

The role of the councillor - a job description

1.1 Responsible for:

- representing people as a Labour Party member of the local council
- helping to form or scrutinise policies to improve the lives and opportunities of people in the area
- providing leadership and engaging in partnerships in their community
- Duties will include representation, policy making, policy review, regulation of services, scrutiny of services, partnership working and consultation.

1.2 Key objectives:

- to oversee the work of the council and ensure that quality public services are provided to local people, and that the services continuously improve and give best value
- to seek improvements in the social, economic and environmental well-being of the area
- to participate in community planning and the production of a corporate strategy and vision for the authority
- to represent and act as an advocate for the people of the ward they represent
- to provide community leadership and build partnerships with other agencies and organisations in the area
- to promote the values and policies of the Labour Party

1.3 Key duties on the council:

- to attend full council, the council executive and/or overview and scrutiny committee(s) and other committee meetings as necessary
- to contribute effectively to the work of the council, in line with Labour group policy as appropriate
- to help to decide service priorities and participate in agreeing and setting a budget, in line with Labour group policy
- to monitor performance against targets in all areas of the council activity
- to engage with local residents to consult them, feedback on council activity, take up their concerns as appropriate and be their voice in the council

1.4 Key duties within the community:

- to develop links with all parts of the community eg visiting schools, meeting local businesses, attending tenants' meetings, visiting local projects and community groups

- to conduct regular walkabouts in the ward to identify issues of concern and tackle nuisance eg fly-tipping, graffiti, abandoned cars
- to promote and represent the council in the local community and on community bodies (eg school governing bodies, residents associations)
- to conduct regular surgeries to allow constituents to raise issues of importance or personal concern with their elected representatives
- to take action on issues raised by constituents and lobby for resources for the ward within the constraints of the group's overall priorities and financial strategy for the council
- to attend local community events on a regular basis
- to support consultative arrangements organised by the council in the ward and its locality
- to provide regular newsletters and letters to help build relationships with the residents the councillor is elected to serve
- to promote Labour's values and represent the Labour party locally

1.5 Key duties within the Labour group:

- to participate actively in Labour group meetings and contribute to effective decision-making
- to assist in the formulation of the Labour group's strategies and policies, within a framework of national Labour Party policy
- to be a part of the Labour team working to deliver Labour's policies locally
- to support regular campaign and communications in the local community, raising the profile of Labour and its work for local residents
- to be an ambassador for the Labour Party

Key duties with the local branch Labour Party:

- to attend branch meetings and report and consult on all council activity undertaken
- to campaign with branch members on local issues
- to support policy discussion eg partnership in power, the big conversation
- to recruit new members and mobilise existing ones into action
- to build a healthy party locally