

Parish Councillor

Role Description

Duties:

To attend meetings.

To sign a declaration acceptance of office (statutory form).

To complete a Register of Interest form within 28 days of taking office and update this within 28 days of any changes.

Abide by the council's Code of Conduct, part of which is observance of the Nolan Principles.

To always act impartially.

To act only at the instruction of the Council, from decisions arising from a council meeting. You will not take any unilateral action or make any decisions for the Council.

To have an open mind on an issue and only come to a view when all the facts have been received

The Role:

To be a conduit, ie, communicate, between the parishioners and the council.

Responsibilities:

Of an individual councillor:

- To understand that you are a member of a local authority that is governed by legislation and can only do as law permits.
- Understanding the role of a councillor, its remit, and limitations
- Understanding council processes – how it works, how change can and should be actioned.
- Understanding the legal process for convening and administration of meetings
- Understanding lawful decision making
- Being aware of and understanding council policies
- Being prepared for meetings
- Participating at meetings
- Voting at meetings
- Declaring any interests in business to be transacted at a meeting where necessary.
- Ensuring apologies are sent for any meetings you are unable to attend and providing a reason for that absence if you want it to be considered by the council.
- Understand the Nolan principles and uphold high standards of behaviour expected of you, as a holder of public office.
- Respect your fellow councillors and council officers and if an issue arises, follow the correct methods for resolve and resolution.
- Respect the Chair. That person was appointed by majority vote of the Council.
- Not seek to profit in any way from the office of councillor
- Represent the community regardless of politics, age, gender or ward area.
- If you are a dual hatted councillor, ie also a councillor for the principal authority in the area, to recognise that the two councils are separate local authorities without jurisdiction or scrutiny for each other's corporate actions, and to treat and administer each councillor role separately.

Finance:

You are a member of the council which is a corporate body responsible for the management and safeguarding of the public funds held by the council.

Correct financial management ensures the council has policies and procedures in place to protect the council from employee or councillor fraud.

Employment:

You are a member of the council which is a corporate body responsible for the employment of all council employees; all the responsibilities and obligations associated with the employment of staff.

Data Protection:

You are a member of the council, which is a corporate body responsible, as the data controller, for the lawful handling of personal data processed by the council.

Planning:

You are a member of the council, which is a corporate body responsible for responding effectively, and with regard to planning legislation, planning policy (both national and local), and materials considerations, etc to the Local Planning Authority effectively on planning applications within the council area.

Other activities of the council:

Together with your fellow councillors, i.e. as a corporate body, administer and manage the services and facilities that the council provides. The 'administration' and 'management' is wide ranging and will likely be for a wide range of functions such as provision of play equipment, allotments, sports and recreation facilities, village greens and common land.