

# The Role of a Councillor – a Job Description

## Responsible for:

- representing people as a Scottish 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.

## 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 Scottish Labour Party.

## 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.

## **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 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.

## **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 Scottish 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 Scottish Labour Party.

## **Key duties within the CLP:**

- to attend CLP meetings and report and consult on all council activity undertaken.
- to campaign with local members on local issues.
- to support policy discussion within the Scottish Policy Forum.
- to recruit new members and mobilise existing ones into action.
- to build a healthy party locally.
- to campaign actively in all parliamentary and local elections.