

All Members role description

Role

The role of a Councillor is to:

- represent the Division.
- provide community leadership and engagement.
- take decisions.
- fulfil statutory functions.
- be a good Corporate Parent.

This role has a Basic Allowance of £11,565.51 per annum. Therefore a Member will need to commit the time and effort required in order effectively to carry out the role.

Responsibilities

In order to perform this role a Councillor will need:

Representation and Community Leadership

- To lead and champion the best interests of the local community and effectively represent the interests of the division and its residents; this is likely to involve engaging with Parish Councils, Community Groups and attending public meetings.
- To meet and liaise regularly with the local community and interested parties and involve and consult them so that they understand the challenges facing the Council.
- To identify and explain the service areas where the community could be involved.
- To be aware of and share good practice and beneficial opportunities.
- To develop initiatives with volunteers and community groups to increase resilience; this may involve initiating and sitting on steering groups for example.
- To act as Community Connectors and catalysts for change in response to the transformation of services and ways of working.
- To recognise evolving Service delivery models of social work and a Member's responsibility for Public Health and act as 'Localism Champions' to engage with local service providers assisting integration with community activity. This will help improve the well-being of residents and could enable essential savings to be realised.

- To provide community leadership and co-ordinate work streams in order to support and promote citizenship locally and to empower the community to participate in the governance of the area.
- To work with the local community through attendance at Neighbourhood Panels (or district equivalents) where appropriate.
- To ensure appropriate regard is given to the community's interests and to any equality and diversity issues.
- To undertake casework for residents and act as an advocate in effectively resolving concerns or grievances.
- To communicate effectively with residents and stakeholders answering enquiries appropriately:
 - about decisions that affect them
 - about opportunities in the community
 - regarding the rights of residents
 - on why decisions are taken
- To encourage and assist Parish Councils, where appropriate, to undertake or update community/parish plans.
- To encourage and facilitate collaboration between neighbouring communities and parish councils.

Decision Making

- To bring the views of the community into the Council's decision making processes and to be the advocate of their communities.
- To contribute to the governance of the Council and undertake any positions of special responsibility as appropriate.
- To inform the debate at full Council meetings and contribute to the effectiveness of the Council meeting as the focus of visible leadership.
- To contribute to the formation and challenge of the Council's policies, budget, strategies and service delivery.
- To participate actively and effectively as a Member on any service committee, regulatory or other committee/panel, assembly or forum to which the Member is appointed.
- To develop and maintain a working knowledge of how the Council operates and develop effective working relationships with its Members and officers.
- To participate in the activities of any political group of which the Member is a member.

- To represent the Council on outside bodies and contribute to the debate on national, regional and sub-regional bodies and feedback as appropriate.

Statutory

- To fulfill the statutory requirements of an elected Member of a local authority and to participate in those decisions and activities reserved to the Council.
- To develop and maintain a working knowledge of the authority's services, management arrangements, powers, duties and constraints.

Corporate Parent

- To act as a champion and advocate for the children in the county for whom the Council has a duty to act.

Ways of Working

In order to fulfil these responsibilities, a Councillor will need:

- To participate constructively and effectively in the good governance of the Council, Cambridgeshire as a whole and his/her local division.
- To have a good understanding of the Council rules set out in the Constitution, determining how Council meetings are meant to be run.
- To comply with the legal (in accordance with the Council Code of Conduct for Members) and local requirements placed on a Member.
- To abide by the Constitution and Member/Officer protocol and codes of conduct.
- To ensure that the principles of equality and fairness are integral to all actions and policies of the Council.
- To make use of new technology as a means of effective communication.