

Section 2

Members of the Council

2.1 Composition and Eligibility

Composition: The Council comprises 36 Councillors (otherwise called Members).

Eligibility: To be eligible to stand as a Councillor, candidates must satisfy the relevant legislative criteria.

2.2 Election and Terms of Councillors

It is customary that 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. In every fourth year when there is a County Council election after there will be no election for Cannock Chase District Councillors. 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.

2.3 Roles and Functions of All Councillors

All Councillors will:

- (a) collectively be the ultimate policy-makers and carry out a number of strategic and corporate management functions.
- (b) contribute to the good governance of the area and actively encourage community participation and citizen involvement in decision making.
- (c) represent their communities as 'community leaders' and bring their views into the Council's decision-making process i.e. become the advocate of and for their communities.
- (d) participate in the governance and management of the Council and as necessary with other organisations and institutions in the District.
- (e) balance different interests identified within their Ward and represent the interest of the Ward as a whole.
- (f) deal with individual casework and act as an advocate for constituents in resolving particular concerns or grievances.
- (g) be involved in decision making.
- (h) be available to represent the Council on other bodies.
- (i) maintain the highest standards of conduct and ethics.

2.4 Rights and Duties

- (a) Councillors will have rights of access to documents, information, land and buildings of the Council as are necessary for the proper discharge of their functions and in accordance with the law.
- (b) Councillors will not make public information, which is confidential personal or exempt, or divulge information given in confidence to anyone other than to a Councillor or officer entitled to know it, unless done so in accordance with the Law.
- (c) For these purposes “confidential” and “exempt” information are defined in the Access to Information Rules in Part 4 of this Constitution.
- (d) All Members of the Council will be entitled to inspect any document (except those available only in draft form) in the possession of or under the control of the Cabinet (or any of its committees or panels) which relates to any key decision or which contains material relating to any business to be transacted at a public meeting, unless it contains information falling within the categories of exempt information (see Access to Information Procedure Rules in Part 4).

2.5 Conduct

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

2.6 Allowances

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