

Elected Member of Orkney Islands Council

Role Description

1. Purpose of Role as Councillor

1.1. To promote the best interests of the Council and the community as they relate to the improvement of the quality of life of the community and its citizens in terms of social, economic and environmental wellbeing.

1.2. To represent the views and interests of the Councillor's Ward and its individual constituents and local groups regarding Council policies, services and the needs of the area.

1.3. To deal with all enquiries and representations fairly and without prejudice.

1.4. To contribute actively, within the Council's committee structures, to the formation and scrutiny of the Council's policies, strategies, service delivery and budgets.

2. Key Tasks/Accountabilities

2.1. To participate effectively and objectively as a Member of any Committee to which appointed, including related responsibilities for the services and resources falling within the Committee's terms of reference.

2.2. To represent and act as an advocate for the interests of the Councillor's Ward.

2.3. To be available to represent and deal effectively with issues raised by constituents by correspondence, telephone and in person on an ongoing basis, and to make arrangements to facilitate access by constituents, including "surgeries" or in other ways, contributing to the representative role of the Councillor.

2.4. To liaise and work with local organisations and representative groups to further the interests of the Ward and its individual constituents.

2.5. To promote Best Value and the pursuit of continuous improvement for all services either provided or commissioned by the Council.

2.6. To support the development of an effective working relationship with other Elected Members and Officers of the Council.

2.7. To participate in the activities of any outside body or partnership to which appointed by the Council and to develop and maintain a working knowledge of the Council's policies and practices in relation to that body and of the community's needs and aspirations in relation to that body's role and functions.

2.8. To fulfil the statutory and locally determined codes of conduct and standards for Elected Members.

2.9. To observe and comply with the Standing Orders for the Regulation of Proceedings and Business of Orkney Islands Council, the Scheme of Administration and the Scheme of Delegation.

2.10. To undertake professional development sessions as identified within the Councillor's Personal Development Plan.

2.11. To contribute to the Council's responsibility as corporate parent for looked after children.