

**WEST LOTHIAN COUNCIL**  
**COUNCILLOR'S ROLE DESCRIPTION**

**PROVOST**

**PURPOSE**

In addition to performing, fully, the role of an individual member of the Council, the Provost is required to chair meetings of the full Council and act as the civic head of the council at ceremonial, formal and other appropriate occasions.

**NATURE AND REQUIREMENTS OF THE ROLE**

The title 'Provost' is the title given by the Council to the role of Convener of the Council elected as required under section 4 of the Local Government etc (Scotland) Act 1994. The Provost holds office for the 4 year term of office for Councillors. The statutory requirement of this role is to chair meetings of the full Council.

By tradition, the Provost also fulfils a unique and important function as the civic head in representing the Council and the wider West Lothian community at ceremonial and other formal events and occasions both within and outside West Lothian. The Provost is the formal representative of the Council when meeting with visiting dignitaries.

The Provost is required to ensure that the interests of all councillors are represented fairly and that they are given a fair hearing in Council meetings.

The responsibilities of all members of West Lothian Council to maintain the highest standards of conduct apply particularly to the Provost who is in a position, through personal conduct, to promote the values of the Council, to provide an example to others and to enhance the reputation of the Council and West Lothian.

**KEY RESPONSIBILITIES**

The Provost is expected to:

- Act as civic head hosting Council events and attending other events as civic leader and representative of the Council and the West Lothian communities.
- Promote West Lothian's profile to the wider community through public appearances at social, community, cultural and business events and through the media.
- Foster networks with other organisations in both the business and public sectors to support and enhance the development of West Lothian and its communities.
- Chair the meetings of the full Council and ensure the proper conduct of business in terms of the Council's Standing Orders and the Council's values and commitment to honesty, openness and accountability and effective scrutiny of policies and decisions.
- Liaise closely with the Leader of the Council in terms of the civic roles and functions on behalf of the Council.
- Promote the core values of the Council in fulfilling their remit.

## **OTHER RELVANT INFORMATION**

The Provost is required to act at all times in a manner to enhance the reputation of the Council in terms of fair representation, open government and accountability and as a representative of both the Council and the community, to maintain the highest standards of integrity and behaviour in accordance with the Council's Standing Orders and the Councillors' Code of Conduct approved by the Scottish Parliament and enforced through the Standards Commission and any local arrangements applicable within West Lothian.