

## **5.7 OUTLINE ROLES AND RESPONSIBILITIES FOR COUNCILLORS**

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### **PART A - ALL MEMBERS OF THE COUNCIL**

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#### **Standards of Behaviour**

1. To adhere to the Nolan principles of Standards in Public Life and the Council's Code of Conduct for Councillors.
2. To respond to communications from or on behalf of your constituents within a reasonable time. To complete and return any questionnaires you may receive from the Council.
3. To uphold the Council's reputation by promoting its policies, values and achievements and to refrain from making comment to the media or other audiences which would be damaging to the image of the Council as a whole.
4. To uphold the office of councillor and to do nothing which would bring such into disrepute.
5. To treat members of staff with respect and to develop sound, professional relationships with them.
6. To respect the political impartiality of members of staff.
7. To uphold the right of other members who do not necessarily share your views, the right to express their own views and to have the courtesy to listen to those views.
8. To comply with the Council's Standing Orders and to do nothing as an individual which would commit the Council to a particular course of action or leave the Council open to a charge of maladministration.
9. To observe confidentiality.

#### **Commitment to the Council**

10. To demonstrate commitment to and work towards achieving the Council's corporate objectives.
11. To demonstrate commitment to the local government modernisation agenda and the principles of Best Value.

#### **Training - Developing**

12. Subject to personal circumstances, to set aside time to undergo appropriate training and development.

## **Seeking Support and Advice**

13. To take advice from officers on any matter of Council business.
14. To seek support from officers where necessary to develop your representational role.
15. To seek appropriate advice concerning your dealings with the press and public in your representational role.

## **Communications**

16. To develop effective channels of communication with officers and other councillors.

## **Representational Role**

17. To bring forward constituents' views and concerns and grievances and to have in place appropriate methods to be available to local constituents and organisations e.g. via holding surgeries, canvassing (other than at election time), making oneself available.

To have contact with constituents and community groups and to represent the people to the Council rather than defending the Council's actions.

To actively reviews steps taken to listen to all the different communities within the ward and to bring forward improvements to ensure that you reach socially excluded groups and minorities.

To actively review steps taken to listen to all the different communities within the ward and to bring forward improvements to ensure that you reach the parts previously missed.

To help and assist local communities and groups in accessing services provided by the Council.

## **Meetings**

Upon appointment as a representative of the Council on a community or other body, to regularly attend meetings of that body and to report back to the Council the deliberations of that outside body and to distribute relevant written information.

To regularly attend any internal meetings as required and to participate effectively representing the views of the people at those meetings.

## **Scrutiny Function**

To accept that the scrutiny process means that the Council recognises that you have to allow colleagues to publicly question each other.

To co-operate and take part in the scrutiny process of the Council when required.

## **PART B - THE EXECUTIVE COUNCILLOR**

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To actively build partnerships with outside bodies.

To actively represent the Council at a strategic level where appropriate.

In dealing with resource allocation priorities and the preparation of policy plans, to do such in an impartial and proper manner.

## **PART C - THE NON-EXECUTIVE COUNCILLOR**

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To carry out the scrutiny function in a proper manner having regard to approved protocols and to seek and take advice from officers as appropriate.

In formulating proposed changes and in submitting proposals to the Cabinet to do so in a constructive way.

To actively channel grievances, needs and aspirations of your constituents and community bodies into the scrutiny process.

To adhere to the protocols and processes agreed by the Council for operation of the scrutiny function.

## **PART D - THE CHAIRMAN OF THE COUNCIL**

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To provide the civic leadership for the Council.

To preside at all meetings of the Council.

To represent the Authority in the community at major civic and ceremonial functions.

## **PART E - THE DEPUTY CHAIRMAN OF THE COUNCIL**

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To assist the Chairman in providing the civic leadership for the Council.

To deputise for the Chairman in fulfilling the duties set out above in the key tasks for the Chairman.

## **PART F - THE LEADER OF THE COUNCIL**

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To provide the political leadership for the Council and to take the lead in ensuring that the Council's policies and strategies are progressed.

To ensure that the work of the executive and non-executive member is co-ordinated and progressed effectively.

To take the lead for overseeing the implementation of the changes to the political management and officer structures.

To represent the Authority in discussions and negotiations with county, regional and national organisations and others as appropriate in pursuing the interest of the Council and its communities.

To act as the Council's principal political spokesman.

To have regular meetings and communication with the Chief Executive and the Management Team and to work with the Chief Executive to fulfil the Council's objectives.

Where appropriate to act in the case of disputes between members and officers.

## **PART G - DEPUTY LEADER OF THE COUNCIL**

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To assist the Leader in providing the political leadership for the Council.

To deputise for the Leader in fulfilling the responsibilities set out above.

## **PART H - CHAIRMAN OF THE CABINET**

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To respond to questions at Council meetings during the public question and answer session when required.

To chair meetings of the Cabinet.

To attend agenda briefing meetings.

To lead Board consideration of the budget for approval by the Council.

To report as required on the work of the Board in implementing the Council's policy programme.

## **PART J - CHAIRMAN OF THE POLICY DEVELOPMENT GROUP**

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To respond to questions at Council meetings during the public question and answer session when required.

To chair meetings of the Policy Development Group.

To attend agenda briefing meetings.

To lead consideration of the Council's scrutiny function in so far as the Policy Development Group is concerned.

To report, as required, on the work of the Policy Development Group in implementing the Council's scrutiny function.

## **PART K - DEPUTY CHAIRMAN OF THE POLICY DEVELOPMENT GROUP**

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To deputise for the Chairman and to assist him or her in carrying out the specified responsibilities.

## **PART L - CHAIRMAN OF COMMITTEES**

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To chair meetings of the committee.

To attend agenda briefing meetings as required.

## **PART M - DEPUTY CHAIRMEN OF COMMITTEE**

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To deputise for the Chairman and to assist him or her in carrying out the specified responsibilities.