



## **Elected Member Role Description**

### **1. Accountabilities**

- To Full Council
- To the electorate of their ward

### **2. Role Purpose and Activity**

- **Representing and supporting communities**
  - To represent ward interests
  - To represent and act as an advocate for individual constituents in their dealings with the Council and Local Organisations, undertaking casework on their behalf and serving all fairly and equally
  - To liaise with Cabinet Members, other Council Members, Council Officers and Partner Organisations to ensure that the needs of the Local Communities are identified, understood and supported
  - To promote tolerance and cohesion in Local Communities
  - To be a channel of communication to the Community on Council strategies, policies, services and procedures
  - To be an advocate in the Council for the Ward and Communities they serve
- **Making decisions and overseeing Council performance**
  - To participate in Full Council, Committee or Panel meetings, reaching and making informed and balanced decisions
  - To adhere to the principles of democracy and collective responsibility in decision making
  - To actively promote and ensure efficiency and effectiveness in the provision of Council and other public services
  - To monitor, oversee and constructively question and challenge service provision and performance to ensure value for money and transparency of decision making

- **Representing the Council (subject to appointment)**
  - To represent the Council on outside bodies as an appointee of the Council
  - To represent the Council on local partnership bodies, promoting common interest and co-operation for mutual gain
  - To represent and be an advocate for the Council on national bodies and at national events
- **Internal governance, ethical standards and relationships**
  - To promote and support good governance of the Council and its affairs
  - To provide community leadership and promote active citizenship
  - To promote and support open and transparent government
  - To support, and adhere to respectful, appropriate and effective relationships with employees of the Council
  - To adhere to the Member's Code of Conduct, the Member/Officer Protocol and the highest standards of behaviour in public office
- **Personal and role development**
  - To participate in opportunities for learning and development provided for Members by the Authority
  - To utilise information technology to support you in your role as a Councillor and engage with your constituents

### 3. Values

- To be committed to the Council's vision and strategic aims and objectives and the following principles of public office:
  - Selflessness
  - Honesty and Integrity
  - Objectivity
  - Accountability
  - Openness
  - Personal Judgement
  - Respect for others
  - Duty to uphold the law
  - Stewardship
  - Leadership