

Policies & Procedures 2021 – Job description



PARISH COUNCILLOR – JOB DESCRIPTION

ROLE of Parish Councillor	
Responsible to:	All people resident within the Parish
Responsible for:	Effective leadership to foster the interests of their electors and Parish
Role Purpose	Represent the views of the Parishioners within and outside of the Parish.
Regular Liaison with	Other Councillors, local authorities, residents.
Period of Service	Four years with possible extension
Salary	Voluntary

Main Duties and Responsibilities

Criteria: You must be:

- Over the age of 18
- Be a British citizen, or an eligible common.

1. To participate constructively in the government of Hartshill Parish Council,
2. To participate fully in the formation and scrutiny of the Parish Council's policies, budgets, strategies, and service delivery including the 'Parish Plan'.
3. To ensure, with other councillors, that the Parish Council is effectively managed.
4. To keep up to date with significant developments affecting the Parish Council at local, regional, and national levels.
5. To promote the economic, social, and environmental well-being of the Parish taking account of the strategic effects on other communities and the Parish Council as a whole.
6. To effectively represent the interests of the ward for which the Councillor is elected and deal with Parishioners enquiries, representations, and complaints.

Policies & Procedures 2021 – Job description

7. To represent the whole electorate; listen, and then represent the views of the whole community when discussing council business and working with outside bodies.
8. To take an active part in the Parish Council's arrangements to build community capacity and promote measures that contribute to the Parish Council's Vision.
9. To attend Parish Council meetings.
10. To prepare for meetings and being properly informed about the issues to be discussed.
11. To take part in meetings and form sound judgements based on what is best for the community and then abide by majority decisions.
12. To represent the Parish Council on outside bodies to which the Councillor is appointed including the Standards Committee and Governing Bodies.
13. To maintain proper standards of behaviour as an elected representative of the people.
14. To fulfil the statutory and locally determined requirements of an elected member of a Local Authority and the Parish Council, including compliance with all relevant codes of conduct and maintaining high ethical standards, (including not disclosing confidential information and not using council resources for political purposes or for any other reason unless agreed by the Council)
15. To participate effectively as a member of any committee or working party to which the Councillor is appointed.
16. To contribute constructively to open government and democratic renewal to actively encourage to the Parish to participate generally in the government of the area and provide access to information where appropriate.
17. To uphold the Parish Council's Standing Orders and ethical standards (ensuring that the impartiality of council staff is not compromised).
18. To produce an annual report to enhance their accountability to the public by providing details of official activities and the contribution made to the effective operation of the Parish Council. (Annual Assembly of Parishioners)

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The Nolan Principles of Public Life

The Seven Principles of Public Life (also known as the Nolan Principles) apply to anyone who works as a public officeholder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the Civil Service, local government, the police, courts and probation services, non-departmental public bodies (NDPBs), and in the health, education, social and care services. All public officeholders are both servants of the public and stewards of public resources. The principles also apply to all those in other sectors delivering public services.

1. Selflessness

Holders of public office should act solely in terms of the public interest.

2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Reviewed & Adopted - 050321