



Whiteley Town Council

Council role profiles

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1. Introduction

The profiles have been developed as a guide for councillors in fulfilling their various roles, they are advisory and are not exhaustive. The aim is to assist councillors new to a role determine their development and training needs.

2. Councillor

2.1 The councillor's role

1. The role of the councillor includes the following:
2. Observing the current code of conduct adopted by the Council
3. Attending meetings when summoned to do so (the notice to attend a council meeting is, in law, a summons because you have a duty to attend)
4. Considering in advance of the meeting the agenda and any related documents that were sent to you with the agenda
5. Taking part in meetings and considering all the relevant facts and issues on matters which require a decision including the views of others expressed at the meeting
6. Taking part in voting and respecting decisions made by the majority of those present and voting
7. Ensuring with other councillors that the council is properly managed
8. Representing the whole electorate and not just those who voted for you
9. Extending knowledge and skills through appropriate learning and development

2.2 Skills and knowledge required

The following skills are needed or willingness to attend training to build these skills:

1. Basic numeracy, IT and literacy skills
2. Basic administration skills
3. Ability to build relationships with all sections of the community
4. Ability to work as an effective member of a team

5. Active listening and questioning skills

6. Public speaking skills

The following knowledge is needed or willingness to attend training to extend knowledge:

1. An understanding and awareness that the Council is a corporate body separate from that of its members/councillors

2. An awareness and understanding of the Council's Standing Orders, Finance Regulations and all other Council policies

3. An understanding of the Council's role as an employer

4. An understanding of the basics of Town Council finance and accountability

3. Committee Chairmen

3.1 Role of the Committee Chairman

The Committee chairman's role is an extension of the councillor's role with the addition of the following:

1. Chairing meetings in accordance with Council's Standing Orders and Committee Terms of Reference

2. Fostering and maintaining a disciplined approach by the councillors involved having regard to high standards of behaviour and ethics in accordance with the Councillor's Code of Conduct

3. Ensuring that, if applicable, contributions by members and the public to meetings are encouraged, facilitated and controlled in accordance with the agreed procedure

4. Providing input to the preparation of the agenda

5. Attending pre-meeting briefings with the Clerk and other officers as may be required

6. Ensuring that public meetings are delivered to the highest standard, demonstrating transparency in decision-making and cultivating the trust of the general public

7. Balancing the need for openness and transparency against duties of confidentiality owed to others

8. Taking responsibility for personal development and undergoing appropriate development and continuous improvement for any role undertaken

3.2 Committee Vice Chairman

1. The committee vice chairman's role is to work with the Committee chairman to achieve the above and deputise whenever necessary

3.3 Skills and knowledge required for a Committee Chairman and Vice Chairman

In addition to the skills required by councillors the following are needed or a willingness to attend training to build these skills

1. Chairmanship skills including:

Presentation skills

Listening, questioning and negotiating skills

Ability to manage conflict

Impartiality and objectivity

Knowledge

1. An understanding of the Council's Standing Orders and Code of Conduct in particular the public participation rules within the Standing Orders

2. An understanding of the committee's terms of reference

4. Town Council Chairman

4.1 The Town Council's Chairman's role

The Chairman's role is an extension of the committee chairman's role with the addition of the following:

1. Providing leadership to the Council and promoting good governance and high ethical standards

2. Undertaking the role of 'community leader' and developing and supporting a vision and strategy for the community

3. Representing the Council and be accountable for discussions and negotiations with the media, community, district, county and national organisations

4. Facilitating good communication and relationships between council members and the clerk and the wider community

4.2 Town Council Vice Chairman

1. The Vice Chairman's role is to work with the Chairman to achieve the above and deputise whenever necessary

4.3 Skills and knowledge required for the Town Council Chairman and Vice Chairman

In addition to the skills required by councillors and committee chairmen the following are needed or a willingness to attend training to build these skills:

1. Chairmanship skills including:

- Ability to work with the media to ensure the Council is represented positively

Knowledge

1. Detailed understanding of the Council's Standing Orders and Code of Conduct
2. In depth understanding of the public participation rules within the Standing Orders

5. Representatives – these may vary from year to year:

5.1 Meadowside User Forum

This role is an extension of the councillor role to include attending meetings of the Forum, actively engaging with the business of the meeting in accordance with the Council's adopted Strategy and Key Objectives and reporting back to Full Council

5.2 North Whiteley Forum

This role is an extension of the Full Council Chairman and Vice Chairman's role to attend the Forum meetings, actively engaging with the business of the meeting in accordance with the Council's adopted Strategy and Key Objectives and reporting back to Full Council

5.3 Parish Partnership Forum (Police Liaison)

This role is an extension of the councillor role to include attending meetings of the Forum, actively engaging with the business of the meeting in accordance with the Council's adopted Strategy and Key Objectives and reporting back to Full Council

5.4 Tree Warden

This role is an extension of the councillor role to include attending training on issues relevant to the role and monitoring tree issues throughout the Town.

5.5 Climate Change Champion

This role is an extension to the councillor role to include researching and promoting energy saving initiatives and ways to reduce the Council and communities carbon footprint.

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