

## **Common Councilmen – Job Description**

### **Appointment:**

- Elected by the electors of his/her Ward

### **Overall Responsibilities:**

- To serve as a Member of the Court of Common Council and represent the needs of their constituents and stakeholders.

### **Main Tasks and Responsibilities:**

- To be aware of the needs and concerns of the electorate, businesses and those who work in the Ward, to represent their views to the City of London Corporation and also to have regard, wherever possible, to the views of the City as a whole.
- Wherever you are able, to support the work of the City of London Corporation and the attainment of its aims and objectives.
- To participate in the activities of the City of London Corporation and its various committees.
- To represent the City of London Corporation on outside bodies when appointed.
- To participate in the activities of the team of Members on his/her Ward.
- To participate in the City of London Corporation's decision-making processes, setting service policies, strategies and standards.
- To act as a 'critical friend' by contributing to the process of scrutinising the performance of the City of London Corporation in delivering services and implementing these strategies and standards.
- To adhere to the City of London Corporation's Code of Conduct and the Standing Orders of the Court of Common Council.

## Common Councilmen – Person Specification

Essential	Expected
<p><b>Electoral Requirements</b></p> <ul style="list-style-type: none"> <li>• aged 18 years or more</li> <li>• British subject (ie British citizens, British nationals overseas and Commonwealth citizens) or citizen of the European Union</li> <li>• Freeman of the City and either               <ul style="list-style-type: none"> <li>○ registered on any City Ward List (i.e. those entitled to vote at a Ward election) or</li> <li>○ owner of freehold or leasehold or land in the City, or</li> <li>○ has resided in the City during the whole of the twelve months preceding the date of nomination, and continues to do so until the date of the next election.</li> </ul> </li> </ul> <p>A person is disqualified from being elected or holding the office of Common Councilman by reason of undischarged bankruptcy.</p> <p><b>Personal Qualities Required or Desirable</b></p> <ul style="list-style-type: none"> <li>• an interest in the City and the City of London Corporation, its role and responsibilities</li> <li>• a commitment to public service</li> <li>• personal and professional integrity e.g. in handling confidential information</li> <li>• preparedness to speak in public</li> </ul>	<p>Attendance at meetings of the Court of Common Council and the committees with which a Member is involved, and participation in the associated activities (eg. Visits, inspections, hospitality events).</p> <p>Support for the Alderman and Deputy of the Ward.</p> <p>Participation in Ward surgeries and/or other means of keeping in touch with the electorate and those who work in the Ward.</p> <p>Adherence to the Members' Code of Conduct.</p> <p>There is a time commitment to undertaking the Office of Common Councilman. Meetings of the Court and the committees are held during the working day, generally around the middle of the day. The Court meets 10 times per year and Committees usually meet once every 4-6 weeks. On average, meetings last from 1-2 hours. The extent of the commitment varies according the number of the committees with which a Member is involved.</p> <p>You may also be encouraged by colleagues in your Ward to participate in</p> <ul style="list-style-type: none"> <li>• activities within the Ward</li> <li>• activities of the Ward Club</li> </ul>

NB:

- There is no scheme for allowances to be paid to Common Councilmen nor Chairmen.
- Some travel, etc. expenses are recoverable but this does not include home to office to Guildhall.
- Staff in the City of London Corporation will always try to assist Members in their work but secretarial support is limited and tends to be directed in support of the Chairman of the Policy & Resources Committee, the Chief Commoner and other Chairmen.
- The Court of Common Council has approved the principle that a period of two years should elapse before a former officer of the City of London Corporation, subsequently elected as a Member of the Court, should serve on the committee(s) which relates to his/her former post within the authority.