filling casual vacancies affecting the Ward's representation on Ward Committees.
- To formally introduce each newly elected Member for the Ward to the Lord Mayor when he/she attends the Court of Common Council for the first time.
- To advise and support each new Member for the Ward in the conduct and procedures of the Court and committees.
- To consult with the Town Clerk as to the moving of a resolution of appreciation for the services of a retiring/deceased Member.
- To make a short, commendatory statement to the Court of Aldermen in support of a newly elected Alderman for the Ward when he/she is admitted to the Court.

Ward Deputy – Person Specification

(in addition to the criteria set out in the Person Specification for Common Councilmen)

Essential	Expected
<p>Electoral Requirements To be an elected Member of the Court of Common Council.</p> <p>Personal Requirements</p> <ul style="list-style-type: none">• ability to lead and work in a team• personal and professional integrity• knowledge of the Corporation• knowledge of the history and traditions of the Ward• public speaking ability• likely to have several years experience as a Member of the Court of Common Council for the Ward	<p>As the appointed senior Commoner, to set an example within the Ward in terms of commitment e.g. attendance at Court and committee meetings.</p>

NB.

- There is no scheme for allowances to be paid to Ward Deputies, Common Councilmen or Chairmen.
- Some travel, etc, expenses are recoverable for Members but this does not include home or office to Guildhall.
- Staff in the Corporation will always try to assist Members in their work but secretarial support is limited and tends to be directed in support of the Chairman of the Policy & Resources Committee, the Chief Commoner and other Chairmen.