ROLE OF ALL MEMBERS AS ELECTED REPRESENTATIVES

1. MAIN ROLE

(a) To represent effectively the interests of the Ward for which the Councillor was elected and all of its constituents.

(b) To contribute in a positive manner to the effective government of the District, and the direct, or indirect, provision of services to all residents, visitors and other stakeholders.

(c) To encourage the involvement and participation of individual citizens and the community generally in the development and review of the Council's decision making processes.

2. DUTIES AND RESPONSIBILITIES

(a) Meet regularly with constituents, Local Councils and other stakeholders, seeking and listening to their views on issues to be considered by or proposed to the Council.

(b) Act as the interface between the local community and the Council ensuring that their views and needs are taken into account when strategy, policy and budget issues are considered by the Council.

(c) Ensure that the local communities' views are properly expressed and argued when specific decisions affecting them are considered by Council.

(d) Use local knowledge and information to assist in the determination of policy proposals and in decision making.

(e) Act as a disseminator of information from the Council to constituents, Local Councils and other Stakeholders.

(f) Participate in Member training programmes and seminars to enhance the ability to undertake a fully effective role as an Elected Representative.

3. KEY TASKS

(a) Discuss issues to be determined by the Council with constituents, Local Councils and other stakeholders.

(b) Participate in any local area machinery established for the Councillor's Ward by the Council to facilitate good communication with residents.

(c) Develop and maintain a good working knowledge of the organisations, services, activities and hopes and aspirations of the community for the Ward for which the Member was elected.

(d) Champion causes and issues on behalf of the Member's constituents.

(e) Ensure that constituents are kept informed about:-
- Services in their area.
- Decisions that may affect them.
- The reasons why decisions have been taken by the Council.
- Their rights relating to service provision, appeals against decisions and access to meetings and information.

(f) Carry out casework on behalf of constituents and represent their interests to the Council.

(g) Participate fully in the activities and decision making processes (where appropriate) of any outside body to which the Councillor is appointed by:-
- Providing two-way communication between the Council and the outside body.
- Developing and maintaining a working knowledge of the Council's policies and priorities, particularly in so far as they might affect the outside body.
- Ensuring that the outside body takes account of the needs and aspirations of the community affected by the work and services of that outside body.

(h) Contribute constructively to community planning initiatives and in particular to assist in the achievement of open government and democratic renewal by actively encouraging the community to participate in the government of the area and take up their roles in terms of effective citizenship.