

Ward Councillor

1. Overview

As a councillor, you will be expected to balance the needs and interests of your local area, your residents and voters, community groups, local businesses, your political party and the council.

First and foremost, you will represent your ward, engaging with residents and groups on a wide range of different issues and taking on an important community leadership role. At the council, you will contribute to the development of policies and strategies, including budget-setting. You may also be involved in taking decisions on planning or licensing applications.

2. Representing the local area

- 2.1 Represent effectively the interests of the Ward for which you were elected and deal with constituents' enquiries and representations, fairly and without prejudice.
- 2.2 Champion the causes which best relate to the interests and sustainability of the community and campaign for improvements in the quality of life of the community in terms of diversity, safety, well-being, economy and environment.
- 2.3 Use local knowledge in the development of council policies, including listening to the needs of local people and taking their views into account when considering policy proposals and decision-making.
- 2.4 Ensure that local people are informed about:
 - Services in their area
 - Decisions that affect them
 - The reasons why decisions were taken by the council
 - The rights of your constituents.
- 2.5 Represent the authority to the community and the community to the authority, through the various forums available.
- 2.6 Respond promptly and fully to any consultation regarding matters within your ward
- 2.7 Know your Ward, and be aware of its particular qualities, advantages and problems.

- 2.8 Know and work with representatives of local organisations, interest groups and businesses.
- 2.9 Encourage people in your ward to participate in the democratic decision-making process by engaging with consultations etc.

3. Participating in the work of the council

- 3.1 Participate effectively as a member of full Council and any committee, group or other forum to which you are appointed.
- 3.2 Contribute actively to the formation and scrutiny of the council's priorities, budget, strategies and service delivery.
- 3.3 Develop and maintain a working knowledge of the council's services, management arrangements, powers/duties and constraints and develop good working relationships with the council's officers.
- 3.4 Fulfil the statutory and locally determined requirements of an elected member, including compliance with all relevant codes of conduct and protocols.
- 3.5 Represent the council on outside bodies to which it appoints you.
- 3.6 As you are able, assist the Mayor or Chairman in promoting the civic life of the council.
- 3.7 Participate in the scrutiny of the services and policies of the council and their effectiveness in meeting the strategic objectives of the council and the needs of its residents
- 3.8 Maintain and develop your skills by participating in the Member Development Programme and attending the training offered. Ensure you have relevant IT skills to enable you to make use of the council's systems.