

# County Councillor Role Profiles

The role of the modern day councillor is high profile, complex and changing. It is important therefore, that Councillors receive clear guidance as to what is expected of them both in their role as a ward councillor and also when undertaking roles with SRAs.

Role profiles detail the responsibilities of the various roles, providing clarity to Councillors, officers and the public about what is expected within each remit and they can also be used to support Councillors in their development, by providing a means of identifying development needs both in their current role and roles they may aspire to in the future.

The Ward Member Role Profile is the foundation for all other role profiles and the responsibilities, skills and knowledge required for roles attracting SRAs are in addition to those for a ward councillor.

Attached are role profiles for the following position within the Council which was agreed at the Council meeting held on 6 June 2018:

- Ward Member (Annex 1)

## **Ward Member Role Profile**

### **Accountable to:**

- The public.
- Full Council.

### **Role Purpose**

Elected Members will be expected to:

- Represent the views of their local community.
- Deal with constituents' enquiries and representations – undertaking casework on their behalf and serving all fairly and equally.
- Liaise with Cabinet Members, other Councillors, Council officers and partner organisations to ensure that the needs of local communities are identified, understood and supported.
- Participate in the democratic process and the good governance of the County Council.
- Represent the Council when appointed to outside bodies.
- Act at all times with probity and propriety and in the best interests of the Council.
- Uphold the Council's Constitution at all times.

### **Main Duties and Responsibilities include to:**

- Act as a community champion and leader for their constituency and for the county, providing direction, resolving concerns and reconciling competing views and interests within their local communities.
- Represent individual constituents, undertaking casework on their behalf.
- Develop and maintain knowledge of how the Council works and represent the Council to the community.

- Provide information to the Council about their constituencies and act as a channel of two-way communication for their local communities about the decisions of the Council and Council Procedures.
- Participate in Full Council meetings, making informed and balanced decisions.
- To act in accordance with the Council's Constitution, Standing Orders, Principles of Decision-Making and Financial Regulations.
- Participate as a Member of Council committees to which they have been appointed by preparing for meetings, entering into debate, canvassing local people's views where appropriate and providing information to communities on the decisions taken.
- Attend meetings in their divisions as and when required.
- Attend and participate in meetings relevant to their area as appropriate.
- Represent the interests of the Council and its constituents on outside organisations.
- Develop and maintain a working knowledge of the Council's management arrangements, powers and duties.
- Develop and maintain a working knowledge of partner organisations at a local, regional and national level.
- Undertake training and development that is deemed necessary for the role of Elected Member.
- Attend conferences and seminars as required, reporting back on learning from these events.
- Establish and maintain effective working relationships with Members of all political parties and with officers of the Council.
- Uphold the Council's Constitution and promote high ethical standards, acting in accordance with the Members' Code of Conduct.
- Have regard to Equality and Diversity in accordance with the Council's policies and codes of conduct.