

Councillor Role Definition All Members

The Council's purpose is to meet the needs of the community, to improve the quality of life for local residents and to keep the Borough of Test Valley as an attractive place in which to live and work.

The Council is committed to a high standard in everything it does, shaping its behaviours and building its reputation. The Council will seek to achieve its aims by carrying out its work in accordance with the following values: accountability, ambition, empowerment, integrity and inclusiveness.

The Council is democratically accountable. Borough Councillors are elected by local people, they shape what the Council does and bring together the needs and expectations of the communities they represent in order to make balanced decisions.

Councillors will work to help the Council to achieve its aims and values while upholding high standards of probity and integrity.

In carrying out their Council work, all councillors are expected to commit themselves to the following minimum duties and responsibilities:

Community Facilitation and Leadership

- To respond to queries from individual members of the public and manage casework that arises within their ward.
- To provide community leadership, acting as community catalysts for change by connecting with individuals and groups to encourage communities to reach their full potential.
- To help improve community capacity and resilience to help them 'to do more for themselves'.
- To ensure that a representative cross-section of the community has the opportunity to participate and give their opinion.
- When working with a community, Councillors should seek to understand all views within a community and ensure that these contribute towards any local prioritisation or community planning.

- To represent the interests and needs of local people to the Council or appropriate organisations, ensuring that those views are considered in the decision-making process.
- To ensure that the opinion of local communities is used where appropriate to inform the development of service provision and ways of working.
- To engage with Parish and Town Councils and work with them to understand the needs and priorities of the local community, developing community plans where appropriate to address issues and plan for the future.
- To assist communities in planning for the future, for example through the development of community plans, to better understand where they need help and support, and to influence the future allocation of resources.
- To signpost communities to appropriate internal and external resources to help them action their plans.
- To promote the Council's activities to local people and enable them to participate in how they are governed.
- To be aware of, share and promote good practice and opportunities relating to community engagement.
- To monitor the provision of services within their ward and to seek to ensure best value services for local people.

Decision making

- As a holder of public office Councillors must observe the Council's Members' Code of Conduct and uphold the highest standards of probity and integrity. Councillors must uphold the following principles: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- To endeavour to attend all meetings of the Council and all other committees of which they are members and to prepare before meetings by reading the agenda and undertaking any other research necessary. To actively participate in the business being considered at committee.
- To inform debate at, and effectively contribute to Council and other committees, representing the views of the community in the decision making process where appropriate.
- To represent the Council on outside bodies and any local organisations or groups they are invited to participate in as a Borough Councillor.
- As a Member of the Council, Councillors have a shared responsibility for:
 - The formal approval of the budget strategy, both revenue and capital, and for setting council tax levels.

- Setting the priorities and direction of the Council through the Corporate Plan.
- Participating in discussions having regard, so far as it is possible, to the interests of the Borough as a whole.
- Approving and amending the Council's Policy Framework, namely:
 - (i) the Community Safety Partnership Strategic Assessment;
 - (ii) plans and strategies which together comprise the Local Development Plan;
 - (iii) Licensing Authority Policy Statements under the Licensing Act 2003 and Gambling Act 2005;
 - (iv) Treasury Management Policy Statement;
 - (v) Capital Programme and Capital Strategy;
 - (vi) Housing Strategy;
 - (vii) any regulations proposed under section 32 of the Local Government Act 2000 to be adopted by the Council;
 - (viii) Medium Term Financial Strategy;
- To monitor the provision of services (Council and other bodies) in the Borough and to seek to ensure the best and most effective services for local people.

How Councillors will work

To fulfil the responsibilities set out above Councillors will need to:

- Have a good understanding of relevant areas of the Council's Constitution such as the Member Code of Conduct and the Council Procedure Rules.
- Keep informed of Council business, developing and maintaining a good working knowledge of how the Council operates.
- Comply with the legal and local requirements placed on a Councillor
- To develop a good working relationship with other Councillors and officers across the Council.
- To take up opportunities for training and personal development that may be provided by the Council in order to better carry out their responsibilities as an elected member.
- Ensure that the principles of equality and diversity are integral to all actions and policies of the Council, and
- Make use of technology as a means of effective communication

I confirm that I accept the responsibilities set out above in my capacity as a Member of Test Valley Borough Council.

Name

Signed

Dated