

Toft Newton Parish Council

Parish Councillor Role Description

Toft Newton Parish Council recognises the crucial role of our elected and co-opted members in the life of the council.

This role description sets out a framework of duties, qualities and values for elected and co-opted members in their work for the residents of the parish of Toft Newton.

Accountabilities

To Toft Newton Parish Council
To the electorate of the parish

Purpose and Action

Representing and supporting the community:

- To represent individual residents and local organisations, undertaking casework on their behalf and serving all fairly and equally
- To represent parish interests
- To be an advocate for the Council within the parish and the Greater Lincolnshire area
- To be a channel of communication to the community on Council strategies, policies, services and procedures
- To liaise with other Council members, Council officers and partner organisations to ensure that the needs of the local community are identified, understood and supported
- To promote tolerance and cohesion within the local community

Making decisions and overseeing Council performance:

- To participate in Full Council meetings, reaching and making informed and balanced decisions, and overseeing performance
- To participate in balanced and informed decision making on committees and panels
- To adhere to the principles of democracy and collective responsibility in decision making
- To promote and ensure efficiency and effectiveness in the provision of Council and other public services
- To contribute to the scrutiny process in the development of policy and the monitoring of performance.

Representing the Council (subject to appointment)

- To represent the Council on local outside bodies as an appointee of the Council
- To represent the Council on local partnership bodies, promoting common interest and co-operation for mutual gain

Internal governance, ethical standards and relationships

- To promote and support good governance of the Council and its affairs
- To provide community leadership and promote active citizenship
- To promote and support open and transparent government
- To support, and adhere to respectful, appropriate and effective relationships with employees of the Council
- To adhere to the Members' Code of Conduct, the Member / Officer Protocol and the highest standards of behaviour in public office

Personal and role development

- To participate in opportunities for development provided for members by the Council
- To gain an understanding of how the Council works.
- To build a knowledge of the Council structure and services
- To develop a knowledge of the political decision-making structures

Values

To be committed to the values of the Council and the following values in public office:

- **Selflessness** – serving only the public interest.
- **Honesty and integrity** – not allowing these to be questioned; not behaving improperly.
- **Objectivity** – taking decisions on merit.
- **Accountability** – to the public; being open to scrutiny.
- **Openness** – giving reasons for decisions.
- **Personal judgement** – reaching one's own conclusions and acting accordingly.
- **Respect for others** – promoting equality; avoiding discrimination; respecting others (member / member, as well as member / officer).
- **Duty to uphold the law** – not acting unlawfully.
- **Stewardship** – ensuring the prudent use of the Council's resources.
- **Leadership** – acting in a way which inspires public confidence.

Approved by Toft Newton Parish Council on:

8th September 2026

First review due:

May 2027

Then review:

At the November meeting prior to elections being held in May (November 2030, 2034, 2038 and so on).