

MEMBERS' ROLES

This document aims to describe the potential range of activities, which Members may find themselves undertaking in their various roles, it does not seek to prescribe what Members must do.

This document should provide a direct and useful reference for anyone taking on, or considering taking on, the roles described. It should also therefore assist with identifying suitable training and development opportunities.

COUNCILLOR - CORE ROLE

To represent electors and the local communities of the Ward to which they have been elected by acting as representatives, advocates, champions and create opportunities for communication with different sectors including vulnerable and hard to reach groups

To attend and contribute to meetings of the Full Council Committees as required

To undertake any role allocated in respect of either Executive, non-Executive, Overview & Scrutiny, Audit & Governance or quasi-judicial / appeal functions of the Council

To undertake other official duties or act as representatives of the Council on outside bodies / external organisations where appointed and feedback where required

To actively participate in budget setting, forming the Council's policies and scrutiny of practices and service delivery

To attend Committees, Panels, Working Groups, Task and Finish Groups and other meetings as required

To understand and translate to residents the role of public services

To effectively represent constituents by actively seeking their views, taking these into account when considering policy and taking decisions and feeding back to constituents Council decisions that impact on them

To undertake advice surgeries and diligently follow up casework on behalf of constituents

To address and present to the Council, using the appropriate process, issues of concern to them or their constituents

To mitigate impact of austerity on residents by developing policies and approaches to helping residents find support

To liaise with other levels of government, agencies or bodies with influence over the well-being of the borough and local area

To maintain and promote high standards of conduct and ethics

To promote equality, diversity and fairness

To participate in any training and development initiatives that are either a constitutional or legal requirement or which have been identified as a development opportunity and undertake appropriate personal Development necessary to carry out their role(s) or designated responsibilities