

**ROLE AND RESPONSIBILITY OF A COUNCILLOR**

**1. To provide commitment and leadership to the Council**

- To contribute to the sound management of the Moray Council as a Member of the Council.
- To provide leadership – providing clear political direction for the Council through decision making/influencing, including determining strategy, setting budgets, representing the Council and developing effective working relationships with partners.
- To provide strategic direction – connecting national priorities and those at the regional, local and neighbourhood level to deliver quality services.
- To attend meetings of the Council and the Committees to which you have been appointed and to contribute to debate on matters for decision or discussion.
- To prepare thoroughly for meetings and develop an understanding of issues affecting the local community.
- To develop a sound understanding of the needs of the Council's communities in order to set relevant priorities and targets and to assess the Council's performance in meeting those targets.
- To act as an ambassador for Moray and the Council.

**2. To be responsive and work with local communities**

- To provide community leadership – representing the ward and constituents, enabling and empowering local people and acting as their advocate, championing the area and its communities and shaping services around the needs of the citizen.
- To participate in the development of a shared vision with the Council's partners to respond to the needs of the Council's community, translated into specific actions to be carried out at both corporate and service levels.
- To make sure that people and communities are genuinely engaged in the decisions made on public services which affect them.
- To recognise the diversity of the communities which you serve and the diversity of the need for services.
- To acknowledge the value of constructive engagement with a wide range of stakeholders such as the business community, the voluntary and independent sectors, major suppliers, locally active interest groups, trades unions and other less visible stakeholders and that all of them should have genuine opportunities to make their voice heard.
- To ensure that stakeholders feel that the Council listens to and takes account of their views and are provided with information about the actions taken through transparency in the decision making process and performance reporting.

### **3. To ensure sound governance at strategic, financial and operational level**

- To advance and foster sound governance by the council in relation to the performance of services, the substance of policies and how they fit with the overall objectives of the Council, the effectiveness of policies in terms of implementation and the adequacy of corporate control
- To scrutinise effectively the actions of the leadership and hold it to account for its performance, challenging the administration and senior officers
- To regularly receive information on the performance of the Council and its services.
- To recognise success and address areas of under performance.
- To monitor on a regular basis the performance information on relevant trends, comparisons, standards and targets.
- To contribute to the continuous improvement of customer centred services.
- To refer service complaints for consideration through the Council's Corporate Complaints procedure.

### **4. To ensure the sound management of resources**

- To participate in risk management in relation to the Council's resources.
- To regularly review the management of resources across all services.
- To treat employees as a key strategic resource and to ensure that the Council has the organisational capacity to implement its plans and make full use of its staff in terms of numbers, skills, knowledge, deployment and organisational structure.
- To value staff and to ensure that their skills and knowledge are being used effectively and to the full.
- To ensure that the Council identifies and manages risks in relation to workforce matters covering such issues as health and safety, business continuity and public safety.
- To ensure that the Council maintains an effective system for financial stewardship.

### **5. To contribute to sustainable development**

- To contribute to the achievement of sustainable development by considering the social, economic and environmental impacts of activities and decisions of the Council both in the short and longer term.

## **6. To encourage equal opportunities**

- To eliminate discrimination and advance and foster a culture of equal opportunities within all areas and aspects of the Council's work.
- To recognise that all groups in the community do not have the same resources, situations and needs and that this is reflected in planning, designing and improving services.

## **7. To encourage joint working**

- To encourage and engender attitudes and approaches that support more corporate and consensual styles of working.
- To actively encourage opportunities for formal and informal joint working, joint use of resources and joint funding options, where this will offer scope for service improvement.
- To ensure that decisions reflect the best service delivery options for Moray.
- To be committed to working with partner organisations to ensure a joined up approach to meeting the needs of stakeholders and communities.
- To address impediments and barriers which inhibit integrated approaches to joint funding and joint management of services with internal and external partners.
- To encourage joint planning of service delivery and community planning partners.
- To participate in the activities of any outside body to which the Councillor is appointed, providing two way communications between it and the Council and to develop and maintain a working knowledge of the Council's policies and practices in relation to that body and of the community's needs and aspirations in respect of that body's role and functions.

## **8. To represent the interests and the Ward**

- To develop local knowledge of the Ward and the factors which impact upon the community's wellbeing and identity, by maintaining contact with public, private and voluntary organisations based in the area and listening to the needs of local people.
- To carry out casework on behalf of constituents, represent their interests to the Council and ensure that services are provided in accordance with approved policy and practices.

**9. To represent all sectors of the community fairly and objectively**

- To represent all sectors and interests in the community.
- To ensure that personal views or prejudices do not influence fair and proper decision making.
- To ensure that decisions are based on objective evidence whenever possible.

**10. To maintain high standards of personal conduct in undertaking those duties and responsibilities**

- To maintain high standards of personal conduct in undertaking these duties and responsibilities.
- To comply with the Code of Conduct for Councillors as approved by the Scottish Parliament and associated guidance issued by the Standards Commission for Scotland.
- To comply with all relevant Codes of Conduct and policies.
- To ensure that decision making is open and transparent, in a manner which supports accountability and explains the reasoning which underpins decisions.
- To develop and maintain a working knowledge of the Council's services, management arrangements, powers and duties and constraints and to foster and develop effective working relationships with officers of the Council.
- To effect continuous improvement in the performance of the Councillor's duties and responsibilities, by taking advantage of opportunities for familiarisation, training and personal development.
- To participate in the activities of any political group to which the Member belongs.