# The role of the councillor – a job description

### Responsible for:

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

### Key objectives:

* to oversee the work of the council ensuring value/quality services are provided to local people
* to seek improvements in the social, economic and environmental well- being of the area
* to participate in community planning and production of a 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 organisations in the area

### Key duties on the council:

* to attend full council and other committee meetings as necessary
* to contribute effectively to the work of the council, in line with Labour group policy
* help decide service priorities and participate in budget setting, 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, feedback, take up their concerns and be their voice

### 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

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### Key duties within the Labour group of councillors:

* to participate actively in Labour group meetings and contribute to effective decision-making
* to assist in the formulation of group’s strategies and policies , within Labour Party policy
* to be a part of the Labour team working to deliver Labour’s policies locally
* to be active 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/AMM meetings and report and consult on all council activity undertaken
* to campaign with 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