

ROLES OF COUNCILLORS

A. MAIN ROLE

- (i) To represent the interests of the Ward and all of its constituents for which the Councillor was elected.
- (ii) To contribute to the development of services by the setting and review of strategy, policy and budget proposals.
- (iii) To contribute in a positive manner to the effective government of the Town, and the direct, or indirect, provision of services to all residents, visitors and other stakeholders.
- (iv) To encourage the involvement and participation of individual citizens and the community generally in the development and review of the Council's decision making processes.
- (v) To deal with those matters of regulation assigned to the Council in a fair and unbiased manner having regard to the Council's policies and any statutory provisions relating thereto, including the rules of natural justice.

B. DUTIES AND RESPONSIBILITIES

- (i) Meet regularly with constituents, other public bodies and stakeholders, seeking and listening to their views on issues to be considered by or proposed to the Council.
- (ii) Act as the interface between the local community and the Council ensuring that their views and needs are taken into account when strategy, policy and budget issues are considered by the Council.
- (iii) Ensure that the local communities' views are properly expressed and argued when specific decisions affecting them are considered by Council.
- (iv) Use local knowledge and information to assist in the determination of strategy, policy and budget proposals and in decision making.
- (v) Act as a disseminator of information from the Council to constituents, other public bodies and Stakeholders.
- (vi) Participate in Member training programmes and seminars to enhance the ability to undertake a fully effective role as an Elected Representative and to carry out the Council's functions in accordance with Codes or rules affecting these functions.

C. KEY TASKS

- (i) Discuss issues to be determined by the Council with constituents, other public bodies and stakeholders.
- (ii) Develop and maintain a good working knowledge of the organisations, services, activities and hopes and aspirations of the community.
- (iii) Champion causes and issues on behalf of the Member's constituents.

- (iv) Ensure that constituents are kept informed about:-
- Services in their area.
 - Decisions that may affect them.
 - The reasons why decisions have been taken by the Council.
 - Their rights relating to service provision, appeals against decisions and access to meetings and information.
- (v) Carry out casework on behalf of constituents and represent their interests to the Council and, where appropriate, other public bodies.
- (vi) Participate fully in the activities and decision making processes (where appropriate) of any outside body to which the Member is appointed by:-
- Providing two-way communication between the Council and the outside body.
 - Developing and maintaining a working knowledge of the Council's policies and priorities, particularly in so far as they might affect the outside body.
 - Ensuring that the outside body takes account of the needs and aspirations of the community affected by the work and services of that outside body.
- (vii) Contribute constructively to community planning initiatives and in particular to assist in the achievement of open government and democratic renewal by actively encouraging the community to participate in the government of the area and take up their roles in terms of effective citizenship.
- (viii) Deal with any specific applications referred to Members in a fair and unbiased manner, taking account of Council policies and legislative requirements.
- (ix) Monitor implementation of Council policies.
- (x) Ensure, in liaison with residents and other stakeholders, that the quality of services delivered matches the Council's and the public's aspirations.