

## **ESSENTIAL REFERENCE PAPER 'B'**

### **East Herts Council Role Description**

**Ward Councillor**

#### **Purpose of role**

To:

- a) be an ambassador within and outside the area for, and represent the best interests of, the whole District ;
- b) support in particular, constituents within the Ward by dealing with their requests for assistance and ensuring that the interests of the local community are duly represented to Council, and
- c) engage with the local community to increase their awareness and understanding of the Council's priorities, aims and policies

#### **Key Accountabilities**

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

**(Corporate Objectives:**

**Promoting prosperity and well-being; providing access and opportunities.**

**Leading the way, working together.)**

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.

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

### **(Corporate Objective:**

#### **Fit for purpose, services fit for you.)**

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 policy, 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:**

#### **Fit for purpose, services fit for you.)**

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 conflict broker.
5. To offer comment in the Press, on TV or radio, 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 and local representative organisations.
2. Officers of the Council.
3. Councillors.
4. Other local authority Members/Officers, local MPs and MEPs.