

The Councillor Role

Purpose

- To participate constructively in the governance of the Council.
- To contribute to the formation and scrutiny of the Council's policies, budget, strategies and service delivery.
- To represent effectively the interests of their wards and deal with enquiries and representations from their constituents in an appropriate and timely manner.
- To champion the improvement of the quality of life of the community in terms of equality, economy and environment.
- To represent the Council effectively when appointed to an outside body and regularly report back on issues relevant to the Council via e-councillor, the Members Bulletin and or the Cabinet/Council.
- To act at all times with probity and propriety in the best interests of the Council.

Duties and Responsibilities

- To fulfil the statutory and any locally determined requirements of an elected member of a local authority and the authority itself, including compliance with all relevant codes of conduct, and participation in those decisions and activities reserved to the full Council e.g. agreeing the policy framework and setting the budget.
- To participate effectively as a member of any committee, panel or working party to which the councillor is appointed.
- To participate in the activities of an outside body to which the councillor is appointed providing two way communication between the organisations. Also to develop and maintain a working knowledge of the Council's policies and practices in relation to that body and of the community's needs and aspirations in respect of that body's role and functions.
- Except for Cabinet Members, to participate in the scrutiny or performance review of the services of the authority including, where the Council so decides, the scrutiny of policies and budget and their effectiveness in achieving the strategic objectives of the Council.
- To participate as appointed in consultative processes with the community and other organisations.
- To provide a link between the authority to the community through the various forums available.
- To develop and maintain a working knowledge of the Council's services, management arrangements, powers/duties and constraints and to develop good working relationships with relevant officers of the Council.
- To develop and maintain an understanding of other organisations and services that serve the area.
- Be responsible for continuous personal development. Take advantage of learning opportunities to build on understanding and knowledge, and to develop relevant skills.

- To contribute constructively to open government and democratic renewal through active encouragement to the community to participate generally in the democratic process.
- To conduct the business of the Council within the Council and not through the written or broadcast media

Skills Required

- Good communication and Interpersonal skills
- Ability to relate and deal with the public in a professional and timely manner
- Ability to work effectively with Council officers and outside organisations
- Community and Civic Leadership skills