

# **SWALCLIFFE PARISH COUNCIL**

## **Job Description for Parish Councillor**

**Responsible to:** The Parish Council and its electors

**Responsible for:** Effective leadership to foster the interests of all electors and the parish community

**Role Purpose to:** Represent the views of parishioners within and outside the parish

---

### **Main Duties and Responsibilities**

1. To participate constructively in the government of Swalcliffe Parish
2. To participate fully in the formation and scrutiny of the Parish Council's policies, budgets, strategies and service delivery including the Village Plan
3. To ensure, with other Councillors, that the Parish Council is properly managed
4. To keep up to date with significant developments affecting the Parish Council at local, regional and national levels
5. To promote the economic, social and environmental well-being of the Parish taking account of the strategic effects on other communities and the Parish Council as a whole
6. To deal with Parishioners' enquiries, representations and complaints
7. To represent the whole electorate, listen, and then represent the views of the whole community when discussing council business and working with outside bodies
8. To take an active part in the Parish Council's arrangements to build community capacity
9. To attend Parish Council meetings regularly
10. To prepare for meetings and be properly informed about the issues to be discussed
11. To take part constructively in meetings and form sound judgements based on what is best for the community and then abide by majority decisions
12. To represent the Parish Council on outside bodies to which the Councillor is appointed
13. To maintain proper standards of behaviour as an elected representative of the people
14. To fulfil the statutory and locally determined requirements of an elected member of a Parish Council, including compliance with all relevant Codes of Conduct and maintaining high ethical standards, (including not disclosing confidential information and not using council resources for political purposes or for any other reason unless agreed by the Council)

15. To participate effectively as a member of any committee or working party to which the Councillor is appointed

16. To contribute constructively to open government and democratic renewal, to actively encourage the Parish to participate generally in the government of the area, and provide access to information where appropriate

17. To uphold the Parish Council's Standing Orders and ethical standards (ensuring that the impartiality of council staff is not compromised)

---

### **Skills and Qualities needed by a Swalcliffe Parish Councillor**

- Having ideas, then exploring and expanding these and other ideas
- Interpreting information
- Visualising what might/might not happen
- Seeing the bigger picture
- Measuring and comparing results
- Reviewing and assessing objectively
- Drawing conclusions
- Making decisions
- Working collaboratively
- Dealing with conflict but not creating it
- Prioritising time, resources and finance
- Understanding budgets and financial paperwork
- IT skills
- Public speaking

---

### **Other Information**

- There are seven seats on the Parish Council. Councillors are elected every four years. A Chairperson and Vice-Chairperson are elected annually. If a Councillor resigns, the vacancy may be filled by co-option.
- Parish Council meetings are held once a month (except July and August) in the Village Hall, normally starting at 7.30 p.m. The meetings are open to the public.
- Normal business includes:
  - Reviewing relevant planning applications
  - Authorising payments from Parish Council funds
  - Hearing representations from members of the Parish community
  - Reviewing the progress of Parish projects
- All Councillors must complete a Register of Members' Interests on joining and are expected to declare any specific interest in agenda items.