

## **Article 2 - Members of The Council**

### **2.01 Composition and eligibility**

#### **(a) Composition**

The Council comprises 54 members, otherwise called councillors. One or more councillors is elected by the voters of each ward in accordance with a scheme drawn up by the Local Government Commission and approved by the Secretary of State.

#### **(b) Eligibility**

Only registered voters of the borough or those living or working there are eligible to hold the office of councillor.

### **2.02 Election and terms of councillors**

The ordinary election of a third (or as near as may be) of all councillors will be held on the first Thursday in May in each year, except that in 2013, and every fourth year after, there will be no regular election. The terms of office of councillors will be four years starting on the fourth day after being elected and finishing on the fourth day after the date of the regular election four years later.

### **2.03 Roles and functions of all councillors**

#### **(a) Key roles**

All councillors will:

- (i) collectively be the ultimate policy-makers and carry out a number of strategic and corporate management functions;
- (ii) represent their communities and bring their views into the Council's decision-making process, i.e. become the advocate of and for their communities;
- (iii) deal with individual casework and act as an advocate for constituents in resolving particular concerns or grievances;
- (iv) balance different interests identified within the ward and represent the ward as a whole;
- (v) be involved in decision-making and participate constructively in the good governance of the Council's area;
- (vi) be available to represent the Council on other bodies;

- (vii) maintain the highest standards of conduct and ethics;
- (viii) participate as a member of the Cabinet or a relevant Overview and Scrutiny Committee and undertake any specific responsibilities arising through that membership.
- (ix) participate effectively as a member of any other committee or panel to which the councillor is appointed.
- (x) develop and maintain a working knowledge of:
  - the Council's services, management arrangements, powers duties and constraints;
  - the services and activities of any organisation to which the Councillor is appointed; and
  - any other factors which impact on the community's well-being and identity.
- (xi) develop and maintain good working relations with all officers of the Council.

A job profile for non Cabinet councillors appears overleaf.

(b) **Rights and duties**

- (i) Councillors will have such rights of access to such documents, information, land and buildings of the Council as are necessary for the proper discharge of their functions and in accordance with the law.
- (ii) Councillors will not make public information which is confidential or exempt without the consent of the Council or divulge information given in confidence to anyone other than a councillor or officer entitled to know it.
- (iii) For these purposes, "confidential" and "exempt" information are defined in the Access to Information Rules in Part 4 of this Constitution.

**2.04 Conduct**

Councillors will at all times observe the Members' Code of Conduct and the Protocol on Member/Officer Relations set out in Part 5 of this Constitution.

**2.05 Allowances**

Councillors will be entitled to receive allowances in accordance with the Members' Allowances Scheme set out in Part 6 of this Constitution.

**2.06 Constitution**

All councillors will be provided with a copy of this Constitution and any updated pages as they are issued.

## **Job profile for non-Cabinet councillor**

### **Purposes:**

1. To participate in the good governance of the area.
2. To contribute to the formation and scrutiny of the authority's policies, budget, strategies and service delivery.
3. To represent the interests of the ward for which the councillor was elected, and deal with constituents' enquiries and representations.
4. To champion the causes which best relate to the interests and sustainability of the community and campaign for the improvement of the quality of life of the community.
5. To represent the Council on an outside body, such as a charitable trust or neighbourhood association.

### **Key tasks:**

1. To fulfil the statutory and locally determined requirements of an elected member of a local authority and the authority itself, including compliance with all relevant codes of conduct, and participation in those decisions and activities reserved to the full Council (eg setting budget, overall priorities, strategy).
2. To participate as a member of any committee or panel to which the councillor is appointed, including related responsibilities for the services falling within the committee's (or panel's) terms of reference, human resource issues, staff appointments, fees and charges, and liaison with other public bodies to promote better understanding and partnership working.
3. To participate in the activities of an outside body to which the Councillor is appointed, providing two-way communication between the organisations. Also, for the purpose, to develop and maintain a working knowledge of the authority's policies and practices in relation to that body and of the community's needs and aspirations in respect of that body's role and functions.
4. To participate in the scrutiny or performance review of the services of the authority including, where the authority so decides, the scrutiny of policies and budget, and their effectiveness in achieving the strategic objectives of the authority.
5. To participate, as appointed, in the area and service based consultative processes with the community and with other organisations.
6. To represent the authority to the community, and the community to the authority, through the various fora available.
7. To develop and maintain a working knowledge of the authority's services, management arrangements, powers/duties, and constraints, and to develop good working relationships with relevant officers of the authority.
8. To develop and maintain a working knowledge of the organisations, services, activities, and other factors which impact upon the community's well-being and identity.
9. To contribute to open government and democratic renewal through active encouragement to the community to participate generally in the government of the area.
10. To participate in the activities of any political group of which the councillor is a member.

**ARMED FORCES CHAMPION – ROLE DESCRIPTION**

To assist the Leader by advising on issues which support and improve access to services for ex-service men and women in the Borough.

To act as a Spokesperson to promote the positive aspects of the Council's work with the armed forces.

To forge and maintain links locally with armed forces networks.

To represent the Council on the West Lancashire Community Covenant Working Group.

**OLDER PEOPLE – ROLE DESCRIPTION**

To assist the Leader and the relevant Portfolio Holder for Housing Landlord Services and Community Safety by advising on service issues which support and encourage active, independent and healthy lives for older people and to raise the profile of older people and their needs in the development of policy across all areas of the Council.

Acting as a Spokesperson to promote the positive aspects of the Council's work with Older People.

Encouraging Older People to play a fuller role in shaping the policies of the Council and in designing its service.

Working to promote positive images of Older People as citizens, and to combat stereotyping and age discrimination.

Forging and maintaining links locally with Older People's Networks.

Preparing an annual programme of work and reporting on progress annually to Cabinet.

This Role Definition has been recommended and supported by the Local Authority elected Member Older People's Champion North West Network.

The Corporate Director of Place and Community awards grants under the Older People's Grant Scheme, in consultation with the Champion for Older People.

**YOUTH CHAMPION**

To assist the Leader and relevant Portfolio Holder to examine how all local provision (not just youth services) supports young people, identifying the outcomes that matter most to young people and working with partners to find ways to deliver these.

Encourage Younger People to play a fuller role in shaping the policies of the Council and in designing its services.

Consult with young people and our partners, including the local voluntary and community sector, faith groups, schools and employers, to involve children and young

people in decisions that affect them or in matters which may have an impact on their lives.

Act as spokesperson to promote the positive aspects of the Council's formal Partnership with the local Youth Service.

Work to promote positive images of Younger People as citizens."