

Roles & Responsibilities

The Profile of a Parish Councillor

- Effectively represents the interests of their ward or parish.
- Fulfils and enacts any statutory requirements of an elected member of the Council.
- Actively and constructively contributes to good governance.
- Actively encourages community participation and citizen involvement in the work of the Council.
- Encourages people to take up their roles of active and engaged citizenship.
- Knows and has contact with key local stakeholders.
- Represents the Council to the community, and the community to the Council, using all appropriate means.
- Is a channel of communication for the ward or parish, and ensures residents are informed of services available; the decisions that affect them and the reasons for those decisions.
- Develops and maintains a working knowledge of organisations (including principle councils) operating within the area which have an impact on the wellbeing of both the community and the Council as a whole.
- Deals with residents' enquiries and representations fairly and without prejudice.
- Carries out case work for residents and represents their interests, or enables residents to take action to deal with the matter themselves.
- Identifies and works with local "hard to reach" and under-represented groups to ensure their views are identified and heard.
- Contributes to the formation of the Council's policies and plans by active involvement in council meetings, committees and working parties.
- Undertakes appropriate training and development to help fulfill the requirements of the councillor role.
- Acts as the Council's representative on outside bodies, and reports back to the Council on their activities.
- Champions causes which relate to the interests and sustainability of the Council's area, and campaigns for the improvement in the quality of life of those living in, working in or visiting the area.