

# 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**

## **Ward Roles**

- (a) Lead and champion the interests of the local community and ward constituents and be accountable to them.
- (b) Meet and liaise regularly with local community including individuals and groups and involving and consulting them on Council matters.
- (c) Support and promote good citizenship locally and encourage community participation in the work of the Council.
- (d) Act as advocate for constituents' concerns so as to assist in resolving their concerns where possible.
- (e) Communicate with local people and answer enquiries on:
  - decisions that affect them
  - opportunities arising in the community
  - the rights of constituents within the ward
  - reasons for Council decisions
- (f) Contribute as a Councillor in promoting good governance of the District.

## **Representative Role**

- (h) Participate in debates at full Council meetings on District-wide and local issues as follows:
  - Formulation of the Council's budget, strategies and policies for service delivery requiring the approval of the Council.

- Scrutiny of decision-making and review of policies/services through Overview & Scrutiny
- Participation in the work in non-executive Boards, Panels, Committees and Sub-Committees as appointed by the Council.

- (i) To represent the Council on outside bodies to which the member is appointed by the Council or by Leader of the Council.

#### **Political Role**

- (j) To participate in the activities of any political group of which they are members.

#### **Personal Roles**

- (k) To fulfil the obligations under the Members' Code of Conduct and the law of local government and to maintain high standards of behaviour and ethics as applies to the public office of Councillor.
- (l) To be responsible for personal development and undergo appropriate development and continuous improvement for any role undertaken.

#### **Skill Requirements**

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

- develop skills for the management of casework relating to the role of Councillor
- develop skills to organise diary and other commitments as a Councillor.
- develop ways of keeping informed about Council activities

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

- develop effective working relationships with key Council officers, other Councillors and representatives from partner agencies and all sections of the community.

##### **Communication Skills**

- develop skills in communication appropriate to a range of audiences, including formal meetings and other settings,.
- develop listening and questioning skills.
- learn effective presentation and public speaking skills.

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

- ability to use IT to access agendas, minutes, reports, etc.
- familiarity with Council budgets.

##### **Training**

- to utilise training in order to enhance skills development for any role taken.

## **Knowledge**

- Keep informed about national policies and their impact on the District.
- Keep informed about issues within the ward and the wider locality.
- Keep informed and enhance understanding of how the Council works.
- Seek information of the Council structures, key contact officers, services procedures and eligibility criteria in relation to schemes and services administered by the Council when necessary.
- Achieve an understanding of the political decision-making structures of the Council.
- Be aware of the Members' Code of Conduct in relation to ethics and standards and apply the knowledge gained.
- Keep informed of the strategic priorities and key policies of the Council.
- Achieve an understanding of the legislation and Council policies to which Councillors must adhere.
- Gain a basic understanding of local government finance and what the audit process entails.
- Gain awareness of the Council's standards of customer care and complaints procedure.
- Knowledge of other agencies in the context of the ward.
- Understanding of the proper roles of Councillors, namely representative, political, civic and decision making

**Date:**

**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.**