



mirfield  
town council

## **ROLE PROFILE FOR A TOWN COUNCILLOR**

To champion the interests of the local community and effectively represent the interests of the Ward whilst serving all constituents equally.

To contribute to the formation and scrutiny of the Town Council's policies, and budget.

To represent the council on outside bodies and to participate effectively as a member on any committee or panel.

To participate constructively in the good governance of the town.

To meet and liaise regularly with local stakeholders and to involve and consult with them on key Council decisions.

To represent the authority to the community and the community to the council.

To be responsible for personal development and undergo appropriate training.

To work collaboratively with other Elected Members within the same ward.

To ensure that local people are informed:

- About decisions that affect them.
- About opportunities in the community.
- As to why decisions are taken.
- About the work of other agencies on matters that affect the community.

To develop and maintain a knowledge of the Council and develop working relationships with its officer.

To support and promote education for citizenship locally and encourage the community to participate in the government of the area.

To participate in the activities of any political group of which the councillor is a member.

To undertake case work for constituents.

To fulfil the legal and local requirements placed on an elected member.



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To attend 2 monthly council meetings at the venue agreed by the council, usually St Marys Community Centre (Meetings held remotely as and when deemed necessary via Zoom whilst in Covid-19 until such time as is safe to hold face to face meetings)

The job of your council is to represent the interests of the whole community. Understanding the needs of different groups in the community (such as young and elderly people) is an important part of your role as councillor.

As a councillor, you have a responsibility to be well informed, especially about diverse local views. You cannot assume that you represent the interests of all your electors without consulting them. Work in partnership with community groups, voluntary organisations and other local authorities, including neighbouring local councils, to benefit the community.

As a councillor you have a responsibility to attend meetings when summoned to do so electronically by email; the notice to attend a council meeting is, in law, a summons, because you have a duty to attend. Consider, in advance of the meeting, the agenda and any related documents which were sent to you with the summons. Take part in meetings and consider all the relevant facts and issues on matters which require a decision including the views of others expressed at the meeting. Take part in voting and respect decisions made by the majority of those present and voting. Ensure, with other councillors, that the council is properly managed. Represent the whole electorate, and not just those who voted for you.

The seven Nolan principles apply to the conduct of people in public life. They are:

- Selflessness – you should act in the public interest
- Integrity – you should not put yourself under any obligations to others, allow them improperly to influence you or seek benefit for yourself, family, friends or close associates
- Objectivity – you should act impartially, fairly and on merit
- Accountability – you should be prepared to submit to public scrutiny necessary to ensure accountability
- Openness – you should be open and transparent in your actions and decisions unless there are clear and lawful reasons for non-disclosure
- Honesty – you should always be truthful
- Leadership – as a councillor, you should promote, support and exhibit high standards of conduct and be willing to challenge poor behaviour.



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By accepting the role of a Town Councillor, you agree to abide by the Council's Code of Conduct which requires a Councillor to complete a Declaration of Pecuniary Interest within 28 days of signing the Declaration of Accepting of Office. This Declaration of Pecuniary Interest will be displayed with your contact details on the Town Council website.

Interested parties should send their details & application to the Clerk at [mirfieldtowncouncil@gmail.com](mailto:mirfieldtowncouncil@gmail.com) for consideration by the Clerk & Mayor that they meet the essential criteria as above or the application may be rejected.