



## **Role Profile**

### **District Councillor**

#### **Role**

1. To represent the Council and the interests and views of Ward residents
2. To participate in the efficient and effective running of the Council in the interests of all residents, businesses and visitors to the District

#### **Duties and Responsibilities**

1. To engage closely with his/her Ward in order to know and understand the interests and views of residents and represent them to the Council and to other relevant bodies.
2. To provide a voice and advice for local individuals and interest groups in their dealings with the Council and, where appropriate, to advise them on the pursuit of complaints.
3. To represent the Council within their Ward, promoting Council activity and advising on Council policy and actions.
4. To monitor the quality of Council service provision and the operation of Council policies within the Ward and to make representations and suggestions for their improvement to the appropriate Senior Member.
5. To attend meetings with residents and community groups within their Ward where required including Community Forum meetings.
6. To develop and maintain good working relationships with the local Town or Parish Council and with local County Councillors.
7. To serve, as appointed by the Council, on decision-making, advisory and regulatory bodies which form the Council's political management structure.
8. To be involved in policy formulation and review through the Council's Committee framework.
9. To attend and participate in meetings of full Council.
10. To serve as the Council's representative on outside bodies, where nominated by the Council.
11. To be familiar with the Council's budget, corporate vision objectives, values, priorities and plans.
12. To keep up to date with developments affecting the District and the Council.
13. To comply with the law relating to Councillors, the Council's standing orders, financial regulations and Codes of Conduct.
14. To undertake relevant and necessary training.