

Job Description – Evesham Town Councillor

Title: Councillor

Responsible to: The Council and its electors

Responsible for: Effective leadership to foster the interests of the electors and Town

Role Purpose to: Bring local issues to the attention of the Council, help it make decisions on behalf of the local community and represent the views of parishioners within and outside the Town

Main Duties and Responsibilities:

1. To represent effectively the interests of the whole town by listening to views from the community.
2. To improve the quality of life for those that live, work or visit the area.
3. To participate fully in the formation and scrutiny of the Town Council's policies, strategic plans, budgets and service delivery.
4. To ensure that the Town Council is properly managed.
5. To prepare for, attend and participate in Town Council meetings, decision making and abide by corporate decisions.
6. To undertake appropriate training and development to help fulfill the requirements of the Councillor role.
7. To keep up to date with significant developments affecting the Town Council at local, regional and national levels.
8. To represent the Town Council on outside bodies to which the Councillor is appointed and report back activities.
9. To maintain proper standards of behavior and comply with the Council's code of conduct.
10. To deal with residents' enquiries and representations fairly and without prejudice.