

## **Job Description**

### **Gedling Borough Councillor**

There are a number of key activities that Councillors are involved in. These activities can take up a considerable amount of time and require work in the evenings and at weekends. The precise amount of time spent on Council duties depends on the role and the responsibilities undertaken.

#### **Key Activities of a Gedling Councillor**

##### **As a decision maker and influencer**

- I. Regular attendance of meetings of the Council, and any other committees or working groups to which the Councillor is appointed.
- I. Develop an understanding of corporate priorities, policies and procedures and to read relevant paperwork prior to participating in any meeting.
- II. Have an awareness of issues, inside and outside the authority which affect their electoral ward and the wider Council.
- III. Represent Gedling Borough Council on other organisations to which the Councillor may be appointed to.
- IV. Develop and maintain close working relationships with officers and other members of the Council.

##### **As a Ward Councillor**

- V. Dealing with issues raised by constituents by correspondence, phone, emails, in person, and being accessible to constituents, including attending surgeries.
- VI. Ensuring constituents are aware of decision that affect them and the reasons they were made. Advising them on their rights as citizens of Gedling Borough.
- VII. Developing understanding, knowledge and skills to ensure the role is undertaken effectively.
- VIII. Use IT effectively

##### **As a Community Leader**

- IX. Work with local organisations to identify local issues, encouraging community action.
- X. Attend meetings, events and activities and report back to the Council any issues or concerns arising.

- XI. Build and support good working relationships with local County Councillors and Parish Councils within the ward, keeping them informed about Council activities and ward issues.

**As a representative of Gedling Borough Council**

- XII. Comply with the Code of Conduct for Members, the Council's Constitution and the law where it relates to Councillors.
- XIII. Ensure that no conflicts of interest occur that could undermine the integrity of the Council
- XIV. Maintain the highest standards of conduct and ethics, serving the community without personal gain and showing respect for fellow councillors, staff and members of the public.

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