

# Parish Councillor – Role description



**Title:** Councillor.

**Responsible to:** The Parish Council and its electors.

**Responsible for:** Effective leadership and to foster the interests of their electors and Parish.

**Role Purpose:** Represent the views of Parishioners within and outside the Parish.

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## Main duties and Responsibilities

- To attend Parish Council meetings.
- To prepare for meetings and being properly informed about the issues to be discussed.
- To take part in meetings and to form sound judgements based on what is best for the community and then abide by majority decisions.
- To ensure with other councillors, that the Parish Council is properly managed.
- To take the role of Employee for all paid staff seriously and adhere to employment regulations.
- To participate constructively in the good governance of the Parish Council.
- To maintain proper standards of behaviour as an elected representative of the people
- To fulfil the statutory and locally determined requirements of an elected member of a Local Authority and the Parish Council, including compliance with all codes of conduct and maintaining high ethical standards, (including not disclosing confidential information and not using council resources for political purposes or for any other reason unless agreed by the council).
- To uphold the Parish Council's Standing Order's and ethical standards (ensuring that the impartiality of council staff is not compromised).
- To participate fully in the formation and scrutiny of the Parish Council's policies, budgets, strategies and service delivery including the Neighbourhood Plan.
- To keep up to date with significant developments affecting the Parish Council at local, regional and national levels.
- To promote the economic, social and environmental well-being of the Parish taking account of the strategic effects on other communities and the Parish Council as a whole.
- To represent effectively the interest of the ward for which the councillor is elected and deal with Parishioners enquiries, representation and complaints.
- To represent the whole electorate, listen, and then represent the views of the whole community when discussing council business and working with outside bodies.
- To take an active part in the Parish Council's arrangements to build community capacity and promote measures that contribute to the Parish Council's vision.
- To represent the Parish Council on outside bodies to which the councillor is appointed including the Standards Committee and Governing Bodies.
- To participate effectively as a member of any committee or working party to which the Councillor is appointed.
- To contribute constructively to open government and democratic renewal to actively encourage to the Parish to participate generally in the government of the area and provide access to information where appropriate.