

Appendix 5

Lord Mayor – Job Description

Appointment:

Elected by the Court of Aldermen following nomination by the Livery at Common Hall from the list of Aldermen who have served the Office of Sheriff.¹

Overall Responsibilities:

- Head of the City of London Corporation
- **Primary** Principal ambassador/key spokesman on behalf of the City of London Corporation and the Business City.

Other

- Head of the City Lieutenancy
- Chancellor of the City University
- Chief Magistrate of the City of London
- President of the City of London Reserve Forces and Cadets (and there are others)

Main Tasks and Responsibilities:

- To preside, as Head of the City of London Corporation, over meetings of the Court of Aldermen, the Court of Common Council, the Court of Husting and assemblies of the Livery in Common Hall.
- To make the full-time commitment that is required to fulfil the obligations and duties of the Mayoral Year.

¹ Progression towards the Office of Lord Mayor is subject to a formal appraisal process designed to identify candidates of sufficient calibre and ability to have the support of the Court of Aldermen when they are put forward for nomination by the Livery at Common Hall. The process, which involves a minimum of two interviews as candidates progress towards Office, is directed towards the requirements detailed in these specifications and is conducted by an Appraisal Panel drawn from representatives of the Court of Aldermen, the court of Common Council and the wider Business City

- To reside at the Mansion House during the course of the Mayoral Year (November – November).
- To perform the many and varied duties of the Lord Mayor (i.e. attending, hosting and speaking at a wide range of functions) on a day to day basis throughout the Mayoral Year.
- To represent and promote the City of London Corporation as an effective and efficient local authority for the City.
- To act as the City of London Corporation's principal ambassador and key spokesman on behalf of the Business City, supporting and promoting the City generally and particularly as the world's leading international financial and business centre both at home and abroad; consulting widely within the City community on business needs; working closely with the Chief Commoner, the Chairmen of the principal City of London Corporation committees and especially the Chairman of the Policy & Resources Committee.
- To undertake a programme of overseas visits during the course of the Mayoral Year, in liaison with the Foreign & Commonwealth Office, to support and promote the City of London as the world's leading international financial and business centre.
- To act as host to the visiting Heads of State, Guests of Government, business delegations, foreign and national dignitaries.
- To promote and encourage the Livery and assist in bringing recognition to its contribution to City and national life, and similarly to participate and promote the activities of the Ward Clubs and other associated groups in the City.
- To undertake a programme of civic activities and liaison with business leaders as part of an integrated programme.
- To continue to serve as an Alderman, after having served the Office of Lord Mayor, for at least a further term of six years, subject to the requirement to resign on attaining the age of 70, and, where applicable to submit oneself for re-election to achieve this.

Lord Mayor – Person Specification

| Essential | Attributes | Other Expectations |
|--|--|---|
| <p>Electoral Requirements</p> <ul style="list-style-type: none"> • to be a Member of the Court of Aldermen • to have served the Office of Sheriff in the City of London | <p>Personal Attributes</p> <ul style="list-style-type: none"> • absolute integrity, both personal and professional • a record of high professional achievement, preferably in a City financial or business related service • demonstrable qualities of leadership • drive and commitment • personality • good public speaking ability; a forceful and credible orator • socially at ease, articulate, diplomatic and politically astute; a good listener • adept and confident in handling the media • the ability to master complex briefs and to argue a case coherently • a detailed understanding of the workings of the Business City and the multiple and complex issues that face it • the ability to act as a key spokesman at home and abroad | <p>To make the full-time commitment that is required to fulfil the obligations and duties of the Mayoral Year.</p> <p>There are financial implications to carrying out the Office of Lord Mayor. For example, the City of London Corporation provides a Mayoral Budget Allowance which meets most of the costs of the Mayoral Year. In addition, the Lord Mayor is likely to make a further contribution from his/her private resources towards the costs of the Mayoral Year.</p> <p>Will have given considerable time and deployed a range of these skills to encourage participation by business, charities and the services in his/her Lord Mayor Show.</p> <p>Will have expended time and deployed the necessary personal skills in making a significant contribution to the wider community by means of</p> |

| Essential | Attributes | Other Expectations |
|------------------|--|--|
| | <p>for the City of London Corporation and the Business City</p> <ul style="list-style-type: none"> • demonstrably in contact with a range of key City contacts • knowledge and experience of the history and traditions of the City and the Livery • the capability and willingness to make the full-time commitment necessary to undertake and fulfil the Office of Lord Mayor <p>General Attributes</p> <ul style="list-style-type: none"> • the Lord Mayor must command the support of, and have the endorsement of, the Court of Aldermen and the Livery and be capable of representing the Business City | <p>some form of voluntary service.</p> |