

Councillor role description

Community Leader and Ward Representative

- Promote your ward, be an advocate for local views within the Council and to other agencies
- Deal with ward casework, meet individual residents and community groups as appropriate to discuss and help to resolve problems
- Balance different views within your ward, mediating different interests and representing your ward as a whole
- Attend town and parish meetings to discuss their issues and to explain Council activities and how they affect the ward
- Keep in touch with residents and engage with all groups

Decision Maker & Council Representative

- Read reports, attend and participate effectively in meetings of the Council and your Area Committee, taking well informed and sometimes difficult decisions for the benefit of the District as a whole
- Participate in the good governance of the District and effective running of the Council ensuring compliance with the Council's Constitution & relevant legislation
- Get involved in the development and scrutiny of council, policies, budget strategies and service improvement
- Play an active part in the development of corporate strategies and area plans, taking into account engagement and consultation with local people
- Participate in other member committees and groups as required
- Represent the council, as a whole, to partners, other agencies and in the wider community

Day to Day Councillor

- Interact with officers, partners, communities and fellow councillors, balancing your various roles
- Sign up and adhere to the SSDC Code of Conduct, the Councillor Attitudes and Approaches Framework and complete all mandatory training
- Take personal responsibility for your own development, participating fully in the training and development programme in order to build understanding, knowledge and skills that you need to undertake your role effectively
- Make yourself available to residents and communicate using all relevant communication methods and adhering to corporate guidance on media, social media and internet use
- Operate effectively by making full use of Council-provided digital technology

***Subject to Council approval**