

# MEMBER ROLE ACCOUNTABILITY STATEMENT

**Role Title: Member of the Council**

**Responsible to: The Council**

**Contact with: Members, Officers, media, external organisations and representatives, Members of Parliament and community**

## **Principal Accountabilities:**

### **Leadership at Ward Level**

- (a) To lead and champion and interests of the local community and effectively represent the interests of the ward and its constitutions.
- (b) To meet and liaise regularly with local interested parties and involve and consult them on key council decisions.
- (c) To support and promote citizenship locally and empower the community to participate in the governance of the area.
- (d) To undertake case work for constituents and act as an advocate in resolving concerns or grievances.
- (e) To communicate with local people and answer enquiries:
  - about decisions that affect them
  - about opportunities in the community
  - regarding the rights of constituents within the ward
  - as to why decisions are taken

### **Localism**

- (f) To participate constructively in the good governance of the area.
- (g) To use influence as a councillor to develop links between groups and communities in the ward and local area.

### **Representation**

- (h) To inform the debate at full Council meetings and contribute to the effectiveness of the Council meeting as the focus of visible leadership.
- (i) To contribute to the formation and scrutiny of the Council's policies, budget, strategies and service delivery.

- (j) To contribute to the scrutiny of decision-making and review of policies/services of the Council.
- (k) To participate in non-executive Boards, Panels, Committees and Sub-Committees as appointed by the Council.
- (l) To represent the Council to the community and the community to the Council.
- (m) To develop and maintain knowledge of how the Council works and develop working relationships with its officers.
- (n) To participate in the activities of any political group of which the Councillor is a member.
- (o) To represent the Council on outside bodies to which the member is appointed by the Council or Leader.

#### **Other**

- (p) To fulfil the legal (in accordance with the Members' Code of Conduct and local requirements placed on a Councillor).
- (q) To be responsible for personal development and undergo appropriate development and continuous improvement for any role undertaken.

#### **Leadership Skills**

- Ability to lead and champion the interests of the local community

#### **Chairing Skills**

- Ability to chair meetings in the community and facilitate discussions.

#### **Organisational Skills and Personal Effectiveness**

- Manage casework (including the use of information technology (IT) to support the process).
- Basic administration skills.

#### **Team Working & Relationship Building**

- Ability to develop relationships with key Council officers and representatives from partner agencies.
- Ability to build effective relationships with all sections of the community (in order to be able to represent their needs to the Council).

#### **Communication Skills**

- Community engagement skills.
- Influencing, persuading and negotiation skills.
- Managing conflict and mediation skills.
- Ability to work with the media and to identify when additional support from public relations specialists is required, to ensure the Council is positively represented.
- Ability to communicate with a range of audiences, including partners.
- Active listening and questioning skills.
- Ability to make an effective presentation and public speaking skills.

#### **Other Skills and Abilities**

- Ability to use IT to access agendas, minutes, reports, etc.
- Ability to interpret Council budgets and accounts.

## **Knowledge**

- Understanding of national policies and their impact on the ward.
- Knowledge of the issues within the ward and the wider locality.
- An understanding of how the Council works.
- Knowledge of the Council structure, key contact officers and services procedures and eligibility criteria (in relation to schemes and services administered by the Council).
- Knowledge of the political decision-making structures of the Council and partners.
- Understanding of the Members' Code of Conduct including ethics and standards.
- Knowledge of the strategic priorities and key policies of the Council.
- Understanding of legislation and Council policies to which Councillors must adhere.
- Basic understanding local government finances and audit processes.
- Knowledge of the Council's standards of customer care and complaints procedure.
- Knowledge of partner agencies in the context of the ward.

**Date: October 2009**

**Note: This Role Accountability Statement is issued as a guide to the duties of this position. It may be varied from time to time to meet new working requirements.**