

EAST GRINSTEAD TOWN COUNCIL

The Role and Responsibilities of the Town Councillor

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.

In addition to having a specified role, it is also appropriate to record Councillor's rights and duties. Principally these are threefold: -

1. Councillors will have such 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.

Julie Holden
Town Clerk
July 2006