

**The responsibilities and activities outlined are expected from all Councillors. The means through which they are realised will vary in different member roles as set out in the 'duties' section overleaf.**

Post Title: **Councillor**

Responsible to: **All people who live and work in Tower Hamlets, with a particular duty to ward residents; and respective political group leaders.**

Responsible for: **Leadership of the community within the London Borough of Tower Hamlets and contribution to the Tower Hamlets Partnership**

Purpose:	To improve the quality of life for everyone living and working in Tower Hamlets by providing local leadership to the Council and Partnership through championing the views, issues, concerns and needs of local people.  Working in collaboration with other councillors, partners and residents to deliver the vision of the Tower Hamlets Community Plan
Responsibilities:	1 Represent local constituents as a member of the London Borough of Tower Hamlets – campaigning with integrity and commitment on behalf of local residents.
	2 Promote the themes of the Tower Hamlets Community Plan and the Core Values of the Council
	3 Engage enthusiastically with people living and working in Tower Hamlets in order to learn, understand and act upon issues of concern developing a Council agenda in response.
	4 Develop partnerships inside the council and with external organisations – in doing so mediate fairly between people with conflicting needs.
	5 Maintain the highest standards of conduct and ethics, abiding at all times by the Council's Code of Conduct for Members.
	6 Actively promote community cohesion and equal opportunities in all activities and duties undertaken as a councillor
Activities:	1 Respond to enquiries and representations of local people in a fair and impartial manner
	2 Develop networks in the Council and with external partners to improve information sharing and local knowledge.
	3 Attend and contribute to Council and Partnership meetings. By following protocol, balancing public needs and local policy.
	4 Contribute through a variety of forums to the Council's shared vision for Tower Hamlets.
	5 Participate in training and development opportunities identified to improve skills, knowledge and ability to be a community leader, including ethical standards and Members' Code of Conduct training.

<p>Duties:</p>	<p><b>Community Representative</b> – all councillors, for their local area, have a duty to:</p> <ul style="list-style-type: none"> <li>▪ Speak and act for their communities and neighbourhoods;</li> <li>▪ Be accessible to the whole of their electorate, listening to and representing the views of other community advocates;</li> <li>▪ Provide community leadership and promote cohesion;</li> <li>▪ Foster good working relationships between service providers and communities;</li> <li>▪ Hold regular ward surgeries and take action in response to enquiries;</li> <li>▪ Be accessible to constituents having a published contact telephone number and a postal address;</li> <li>▪ Lead and mediate on issues of concern within their ward;</li> <li>▪ Encourage and develop relationships to make people in the partnership valued, trusted and included, recognising people from different backgrounds. Empowering others to take responsibility.</li> </ul>
	<p><b>Executive Members</b> – create a shared council vision by establishing strategic policies, prioritising actions and managing performance through:</p> <ul style="list-style-type: none"> <li>▪ Establishing and developing partnerships with external bodies to improve local well-being - involving stakeholders in policy formulation;</li> <li>▪ Working with the Corporate Leadership Team to develop and implement portfolio strategies;</li> <li>▪ Communicating a shared Council vision to local people, providing clear direction and promoting understanding;</li> <li>▪ Encouraging scrutiny responding positively to feedback, challenge and ideas;</li> <li>▪ Take collective responsibility for decisions taken by the Executive.</li> </ul>
	<p><b>Overview and Scrutiny Members</b> – challenge proactively and seek opportunities to enhance the quality of life for local people by:</p> <ul style="list-style-type: none"> <li>▪ Attending and contributing to Overview and Scrutiny, Health Scrutiny Panel meeting, informal scrutiny working groups and challenge sessions;</li> <li>▪ Being objective, rigorous and resilient in challenging policy, decisions and people;</li> <li>▪ Enhancing the performance monitoring arrangements of the Council and Partnership;</li> <li>▪ Engaging with external service providers, community organisations and local people to reflect wider concerns and issues;</li> <li>▪ Examining good practice from other authorities and making rigorous evidenced based recommendations.</li> </ul>

	<p><b>Committee Members</b> – members sit on a number of committees the Council is responsible for, for example licensing and development committees. It is the duty of members to discharge these functions and in doing so:</p> <ul style="list-style-type: none"><li>▪ Participate in learning and development interventions to support their role on licensing, planning, appeals and appointments Committees;</li><li>▪ Evaluate arguments according to evidence, making independent and impartial judgements;</li><li>▪ Follow legal process and protocols, balancing public needs and local policy;</li><li>▪ Monitor performance and intervene to ensure progress, seeking feedback on own performance.</li></ul>
	<p><b>External Bodies</b> – councillors who are appointed to external bodies by the council will report back as necessary on their activities as members of such bodies. They will also:</p> <ul style="list-style-type: none"><li>▪ Attend meetings of the bodies to which they are appointed - giving apologies when unable to attend;</li><li>▪ Uphold the highest standards of ethical probity whilst representing the Council</li></ul>