

WEST BERKSHIRE COUNCIL

COMMUNITY COUNCILLOR ROLE

Role Purpose

1. To represent effectively the interests of the ward for which elected and to deal with constituents enquiries and representations.
2. To promote the causes which reflect the best interests of the ward for which elected and of West Berkshire in general.
3. To promote the overall well being of the organisation, partnerships, community stakeholders and voluntary and private agencies.
4. Responsible for developing and promoting community governance across West Berkshire.

Duties and Responsibilities

1. To work with other Councillors and officers of the Council:
2. To meet the statutory requirements of an elected Member of a local authority, including compliance with the Model Code of Conduct.
3. To develop a working knowledge of the Council's policies and practices.
4. To develop a working knowledge of the Council's management structures, management arrangements, powers and duties and constraints and to develop good working relationships with relevant officers of the Council.
5. To play an active part in any outside body to which appointed and to provide a means of two-way communication between that organisation and the Council.
6. To represent West Berkshire Council to the community and the community to West Berkshire Council, through the various methods available.
7. To contribute to open government and the development of increased democracy through the active encouragement of all sections of the community to participate in the "governance" of West Berkshire.
8. To contribute to community leadership leading to an improvement in the quality of services provided to the public of West Berkshire which also meet individual and community needs.

Core Competencies

Code of Conduct and Structures

Members Roles and responsibilities (including Corporate Parenting) and Members Allowances

Planning process, Planning Code of Conduct and working as a Committee

Licensing

Local Government Finance

Overview and Scrutiny

Media Training

ICT

Strategic Partnerships

Corporate Plan and Community Plan

An overview of the Council's Strategic Partnerships

Chairing Meetings

Equalities

The above programme will be supplemented by a number of other induction events such as visits to appropriate establishments and presentations from other agencies, ie Thames Valley Police etc.