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.
II. Develop an understanding of corporate priorities, policies and procedures and to read relevant paperwork prior to participating in any meeting.
III. Have an awareness of issues, inside and outside the authority which affect their electoral ward and the wider Council.
IV. Represent Gedling Borough Council on other organisations to which the Councillor may be appointed to.

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.