

**Elected Member Role Profile:
Ward Member**

1. Accountabilities

- To full Council
- To the electorate of their ward and to the residents of Cheshire East

2. Ward Member Role

Representing and Supporting Communities

- To represent ward interest by providing a voice for all sectors of the community
- To be an advocate for the Council in the ward and communities they serve
- To hold ward surgeries on a regular basis where appropriate
- To be a visible and recognisable presence in the community
- To be a channel of communication to the community on Council strategies, policies, services and procedures
- To represent individual constituents and local organisations, undertaking casework on their behalf and serving all fairly and equally
- To interface with the community at Local Area Partnerships/Forums raising local concerns within the Council
- To liaise with executive members, other council members, council officers and partner organisations to ensure that the needs of the local communities are identified, understood and supported
- To promote the principles of equality, tolerance and local democracy in local communities
- To encourage community participation in the Council's decision making processes by helping people understand how they work
- To support local partnership organisations
- To balance different interest within the ward fairly and constructively

Making Decisions and Overseeing Council Performance

- To participate in full Council meetings, reaching and making informed and balanced decisions and overseeing performance
- To participate in informed and balanced decision making on Committees and Task Groups to which they might be appointed (including attending site visits or undertaking other statutory visits and tasks as may be required)
- To contribute to the policy making process through a role on Scrutiny/G&C Committee/Cabinet and thereby helping to shape the development and review of policy and strategy
- To undertake quasi-judicial roles e.g. licensing and planning, following any special procedural rules

- To provide a check on the activities of the Cabinet through the call-in procedure
- To adhere to the principles of democracy and collective responsibility in decision making
- To promote and ensure efficiency and effectiveness in the provision of council and other public services

Representing the Council

- To represent the Council on local Outside Organisations as an appointee of the Council and provide two way communication between the organisation(s) and the Council
- To represent the Council on local partnership bodies, promoting common interest and co-operation for mutual gain
- To represent and be an advocate for the Council on national bodies and at national events
- To provide community leadership and promote active citizenship

Internal Governance, Ethical Standards and Relationships

- To promote and support the good governance of the Council and its affairs
- To promote and support open and transparent government
- To promote and maintain appropriate and effective relationships with employees of the Council
- To adhere to the Members; Core of Conduct, Member/Officer Protocols and the highest standards of behaviour in public office

Personal and Role Development

- To take an active interest in identifying personal development needs for their role as a Member
- To participate in opportunities for development provided by the authority
- To make effective use of electronic communication including email, internet/intranet to aid efficient communication between officers, members and the community
- To provide support and encouragement to new Councillors

3. Values

To be committed to the Aspire values of the Council and the following values in public office:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural differences
- Sustainability

Elected Member: Personal Specification

Representing and Supporting Communities

Good advocacy skills
Interpersonal skills
Integrity
Ability to set aside own views and act impartially
Present relevant and well reasoned arguments
Good communication skills
An understanding of Community Leadership and empowerment and working in partnership

Making Decisions and Overseeing Council Performance

Knowledge and understanding of meeting law, rules and conventions
Understanding of delegated powers
Reasoned decision making
Understanding of strategic, policy and service contexts for decisions
Ability and willingness to challenge ideas and contribute positively to policy development
To pay particular attention to the need to avoid predetermination and bias when participating in the decision-making of regulatory committees

Representing the Council

Good public speaking skills
Good presentation skills
Ability to persuade others and act with integrity

Internal Governance, Ethical Standards and Relationships

Understanding of the role of officers, members and different agencies
Respect for and desire to work with different groups and individuals
Knowledge and understanding of and commitment to the Code of Conduct and Member/Officer Protocol
Knowledge and commitment to the values of the Council

Personal and Role Development

Ability to assess personal and role development needs
Desire and skills to participate in development