

EAST GRINSTEAD TOWN COUNCIL

THE ROLES AND RESPONSIBILITIES OF TOWN COUNCILLORS

The following **Job Specification** for Town Councillors was approved as policy at the meeting of Finance & General Purposes Committee on 22 June 2006:

1. Collectively be the ultimate policy-makers and carry out strategic and corporate management functions;
2. Contribute to the good governance of the area and encourage community participation and citizen involvement in decision making;
3. Effectively represent the interests of their electoral divisions and of individual constituents and bring their views into the Council's decision-making process;
4. Respond to constituents' enquiries and representations, fairly and impartially;
5. Participate in the governance and management of the Council, and
6. Be available to represent the Council on other bodies.

With regard to the above the **ward representation** role of Councillors was recognised as being particularly important in terms of being **community champions** for those neighbourhoods that they represent. This representation is particularly addressed by holding surgeries, attendance at Local Action team meetings and meetings of residents groups / business associations and the like and, from May 2007, by the opportunity to address specific local needs through **devolved member budgets**.

In addition to agreeing the role of Members the Council has also recorded the **rights and duties** of Town Councillors. Principally these are threefold: -

1. Councillors will have rights of access to such documents and information as are necessary for the proper discharge of their functions and in accordance with the law, and will be supported at all times by the Council's paid staff in training, and advice generally.
2. Councillors will not make public information, which is confidential or exempt without the consent of the Council or divulge information given in confidence to anyone other than a councillor or officer entitled to know it.
3. Councillors will at all times observe the Members Code of Conduct and behave in an ethical manner.

C J Rolley
Town Clerk
July 2006