

Role of a Councillor 2027

This document provides a clear overview of the role, responsibilities and time commitment of a councillor at Falkirk Council. It is intended to complement national guidance by setting out what to expect locally.

Falkirk Council has 30 elected members representing nine wards.

Key roles

As a councillor, you have two main roles:

- *Community representative – supporting and advocating for constituents*
- *Decision maker – contributing to council policy and decisions*

Time commitment

A national survey (2024) indicates councillors work an average of 29 hours per week. In practice, this may be higher.

Your time will typically include:

- *Responding to constituents (often outside normal working hours)*
- *Casework and local issue resolution*
- *Attending community meetings (often evenings)*
- *Participating at Council and committees*
- *Preparing for Council and committee meetings*

There may also be additional responsibilities and time commitments depend on your role (e.g. convener or portfolio holder) and if you are a member of a political group within the Council.

After Election – induction

Your role begins immediately after the election count. You may be contacted by constituents straight away.

You will be provided with:

- *Mobile phone*
- *Laptop*
- *Access to council systems and support*

A comprehensive induction programme will begin the week after the election. This includes mandatory training sessions and introductions to key officers and services.



First council meeting

The first meeting of the Council (usually mid-May) will:

- *Appoint the Leader, Provost and Deputy Provost*
- *Appoint committee members and conveners*
- *Allocate roles such as Portfolio Holders*
- *Set the Council meeting timetable*
- *Appoint representatives to external bodies (e.g. COSLA)*

Following the election, one political group, or coalition of groups/independent members will form the Administration, which will include the Council Leader. The remaining councillors (not in the Administration) will form the Opposition.

Remuneration

Excluding the Council Leader and Provost, councillor remuneration is structured across four levels:

- *Senior Level 1*
- *Senior Level 2*
- *Senior Level 3*
- *All other Councillors*

The number of senior roles and associated remuneration is determined by statute.

Council and committee work

You will be a member of:

- *Full Council - Meets around six times per year (duration approx. 3–6 hours)*
And one of either
- *Executive - Meets around 11 times per year (duration approx. 3–6 hours)*
or
- *Scrutiny Committee - Meets around 11 times per year (duration approx. 2–3 hours)*



In addition

You are likely to be appointed to one or more of the below:

- *Planning Committee - Meets ten times per year (duration approx. 3–6 hours)*
- *Audit Committee - Meets five times per year (duration approx. 2–3 hours)*
- *Pensions Committee - Meets five times per year (duration approx. 2–4 hours)*
- *Civic Licensing Committee - Meets six times per year (duration approx. 2–5 hours)*
- *Licensing Board - Meets six times per year (duration approx. 3–5 hours)*
- *Integration Joint Board - Meets six times per year (duration approx. 3–6 hours)*
- *Performance, Audit and Assurance Committee (PAAC) - Meets six times per year (duration approx. 2–4 hours)*
- *Appeals or Appointments Committees (as required)*
- *Working groups*

Most meetings:

- *Start at 10:00am*
- *Are hybrid (in person or online)*
- *Require preparation time to review reports*
- *Pre-agenda and briefing meetings also required*
- *Some may require mandatory training sessions and also hold site visits (e.g. planning)*



Briefings and development

In addition to formal meetings, you will attend briefing sessions on key issues as well as ongoing development sessions.

These help you carry out your role effectively.

Political Group responsibilities

You may be a member of a Political Group, in which case you may be required to attend Group meetings and could be asked to hold office within the group. Political Groups have their own internal procedures and governance processes which you would be expected to follow.



