



### **Parish Councillor Job Description**

<b>Responsible to:</b>	The Council and its electors
<b>Responsible for:</b>	Effective leadership to foster the interests of the electors and Parish
<b>Role Purpose to:</b>	Bring local issues to the attention of the Council, help make decisions on behalf of the local community and represent the views of parishioners with the parish.
<b>Period of Service:</b>	Four Years
<b>Salary:</b>	This is a voluntary position.

Parish Councillors are not employees they are elected representatives who volunteer their time for free to work on behalf of their communities. They do not represent personal views but those who have elected them.

There is a legal requirement for Parish Councillors to attend council meetings and abide by the code of conduct.

### **Main Duties and Responsibilities**

1. To participate constructively in the government of the parish.
2. To participate fully in the formation and scrutiny of the parish councils policies, budgets, strategies and service delivery, including the Community Plan.
3. To ensure, with fellow councillors that the Parish Council is properly managed
4. To keep up to date with significant developments affecting the Parish Council at local, regional and national levels.
5. To be accessible and to represent effectively the interests of the Ward of which the Councillor is elected and deal with parishioner's enquiries, representations and complaints without prejudice.
6. To attend parish council meetings and to prepare and be properly informed about the issues to be discussed. (Calendar of meetings attached)
7. To take part in meeting and to form sound judgements based on facts of what is best for the community ensuring that any decisions are representative of the community the elected member represents.
8. To maintain proper standards of behaviour as an elected representative of the people and to treat everyone with respect.
9. 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 to maintain high ethical standards.
10. To participate effectively as a member of any committee or working party to which the Councillor is appointed.
11. To undertake appropriate training and development to help fulfil the requirement of the Councillor role.

## Person Specification

- Over 18 and on the electoral register
- A resident of the parish for which you are standing  
(You may live or work within a 3 mile radius of the Ward you wish to represent)
- Able to attend regular evening meetings
- Interest in local issues and things which affect the local community
- An understanding and willingness to represent the views of the community