

DORCHESTER TOWN COUNCIL

THE ROLE OF TOWN COUNCILLORS

Main Duties

1. to represent the needs, priorities and aspirations of your electors and the people of Dorchester by making yourself known to people within your Ward, being accessible and liaising or consulting extensively with local communities, organisations and businesses;
2. to promote the economic, social, cultural and environmental well-being of the people of Dorchester, to comply with all relevant Codes of Conduct and to act in accordance with the highest standards of probity in public life, seeking to serve the community without personal gain.

Key Duties within the Community

1. to effectively and regularly communicate with people within your Ward;
2. to represent the people within your Ward and to represent their views in the Council's decision making processes;
3. to assist your electors to raise issues of importance or personal concern including, if necessary, to investigate and pursue such issues on their behalf;
4. to remain accountable to your electors between elections and to balance different interests identified within the Ward and represent the Ward as a whole;
5. to work in partnership with communities and other agencies, both within your Ward and throughout the Town;
6. to campaign actively for measures that will help to build stronger and safer communities;
7. to liaise with other levels of government, agencies or other bodies which influence the well-being of people within your Ward and throughout Dorchester.

Key Duties to the Town Council

1. to assist the Council to achieve a full understanding within the local community of its role and functions and to promote it as being listening, accessible and responsive;
2. to develop and maintain a working knowledge of the Council's services, management arrangements, powers/duties and constraints, and to develop good working relationships with fellow Members and relevant officers;
3. to attend meetings of the Council and of its various committees, sub-committees and panels as necessary and to undertake the reading and preparation necessary for you to take a full part in meetings;
4. to participate constructively in the good governance of the Town;
5. to participate in setting priorities and a budget;
6. to help to ensure that the Council provides best value services;

7. to scrutinise performance against targets in all areas of the Council's direct and indirect activity;
8. to participate in the formulation and review of Council policies and decisions about the role of the Council at meetings of the Council and of its various committees, sub-committees and panels;
9. to liaise with other levels of government, agencies and other bodies which influence the well-being of Dorchester;
10. as required from time to time to chair meetings of the Council's various committees, sub-committees and panels;
11. to undertake other official duties or act as a representative of the Council and to play a full part in maintaining the Council's civic and ceremonial traditions;
12. to be familiar with the Council's policies, plans and priorities.