

Article 2 - Members of the Council

2.01 Composition and Eligibility

- (a) **Composition.** The Council will comprise 48 Members, otherwise called Councillors. Councillors will be elected by the voters of each ward in accordance with a scheme drawn up by the Boundary Commission for England and approved by the Secretary of State.
- (b) **Eligibility.** Only registered voters of St. Helens Borough, or those living or working there, will be eligible to hold the office of Councillor.

2.02 Election and Terms of Councillors

Elections and terms. Up to May 2021, 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 beginning in 2002, except that in 2005 and every fourth year after there will be no regular election. Beginning in 2022, elections by thirds will cease and whole Council elections for all Councillors will be held on the first Thursday in May 2022 and will be held every fourth year thereafter. 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 or electoral division and represent the ward or electoral division as a whole;
- (v) be involved in decision-making;
- (vi) be available to represent the Council on other bodies;
- (vii) maintain the highest standards of conduct and ethics; and
- (viii) take part in member development and training.

(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.

2.04 Conduct

Councillors will at all times observe the Members’ Code of Conduct and the Protocol on Member/Officer Relations and comply with any reasonable request of the Council’s Standards Committee.

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 Register of Interests

Under the Localism Act 2011 there is a requirement to establish and maintain a Register of Interests (ROI) of Elected Members and Co-opted members of the authority.

This register is coordinated and maintained by Democratic Services on behalf of the Monitoring Officer. The register is maintained as an electronic copy and published on each Elected Member's web page on the Council's website using modern.gov software.

At the start of each municipal year, any newly Elected Members are supported in completing a Register of Interests and current Members are reminded of their obligation to review and refresh their current Register.

Alongside an initial submission and a refresh and review of a submission at the start of the municipal year, Members are encouraged to update their ROI as soon as possible and within 28 days of a disclosable interest arising.

Any updates and changes are filed and published on the Elected Member's web page.

The process is the same for Co-Opted Members, except they are not published on the Council's website.