

<b>Title:</b>	<b>Constitution of the Council (Part 3Ba: Role Descriptions)</b>
<b>Owner:</b>	<b>Angela Wakefield</b>
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<b>Approved by Monitoring Officer:</b>	<b>Angela Wakefield</b>
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**Adopted by the Full Council on 20<sup>th</sup> June 2016**



# ROLE DESCRIPTION:

## COUNCILLOR

### 1 INTERPETATION

- 1.1 In this Role Description “you” means the Councillor concerned and “your” should be construed accordingly.

### 2 REPORTING RESPONSIBILITIES

- 2.1 Responsible to the Full Council, any appropriate Committees or Panels, any appropriate Group Leader and any appropriate Group, .

### 3 PURPOSE OF THE ROLE

- 3.1 To participate in the good governance of the area.
- 3.2 To represent effectively and proactively the interests of the ward/neighbourhood that you are elected to represent.
- 3.3 To contribute actively to the formation and scrutiny of the Council’s policies, budget, strategies and service delivery.

### 4 SPECIFIC RESPONSIBILITIES

- 4.1 To fulfil the statutory and locally determined requirements of an elected member of a local authority and the Council itself, including compliance with all relevant codes of conduct, participation in those decisions and activities reserved to the Full Council (e.g. setting the budget, overall priorities, strategy). To attend all meetings of the Full Council.

- 4.2 To participate effectively as a member of any committee or panel to which the Councillor is appointed and to liaise with other public bodies to promote better understanding and partnership working. To attend all relevant meetings.
- 4.3 To participate in the activities of any 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.
- 4.4 To participate in the scrutiny or performance review of the services of the Council including the scrutiny of policies and the budget and their effectiveness to achieving the strategic objectives of the Council.
- 4.5 To participate, as appointed, in consultative processes with the community and with other organisations.
- 4.6 To represent the Council to the community, and the community to the Council, through the various forums available.
- 4.7 To develop and maintain a working knowledge of the Council's services, management arrangements, powers, duties and constraints, and to develop good working relations with relevant officers of the Council.
- 4.8 To actively address citizens' needs effectively.
- 4.9 To develop and maintain a working knowledge of the organisations, services, activities and other factors which impact upon the community's well-being and identity.
- 4.10 To contribute constructively to open government and democratic renewal through active encouragement of the community to participate generally in the government of the area.
- 4.11 To participate in the activities of any political group of which the Councillor is a member.
- 4.12 To participate in any councillor development activities organised by the Council to improve your activities as an effective Councillor.