

Part One: Chapter 16 – Code of Conduct

Appendix 1 - Roles of Members as Councillors

Main roles

A-1.1 As an elected representative (all members):

- a) with all other members, to be collectively the ultimate policy-makers of the Council and to carry out a number of strategic corporate management functions;
- b) to represent effectively the interests of the ward and all of its constituents for which the councillor was elected;
- c) to contribute in a positive manner to the effective government of the Borough and the direct, or indirect, provision of services to all residents, visitors and other interested parties; and
- d) 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

A-1.2 Regulatory roles (all members):

- a) to deal with those matters of regulation assigned to the Planning, Licensing and Regulatory Affairs and such other Committees appointed in a fair and unbiased manner having regard to the Council's policies and any statutory provisions relating to them, including the rules of natural justice.

A-1.3 Overview and scrutiny roles (members who are not part of the Executive):

- a) to contribute to the effective development of services by the examination of strategy, policy and budget proposals;
- b) to monitor, evaluate and question the actions of the Executive and the work of officers, to ensure the effective delivery of services in accordance with the Council's strategies, policies and budgets; and
- c) to make recommendations to the Executive and Council for improvements or changes in accordance with the work programmes approved by Council.

Duties and responsibilities

A-1.4 As an elected representative (all members):

- a) to meet regularly with constituents and other interested parties in order to seek and listen to their views on issues to be considered by or proposed to the Council;

Last Reviewed – March 2018

- b) to act as the liaison point between the local community and Council, in order to ensure that the former's views and needs are taken into account when strategy, policy and budget issues are considered by the Council;
- c) to ensure that the local communities' views are properly expressed and argued when specific decisions affecting them are considered by Council;
- d) to use local knowledge and information to assist in the determination of policy proposals and in decision making;
- e) to act as a disseminator of information from the Council to constituents and other interested parties; and
- f) to participate in training programmes and seminars aimed at enhancing members' roles as an elected representative.

A-1.5 Regulatory responsibilities (all members):

- a) to participate in the setting of policies, rules, regulations and processes to enable the Council to undertake its regulatory roles within the Council's approved policies in a fair and even handed manner;
- b) to contribute to the arrangements for the setting of budgets and budgetary controls for regulatory functions;
- c) to participate in employee disciplinary/grievance hearings as required by the Council; and
- d) to participate in training programmes and seminars aimed at enhancing members' roles and ability to carry out the regularity functions of the Council.

A-1.6 Overview and scrutiny responsibilities (members who are not part of the Executive):

- a) to take part as a consultee in the development of strategy, policy and budget proposals by the Executive;
- b) where appropriate, propose change, to the Council's approved strategies, policies and budgets, for consideration by the Executive;
- c) to participate in the carrying out of reviews of the Council's strategies and policies in accordance with the programme of work submitted to Council;
- d) to review the implementation of Council policy by the Executive, Executive members and officers, to determine whether that implementation meets the Council's objectives in terms of quality of service delivery and cost, and report with recommendations to the Executive and Council;
- e) to take an active part in and consult with the local community on the development of the Best Value Performance Plans and Best Value reviews in conjunction with the Executive; and

Last Reviewed – March 2018

- f) to participate in training programmes and seminars aimed at enhancing members' ability to undertake a constructive role in the Council's overview and scrutiny processes.

Key tasks

A-1.7 As an elected representative (all members):

- a) to discuss issues to be determined by the Council with constituents and other interested parties;
- b) to participate in any local area arrangements established by the Council to facilitate good communication with residents;
- c) to develop and maintain a good working knowledge of the organisations, services, activities and hopes and aspirations of the ward for which the member was elected;
- d) to champion causes and issues on behalf of the member's constituents and ensure that those 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
- e) to carry out casework on behalf of constituents and represent their interests to the Council;
- f) to participate in the activities and decision making processes (where appropriate) of any outside body to which the member is appointed by:
 - providing for 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.
- g) to contribute constructively to community planning initiatives and, in particular, to assist in the achievement of open government by actively encouraging the local community to participate in the government of the area.

A-1.8 Regulatory key tasks (all members):

- a) to establish policies against which applications for consent, licences, certificates, permits and registrations can be determined;
- b) to deal with any specific applications referred to members in a fair and unbiased manner, taking account of Council policies and legislative requirements

Last Reviewed – March 2018

- c) where there is no right of appeal to an external body, to participate in and determine such appeals;
- d) where there is a right for an applicant to be heard, to participate in such hearings as may be arranged and determine the issue; and
- e) to set budgets, fees and charges and monitor income and expenditure against approved budgets.

A-1.9 Overview and scrutiny key tasks (members who are not part of the Executive):

- a) to develop and review policy proposals and options put forward by the Executive;
- b) to investigate existing strategies, policies and budgets and, where appropriate, recommend changes;
- c) to monitor implementation of the Council's policies, particularly in relation to the interests of constituents in the member's ward;
- d) to investigate the basis on which major decisions are taken and ensure that they are consistent with Council policy;
- e) to investigate decisions taken by the Executive, Executive members and officers to ensure that they are consistent with Council policy and that they are within the limits of delegated powers;
- f) to hold the Executive, Executive members and officers to account in respect of their actions in carrying out Council policy;
- g) to monitor the Council's overall performance, with particular reference to Best Value; and
- h) to ensure, in liaison with local residents and other interested parties, that the quality of services delivered matches the Council's and the public's aspirations.

Last Reviewed – March 2018