

# Leafield Parish Council

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## Parish Councillor job description

- Title:** Councillor  
**Responsible to:** The Parish Council and its electors.  
**Responsible for:** Effective leadership to foster the interests of all electors and the parish community.  
**Role Purpose:** To represent the views of parishioners within and outside the parish.
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### Main Duties and Responsibilities

1. To participate constructively in the government of Leafield Parish.
2. To participate fully in the formation and scrutiny of the Parish Council's policies, budgets, strategies and service delivery including the 'Parish/Neighbourhood Plan', if there is one.
3. To ensure, with other councillors, that the Parish Council is properly managed.
4. To keep up to date with significant developments affecting the Parish Council at local, regional and national levels.
5. To promote the economic, social and environmental well-being of the Parish taking account of the strategic effects on other communities and the Parish Council as a whole.
6. To deal with Parishioners enquiries, representations and complaints.
7. To represent the **whole** electorate; listen, and then represent the views of the whole community when discussing council business and working with outside bodies.
8. To take an active part in the Parish Council's arrangements to build community capacity and promote measures that contribute to the Parish Council's Vision, if there is one.
9. To attend Parish Council meetings.
10. To prepare for meetings and be properly informed about the issues to be discussed.
11. To take part constructively in meetings and form sound judgements based on what is best for the community and then abide by majority decisions.
12. To represent the Parish Council on outside bodies to which the Councillor is appointed.
13. To maintain proper standards of behaviour as an elected representative of the people.
14. To fulfil the statutory and locally determined requirements of an elected member of a Local Authority and Parish Council, including compliance with all relevant Codes of Conduct and maintain high ethical standards, (including not disclosing confidential information and not using council resources for political purposes or for any other reason unless agreed by the Council)
15. To participate effectively as a member of any committee or working party to which the Councillor is appointed.
16. To contribute constructively to open government and democratic renewal, to actively encourage the Parish to participate generally in the government of the area and provide access to information where appropriate.
17. To uphold the Parish Council's Standing Orders and ethical standards (ensuring that the impartiality of council staff is not compromised).
18. To produce an annual report to enhance their accountability to the public by providing details of official activities and the contribution made to the effective operation of the Parish Council.

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## **Skills needed by a Councillor** (thanks to Hertfordshire Association of Parish and Town Councils)

- Making decisions.
- Having ideas, then exploring and expanding those and other alternative ideas.
- Interpreting information.
- Visualizing what might/might not happen.
- Using imagination.
- Understanding budgets and financial paperwork.
- Encouraging yourself and others. Working collaboratively.
- Listening, Questioning
- Dealing with conflict but hopefully not creating it
- Evaluating.
- Reviewing and assessing objectively
- Drawing conclusions.
- Seeing the bigger picture
- Measuring and comparing results
- Public speaking
- Persuading and motivating. Positive participation
- Prioritizing time, resources and finance
- Negotiating.
- IT skills.