

## **East Herts Council Role Description**

<b>Ward Councillor</b>
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### **Purpose of role**

To:

- a) be an ambassador within and outside the area for, and represent the best interests of, the whole District ;
- b) represent your Ward and the people who live and work in it by:
  - (a) being their advocate and directing them to the right service (either Council or other public sector service provider) that can deal with their requests for assistance in the spirit of Council's philosophy of "Here to Help";
  - (b) ensuring that the interests of the local community are duly represented to Council;
  - (c) keeping them informed on issues that affect them;
  - (d) building strong relationships that, amongst other things, encourages them to make their views known and to engage with you and the Council
- c) be a community leader by leading in any processes that facilitates partnership working between the Council and local communities and other organisations (including the public, voluntary and private sectors) and that develop a vision for your local area and collaborative working that improves services and the quality of life for residents .

### **Key Accountabilities**

#### **(A) Community Leadership**

**(Corporate Objectives:**

**People – Opportunities for everyone to contribute to and access the council's services)**

1. Engage with individuals and community groups to identify and address issues of local concern.
2. To represent local constituents at meetings of the Council, balancing local concerns with those of residents as a whole.
3. To deal with requests for assistance from constituents and local community groups and to facilitate communication with the Council.
4. Represent the Authority on outside bodies where appointed in accordance with Council's policies and objectives and ensure effective communication between such bodies and the Council.
5. Identify and support opportunities for improving the cost effective delivery of services through the involvement of residents and service users including in partnership with external organisations.
6. To support local projects and initiatives and encourage local participation in service delivery.
7. Without prejudice to expression of divergent political views, to seek consensus within the community on controversial issues particularly those of direct concern to their ward.
8. To influence other organisations and service providers to ensure that residents receive services that meet their needs

## **(B) Scrutiny, Regulating and Monitoring**

### **(Corporate Objective:**

#### **Place - Safe and Clean)**

1. Effective participation, including constructive questioning, challenge and recommending preferred alternatives, at meetings of the Authority, particularly committees etc. to which you are directly nominated.
2. Participate and contribute to the Council's scrutiny function (if not a Member of the Executive), particularly in relation the development of policies and strategies to enable Council to achieve its vision for the District (and Members for their wards), budget matters and the review of Executive decisions.
3. Participate and contribute to the Council's regulatory functions without predetermination and applying judgment free from prejudice, ensuring an up to date and working knowledge of regulatory powers and duties.

## **(C) Performance**

### **(Corporate Objective:**

#### **People – Opportunities for everyone to contribute to and access the council's services)**

1. To embrace and promote opportunities for Member development to assist in the delivery of Council objectives.
2. To adhere to the Members' Code of Conduct (and any successor regime governing Members' standards and behaviour).

3. To communicate effectively with constituents and local organisations, developing and possessing advocacy and conciliation skills to represent diverse communities.
4. To be a peace broker.
5. In line with Council's guidance and policies, to offer comment in the Press, on TV or radio or social media, as needed.
6. To work with Members, officers and external agencies to develop and deliver Council objectives.
7. An understanding of how local, regional, national and European government operates, including the statutory and financial frameworks, and the ability to identify and debate issues that may necessitate changes to the Council's constitution.

### **Key contacts**

1. Constituents, local representative organisations, such as housing associations and other organisations (including the public, voluntary and private sectors).
2. Officers of the Council.
3. Councillors.
4. Other local authority Members/Officers, local MPs and MEPs.

### **Core Skills**

1. Local leadership – ability to engage with members of the community and to encourage trust and respect between individuals and groups.
2. Partnership Working – ability to identify partnership opportunities and work collaboratively to achieve shared goals.

3. Communications – ability to ensure that residents, partners and the media receive clear communications on the Council’s activities and objectives.
4. Political understanding – possession of political skills that facilitate the communication of values, promotion of political visions and encouragement of public engagement.
5. Scrutiny and challenge – ability to act as a critical friend by identifying opportunities for scrutiny (of issues) that affect residents (both internal of the Council and external).
6. Regulating and monitoring – demonstrable understanding of a councillor’s legal responsibilities in relation to the judicial aspects of their role.