




Becoming a Councillor

Warwick District Council

Warwick District Council

Warwick District Council provides a wide variety of local government services including refuse and recycling collections, planning, arts and culture, sports & leisure, licensing, housing, and parks and open spaces. Councillors are imperative to the function of the Council including setting the budget, agreeing policies and strategies, providing scrutiny and representing the needs of residents living in the District.

Warwick district covers 110 square miles, with over 150,000 residents in the towns of Kenilworth, Royal Leamington Spa, Warwick, Whitnash and the surrounding villages. Warwick District Council consists of 44 elected Councillors representing 17 Wards. Becoming a District Councillor is a real opportunity to make a difference to the community you live or work in. It is a chance to help make Warwick District a great place to live, work and visit by improving lives and our environment.

Wards



Click here for more information on Electoral boundaries.

10 things you might not know about Warwick District

1. Whitnash first appeared in the Domesday book in 1086 as Witenas.
2. Royal Leamington Spa was granted its Royal status in 1838 by Queen Victoria.
3. Rowington Manor was once owned by Catherine Parr.
4. The Spa in Royal Leamington Spa comes from the town's mineral springs.
5. Warwick District is home to 3 different castles. (Warwick, Kenilworth, & Bagots Castle in Baginton).
6. Kenilworth was home to Parliament in October 1266 during the historic siege of Kenilworth.
7. Rangemaster has a hertitage stretching back nearly 200 years to Royal Leamington Spa.
8. Warwick Castle was the temporary home for an elephant! It was housed there in the 16th century as part of a travelling group.
9. Sherbourne village church was consecrated in 1864.
10. The first bowling greens opened in Leamington in 1913; now home to Bowls England.







Thinking of becoming a Councillor?

Being a Councillor is all about giving back to your community by bringing your energy, passion, and hard-working attitude. As a Warwick District Councillor, you can make a real difference to the area.

For example, you could be representing the views of local people to ensure the community gets the right services, supporting a resident with an issue, or helping to shape the future of the area by driving new ideas. If you care about your community and are looking for a worthwhile and rewarding way to help, becoming a Councillor may be the perfect choice for you.

Quotes from Current Councillors:

Andrew Day, Conservative Group Leader:



Being a District Councillor matters because the decisions that you make have the most direct effect on people's everyday lives.
As a Councillor, i'm a voice for my residents, making sure their concerns about housing, planning, bin collections, parks and local services are heard and acted on. I help people find their way through council processes, take up cases when things go wrong, and look closely at policies to make sure public money is spent well. By working with community groups, businesses and other Councillors, I help shape plans that last. For me, the role is about service, accountability and building a stronger, fairer community.

Ian Davison, Green Group Leader:



Being an effective Councillor is hard work, but there are numerous fascinating ways that you can help to improve residents' lives. For example, reducing heating bills, making council processes more efficient, tackling homelessness or improving play equipment in local parks.

Jess Melrose, Labour Group Leader:



Being a Councillor is one of the most rewarding things you can do. It's about helping people with the everyday things that matter, supporting community groups, and making a real difference in the place you call home. But it's also about thinking longer term. The decisions Councillors make today can shape an area for generations, creating opportunities, improving local services, and leaving a legacy for future residents.

What I enjoy most about the role is that no two days are the same. One day you might be helping a resident solve a problem, and the next you could be involved in a decision that helps shape the future of your town. You don't need to be a political expert, just someone who cares about their community and wants to make a positive impact. If you've ever thought your area could be even better, becoming a Councillor gives you the chance to be part of making that happen.

Councillor Alan Boad, Lib Dem Leader:



Why become a Councillor? You can certainly get a great deal of satisfaction from solving residents' problems and knowing that you have been able to make a difference. But, don't expect to be thanked by everyone that you help, that's life. You can really help local residents who have issues with the way the Council treats them. It's particularly important to listen to both sides of the issue as surprisingly you quickly learn that some of the information that you are given may not be accurate or true. Remember some of these people will be coming to you as a last resort and are under a great deal of stress.

On the bigger picture you can get satisfaction knowing that you can influence improvements to the local area and the wider District.

The Council is made up of groups of Councillors from different political parties, generally in Warwick District most groups can work together for the benefit of residents and usually put their political differences behind them.

If you have specialist interests, make sure that you can get a place on a committee or Working Party where your knowledge can be used for the benefit of the Council.

Being a Councillor can be rewarding, frustrating, and satisfying knowing that you have made a difference.

Paul Wightman, Independent Group Leader:



I've been a District and Town Councillor since 2023, working the role around running my own business and family commitments and responsibilities. The role plays to my strong social conscience, which is partly why I originally stood for election. Using my elected voice to champion community causes, deal with casework that can be complex and emotive, bring about positive change and interrogate and scrutinise decisions and developments brings me a sense of purpose and satisfaction. Being a Councillor is important work - constituents, regardless of how they voted, must have trust and confidence in their local Councillors and fulfilling that responsibility is a source of both pride and job satisfaction for me. I'd recommend it to anyone who is community spirited and wants to use their voice and experience for the greater good.

Rob Margrave, Whitnash Residents Association Leader:



Becoming a District Councillor gives you the opportunity to ensure that the people in your town and surrounding areas are represented on matters that may directly or indirectly affect them. Matters such as how your local taxes are spent, housing and waste collections to name a few.

But, the real satisfaction comes when you can help a local resident who comes to you with a problem concerning services the Council provide, and you are able to successfully find a solution for them. Sometimes the problems are simple, at other times things can be more difficult, either way if you are able to help it gives you a great sense of achievement.

What do Councillors do?

Represent the local area

A Councillor's role is to represent their ward and the people who live in it. Councillors provide a bridge between the community and the Council. You will advocate for residents and signpost them to the right people at the Council.

Good communication and engagement are central to being an effective Councillor:

- respond to their queries and investigate their concerns (casework)
- communicate council decisions that affect them
- be visible and accessible
- know your patch and be aware of any problems
- know and work with representatives of local organisations, interest groups and businesses
- represent their views at council meetings
- lead local campaigns on their behalf
- understand your community and their diverse needs
- act and conduct yourself in a manner that is appropriate for your role

Community Leadership

Community leadership is at the heart of modern local government. Councils work in partnership with local communities and organisations – including the public, voluntary, community and private sectors – to develop a vision for their local area, working collaboratively to improve services and quality of life for citizens. Councillors have a lead role in this process.

Developing Council Policy

Councils need clear strategies and policies to enable them to achieve their vision for the area, make the best use of resources and deliver services that meet the needs of local communities. As a Councillor you will contribute to the development of these policies and strategies, bringing the views and priorities of your local area to the debate. How you do this will depend on the committees and forums you are appointed to. However, the council's policy framework must be signed off by full council, on which every Councillor sits.

Planning and Regulation

Councils are not just service providers; they also act as regulators. As a Councillor you may be appointed to sit on the Planning or Licensing and Regulatory Committees – considering issues such as planning applications, licences for pubs and restaurants, and ensuring that businesses comply with the law. In these roles, Councillors are required to act independently and are not subject to the group or party whip. Councillors may also be appointed to a scrutiny Committee which aims to hold the authority to account and review any issues or an Audit Committee which reviews audits and promotes and maintains high standards of conduct and governance within the Council.

Partnership working

As a Councillor, to acheive the aims and ambitions of the Council you will need to work in partnership with external organisations and sometimes across political parties.

Councillors must adhere to the Code of Conduct which sets out the standards and behaviours expected of Councillors and elected members. The code of conduct is based on the Seven Principles of Public Life (Nolan Principles).

Building on these principles, the following general principles have been developed specifically for the role of Councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of Councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

You can find out more about the Councillor Code of Conduct here:

Local Government Association Model Councillor Code of Conduct 2020 | Local Government Association

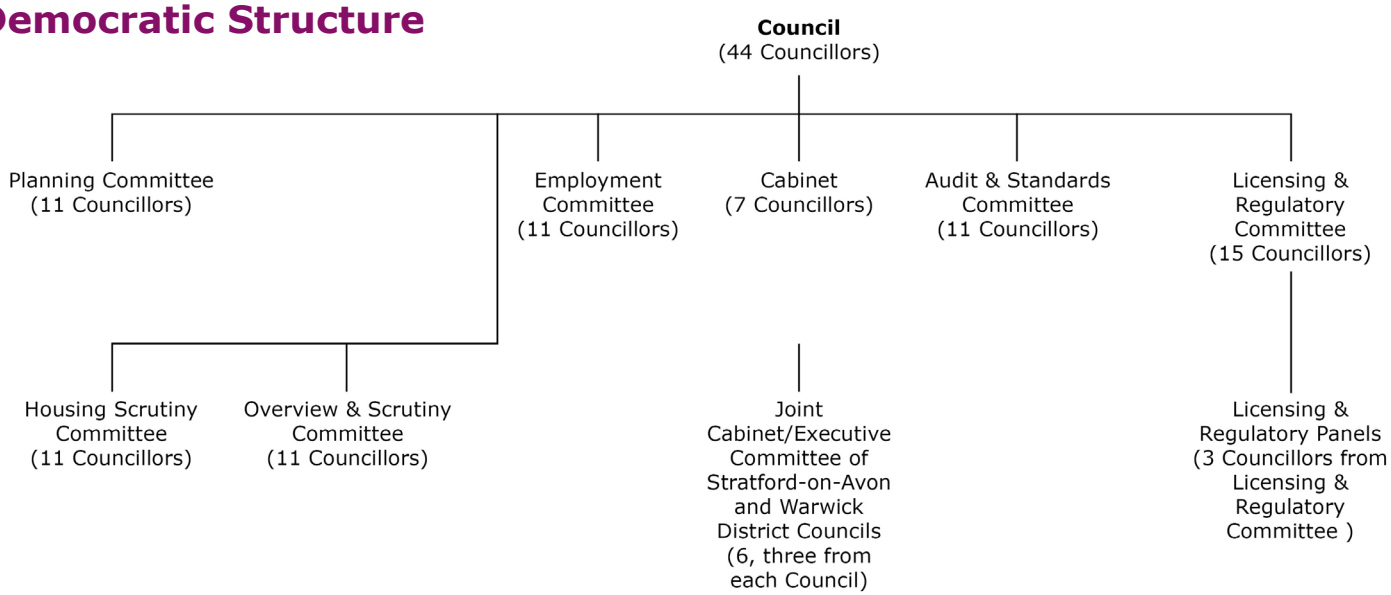
WDC Meetings

If you are interested in viewing a Council meeting these are webcast and available on YouTube at: Warwick District Council - YouTube

There are written rules, which govern behaviour and procedures at meetings included in the 'Council Constitution' and these enable Councillors to take part effectively.

Warwick District Council constitution - full document - Download - Warwick District Council.

Democratic Structure



South Warwickshire Local Plan

Stratford-on-Avon and Warwick District Councils are working together to prepare a new local plan for South Warwickshire and is due to be submitted formally before 31 December 2026, and is anticipated to be subject to public inspection in 2027. The plan is expected to replace the strategic policies in the Stratford Core Strategy and the Warwick District Local Plan. The South Warwickshire Local Plan will set out a long-term spatial strategy for homes, jobs, infrastructure and climate change across both Districts.

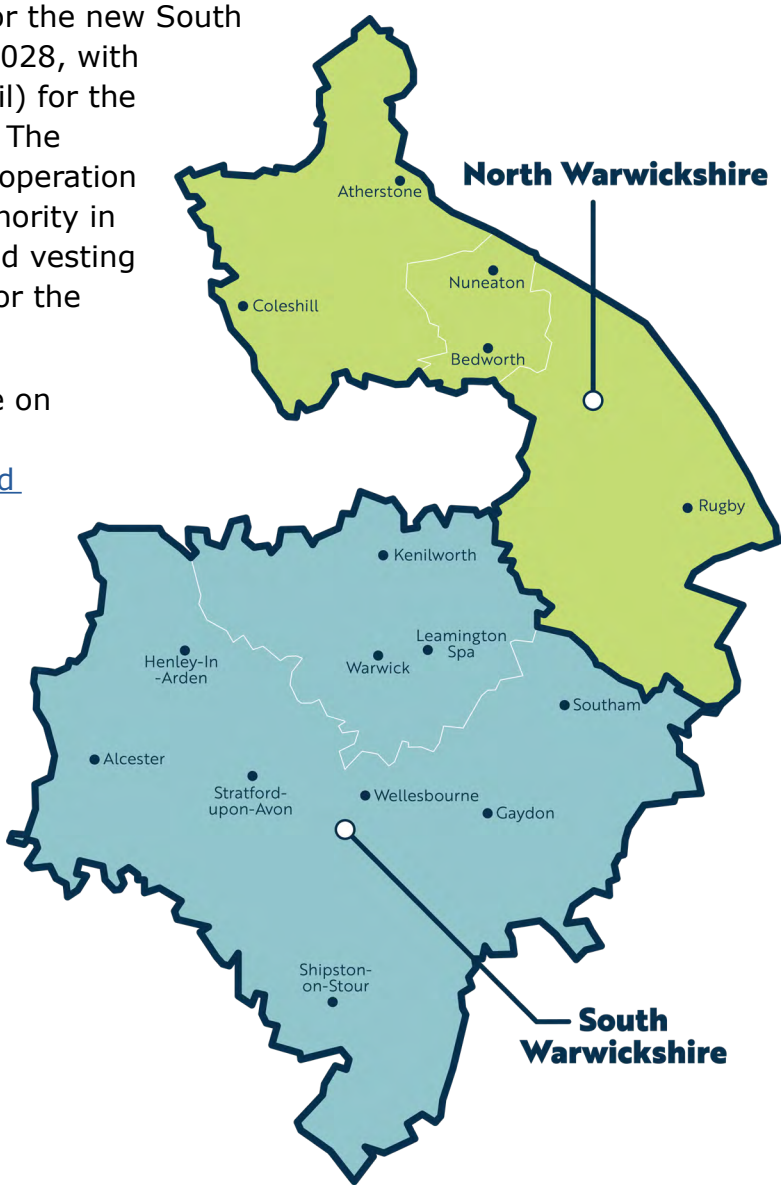
Local Government Reorganisation (LGR)

Local Government Re-organisation has been confirmed by the Government to be taking place in Warwickshire. This involves restructuring the way local government operates replacing a two tier (District & County) system with a unitary authority responsible for all local government functions. In Warwickshire, this means creating two unitary authorities in Warwickshire; North and South; plus a Fire and Rescue Authority covering all of Warwickshire. The South Warwickshire Unitary will represent the areas of Stratford and Warwick Districts and the services offered by Warwickshire County Council.

Councillors elected to Warwick District Council in 2027 are expected to serve for a period of two years up to 31 March 2029 when the Council will cease to exist.

The current timeline anticipates elections for the new South Warwickshire authority to be held in May 2028, with vesting day (the first day of the new Council) for the two unitary authorities being 1 April 2029. The shadow authorities (the name given to the operation of the new South Warwickshire Unitary Authority in the period between election of members and vesting day for the authority) will help to prepare for the transition.

More information regarding LGR is available on the government website here:
Local government reorganisation: Policy and programme updates - GOV.UK









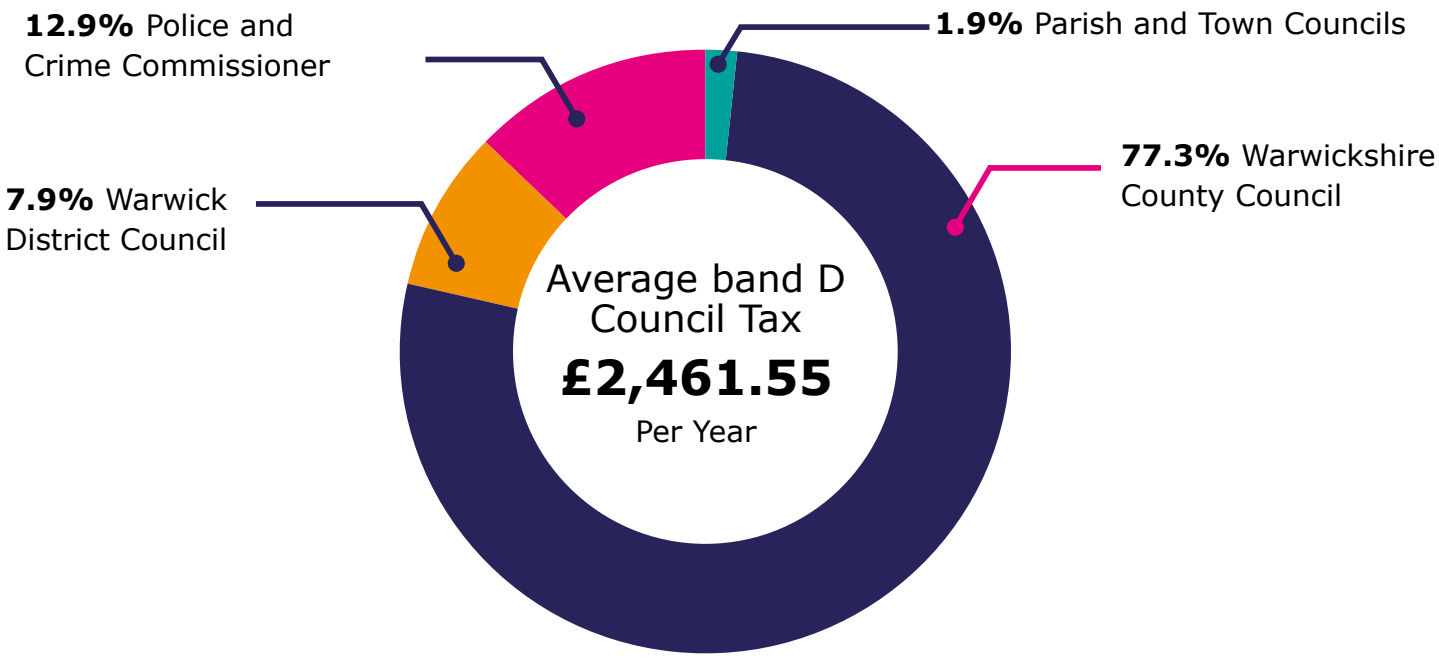
Council Tax and how it is spent

Each year the Government expects local authorities to raise money to help pay for the cost of providing local services. Some of this money comes from residents of the District and is collected by Warwick District Council in the form of Council Tax.

Where does the money go to?

The money we collect from you is not all for Warwick District Council. In fact we keep just under 8p in every pound.

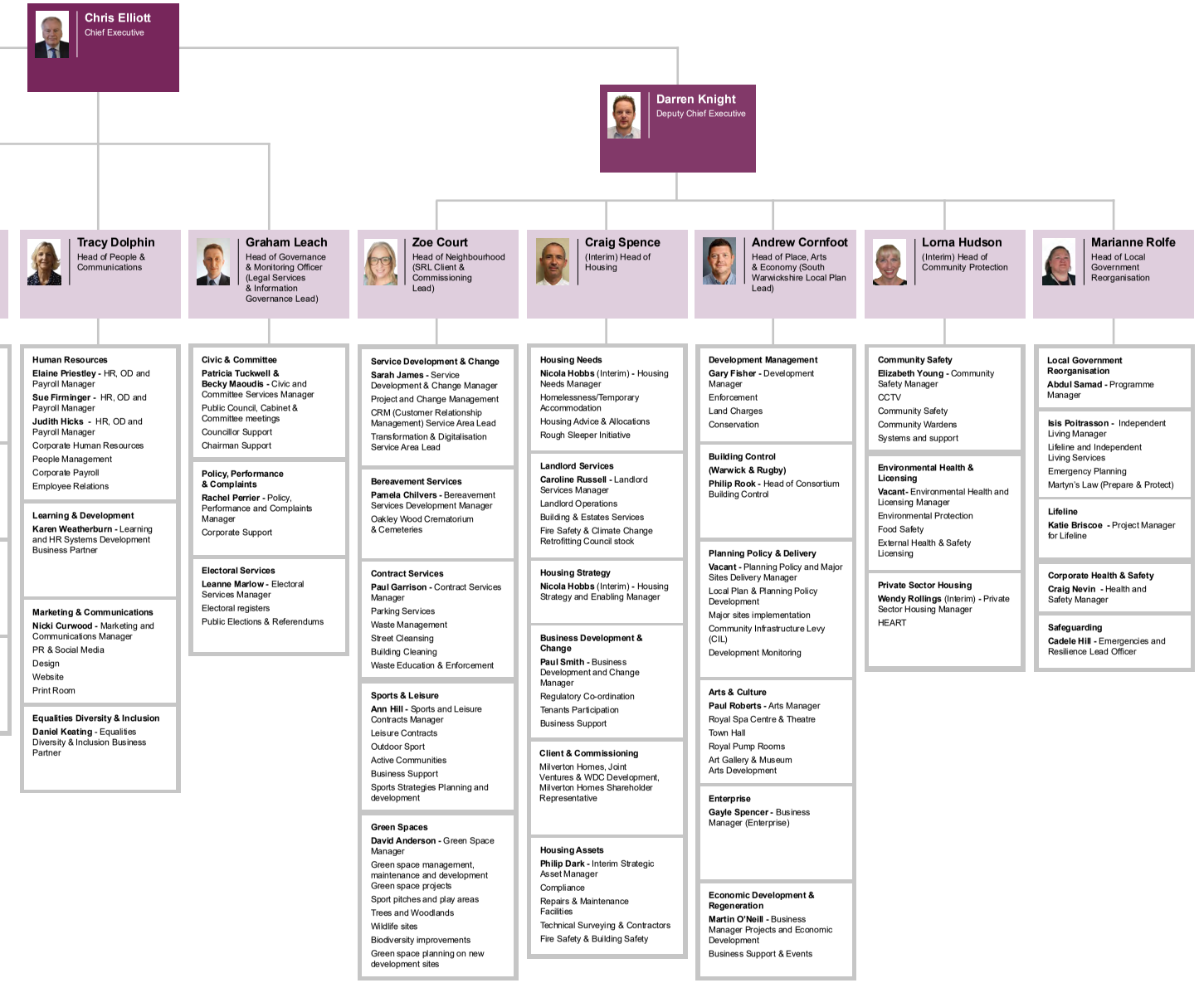
The rest of the money is collected on behalf of Warwickshire County Council, Warwickshire Police & Crime Commissioner and the local Parish and Town Councils. This part of the booklet tries to explain how the District Council's element of the Council Tax has been arrived at. If you require further information regarding the level of tax set by each organisation please refer to A guide to your Council Tax 2026-27



Warwick District Council – structure

October 2026

For internal use only



WDC Service Areas

Finance

As a Councillor for Warwick District Council, you will have a direct role in shaping how and where resources are allocated to deliver the Councils strategic priorities. The Finance team is central to this responsibility, helping to ensure that public money is managed responsibly, services deliver value for money and the Council remains financially sustainable as part of delivering these strategic priorities.

Through accountancy, procurement, payments, exchequer services and internal audit, the team supports Councillors in making informed decisions and setting priorities through a managed financial budget.

People and Communications

People and Communications sits at the heart of the Council, connecting people, services, and communities. It plays a key role in helping Warwick District Council deliver high-quality and accessible services for residents by supporting the people who work here and ensuring effective communication with our communities. This service area leads on workforce planning, recruitment, learning and development, health and wellbeing, organisational change, equality, diversity and inclusion, employee engagement, communications, marketing, consultation and media relations. Our work helps create a positive and inclusive organisation, supports elected Members in their community leadership role, and ensures residents are informed, engaged and able to have their say on important local issues. As a Councillor, you will have the opportunity to influence how we support our workforce, communicate with residents and partners, and help shape the future of the District.

Governance

The Governance Service Area is led by the Head of Governance & Monitoring Officer. Within the Service area there are five core teams.

The **Civic & Committee Services Team** assist Councillors in delivering Council/ Cabinet/Committee meetings, decision making, declarations of interest, and Member training and development. The team act as a signpost for any queries a Councillor may have, whether that's helping to direct a casework query to the right department, understanding a process, or helping to jargon bust. The Team's role is to support you to be an effective Councillor whilst ensuring the Council operates transparently, fairly, and in accordance with good governance.

The **Electoral Services Team**, have two core focus points: one to maintain and update the electoral register for Warwick District and two, the delivery of all elections (locally and Parliamentary) and referendums and Community Governance Reviews within the District. The team ensures that all are carried out in accordance with legislation.

The Team is able to provide in depth advice to candidates and agents around each and every election.

The **Policy, Performance and Complaints Team,** lead on the handling of complaints across the Council, liaison with the two Ombudsmen, performance reporting and management of the Council's Policy Framework. In addition the Corporate Support Team manage the mail, printing and deliveries for the Council.

The Council's shared **Information Governance team** also sits within the service area. They ensure compliance with the legislation for Information Governance as well as the Council's information governance framework The team can advise you regarding how confidential Council data, Freedom of Information Requests, and data protection, should be handled.

The final team is the Council's shared **legal services team** (with SDC) who provide the legal advice to the Council overall.

Neighbourhood

Neighbourhood Services has the responsibility for a wide range of services which play an essential part of making the District a great place to live work and visit.

The service area is made up of four departments as follows.

Contract Services

- Waste education and management, including recycling, refuse, garden waste, food waste and bulky waste collections
- Street cleansing, including street sweeping, emptying litter bins, graffiti removal from Council owned buildings
- Flytipping removal and enforcement
- Building cleaning (including communal areas of housing sites, public conveniences and some corporate buildings)
- Off street parking, including enforcement, season tickets

Green Spaces

- Developing parks and open spaces
- Trees and woodland management
- Wildlife sites
- Managing our grounds maintenance contract
- Play areas and paddling pools
- Biodiversity improvements

Bereavement Services

- Oakley Wood Crematorium
- Cemeteries

Sports & Leisure

- Leisure centres
- Football pitches
- Athletics track
- Newbold Comyn cycling track and bowls
- Tennis courts

These are probably the most visible services our residents and visitors receive, so the team works closely with Councillors representing residents within their wards on these key areas.

Warwick District Council are one of eight local authorities that have a share in Sherbourne Recycling a state-of-the-art Materials Recycling Centre based in Coventry. This is where our household recycling and recycling from our new street 'dual use' litter bins is processed.

Housing

The Housing service at Warwick District Council manages more than 5,500 tenanted homes spread across the district.

We have almost 2,000 applicants on our HomeChoice housing register, we manage more than 35,000 bids against properties coming up to rent per year.

The rent roll for Housing is in excess of £37m per year. In the last year 2024/25 234 homeless households were secured a permanent home.

The Housing service is the largest service within Warwick District Council, employing 155 staff accounting for 23% of contracted employees.

Our priorities for 2026/27 are:

- Increase tenant involvement and engagement
- Keep homes safe ensuring full regulatory compliance
- Improve communication with tenants
- Strengthen complaint handling and learning
- Track progress and compare performance

Place, Arts, & Economy

Warwick's Place, Arts & Economy service area is a broad and diverse service area comprising planning, building control, the arts, economic development and enterprise, projects and events.

The service area is responsible for all matters relating to town planning including: preparation of the Local Plan (the strategic document that guides where development should be located, plans for infrastructure needs, and sets out policies that will be applied when determining planning applications); site delivery work aimed





at supporting the implementation of the Local Plan; production of other planning policy on topics such as net zero carbon; assessment of planning applications; conservation; planning enforcement; development monitoring; and management of the Community Infrastructure Levy.

Warwick Building Consortium provides an award-winning building control service for the Warwick District and Rugby Borough areas, aimed at ensuring that building work complies with the Building Regulations, so that buildings are safe, accessible and energy efficient.

Our Economic Development and Regeneration team lead on work to strengthen the local economy, support local businesses, attract investment, and take a leading role in town-centre regeneration. The team is responsible for supporting a wide range of events in the District, including markets, international events and supporting Leamington's 'Silicon Spa' digital and gaming cluster. The Enterprise team supports the creation, survival and growth of local companies and manages commercial space for small and medium sized enterprises.

The arts team works with artists, organisations, and communities to grow a vibrant, inclusive, and sustainable sector across the District. The team also leads on delivering a wide range of shows, exhibitions and events and managing our collections including at the council's valuable arts and cultural assets: the Royal Spa Centre (including theatre and cinema), Royal Pump Rooms (including art gallery and museum) and Leamington Town Hall. The team supports creativity at all levels, from grassroots community activity to professional practice, helping to strengthen the District's creative economy, enhance public spaces, and improve wellbeing through arts and culture.

Community Protection

Community Protection is at the heart of keeping our communities safe, healthy, and vibrant. The service area covers environmental health, food safety, workplace health & safety, lisencing, private sector housing, pollution and nuisance, community safety and CCTV. We have a direct impact on residents, businesses, and communities every day, from protecting public health and improving housing standards to responding to environmental problems and helping to protect those who live, work, or visit the district. We work closely with other Council services, including Planning, and with external partners such as the Police, Health Services and the Environment Agency, bringing together expertise to tackle complex local issues. Councillors play an important role in listening to local concerns, understanding the challenges facing communities and helping to shape the priorities and services that make a difference to residents lives.

LGR

The Local Government Reorganisation (LGR) Service area covers the preparation and readiness for local government reorganisation, both in supporting our role as a legacy authority and in establishing the new safe and legal authority within the timelines set by Parliament.

In addition, the service area is responsible for organisational preparedness and emergency response as a Category 1 responder, fulfilling the organisation's duties and responsibilities as an employer for health and safety, leading on safeguarding, and managing our 24/7 lifeline service for vulnerable persons, community centres, and sheltered accommodation.

Customer & Digital Services

Benefits and Customer Services

Our Benefits team assess claims for Housing Benefit, Local Council Tax Reduction and Crisis Resilience Housing payments for residents within the District who are on a low income, whilst our Customer Services team provide the face to face customer services function on behalf of the council at the Royal Pump Rooms and they also answer telephone calls for a number of services across the council.

ICT services

There are four teams within ICT and between them they provide the infrastructure, look after the applications and provide an ICT helpdesk service, our digital transformation team work with teams across the council to improve business efficiency and customer experience.

Community Health and Wellbeing team

The Community Health and Wellbeing Team, work closely with the voluntary sector and community groups providing support to improve the health and wellbeing of local residents, with a particular focus on the most deprived areas within the District.

Strategic Directorate

Customer and Digital Services

The Customer and Digital services team provide a range of internal and external services including:

- Information and Communication Technology services
- Internal digitalisation and transformation support
- Direct external customer support for multiple service areas
- Management of Benefits claims and co-ordination with DWP
- In-place, asset led Community support

The service has a direct impact on the lives of residents, businesses and communities within Warwick district, whether supporting internal operations through the provision of technology, or directly working with customers to access services through a variety of channels. The team is essential to the operations of WDC and is connected to the delivery of every service.

Sustainability Team

The Sustainability Team provide support for the Council's decarbonisation, biodiversity and wider sustainability goals. Initiatives include:

- Delivering supported tree-planting and bio-diversity projects within school and community settings
- The installation of solar panels across major WDC assets
- The delivery of car-park charging facilities and active travel infrastructure
- Support for local residents to reduce energy bills through direct intervention and the supported delivery of energy saving measures.
- Supporting delivery of the Council's Net Zero Carbon Delivery Plan Document, requiring higher levels of energy efficiency from new built properties – both commercial and residential.

The team provide a vital service, supporting both internal teams with decarbonisation and sustainability advice, and deliver initiatives which have a direct financial and carbon saving benefit for both the Council and residents.

Housing Delivery Team

The Housing Delivery Team provide strategic support for the ongoing procurement and development of Council houses across Warwick District.

The team works with our internal Housing Service to identify the types of property which are needed within our communities, and then works with external partners, such as Homes England and housing developers to secure those properties.

The team delivered more than 200 new Council houses in the 2025/26 financial year and are on course to delivery over 100 homes in 2026/27.

Corporate Programme Team

The Corporate Programme team are responsible for supporting services with the delivery of major capital projects, typically involving significant builds or major infrastructure development. Ongoing projects currently include:

- The development of a new athletics track and community stadium
- Delivery of Tachbrook Country Park
- The refurbishment of the tennis courts at Abbey Fields
- Development of the Myton Path
- Support for town centre regeneration initiatives
- Replacement of the Royal Pump Rooms roof

In 2026 the team also successfully delivered the Abbey Fields leisure centre, providing valuable health and wellbeing services to the residents of Kenilworth, and beyond.

The team works with both public and private sector partners, applying its expertise and experience to support the Council's ambitious development programmes and ensuring delivery of first-class facilities for the residents, businesses and visitors to Warwick District.

Asset Management

The Asset Management team look after all of Warwick District Council's General Fund assets, providing reactive repairs, proactive maintenance, compliance assurance, estate management, acquisition, disposal and development services.

These assets range from well known, large public buildings such as the Town Hall, Royal Pump Rooms and Spa Centre, through to less recognisable Council properties, including community spaces, industrial premises and restaurants.

The team provides essential services for our tenants and following a significant restructuring of asset management resourcing in 2026, is currently working through a significant programme of compliance assurance, and ensuring effective planned preventative maintenance is undertaken on our buildings.

Who can become a Councillor?

Councillors should come from all backgrounds and experiences that reflect the communities they serve to put themselves forward for election.

To stand for election, on the day of nomination, you must be:

- 18 or over,
- a British or citizen of the Commonwealth. You may also be eligible as a citizen of the European Union, however, the criteria has changed now that the UK has left the European Union. Please check on EU citizens voting and candidacy rights in local elections.
- registered to vote in the area or have lived, worked, or owned property there for at least 12 months before an election.

You cannot stand if you:

- work for Warwick District Council, you can work for another local authority as long as you are not in a politically restricted post. As a general rule, if you work in the local public sector, you should seek advice from your employer's HR department to help you establish whether the disqualification would apply to you.
- are the subject of a bankruptcy restrictions order or interim order;
- have served a prison sentence (including suspended sentences) of three months or more within five years prior to the election;
- have been disqualified under any legislation relating to corrupt or illegal practices;
- are subject to any relevant notification requirements, or a relevant order, in respect of a sexual offence;
- you have been disqualified under the Representation of the People Act 1983; or
- you have been convicted of an intimidatory criminal offence motivated by hostility towards a candidate, future candidate or campaigner or holder of a relevant elective office.

Do I have to belong to a political party or group?

You can either stand as an independent candidate or by being part of a registered political party. If you are thinking of standing as a candidate for a particular political party, then you will need to be a member of that party's local organisation.

Do I need any skills, experience or special qualifications?

You don't need any specific experience, educational or special qualifications. Your experience and knowledge gained through being an active member of local groups and organisations, raising a family or being a carer for a family member can equip you with valuable life skills which will be beneficial in your role as a Councillor.

It is important that Councillors can represent the diverse communities that they serve and so a broad range of skills and experiences will be beneficial.

You will receive training and become more experienced and confident once elected. There can be a steep learning curve, but it is worth it for what you can achieve for your community.

There are several useful skills which help Councillors carry out their role.

Some useful skills include:

- being a leader in your community
- knowledge of the area
- confidence
- integrity
- having good communication skills
- partnership and team working
- problem solving, questioning and analytical skills
- being flexible, adaptable and open-minded
- being organised and having good time management
- having political understanding
- resilience
- empathy

You can read more about the role and skills for Councillors in the Political Skills Framework and the 21st Century Councillor as well as the Improving Access to Elected Office guidebook for disabled people for further support.

Can I work and be a Councillor?

At Warwick District Council our Committee meetings are scheduled from 6.00pm making it easier for many to commit to being a District Councillor.

By law, if you are working, your employer must allow you to take a reasonable amount of time off during working hours to perform your duties as a Councillor. The amount of time given will depend on your responsibilities and the effect of your absence on your employer's business. You will need to attend several Council meetings per year in person, depending on which Committees you sit on. Employers can choose to pay you for this time, but they don't have to.

We would encourage you to discuss as soon as possible with your employer before making the commitment to stand for election.

Many employers are supportive and understand the importance, value and mutual benefits of their employees contributing to the community in this way.

There are many benefits to both employee and employer – practical work experience, skills and knowledge which can be transferred into any workplace, and the role can be career-enhancing.

Why become a Councillor?

Being a Councillor provides:

- Practical work experience: Council work is incredibly varied and links to all aspects of our life and therefore all types of employment.
- New skills: such as leadership skills, communication skills, reading reports, influencing skills and speaking at meetings or events.
- Knowledge: about the local community, how Councils, government and the wider public sector work; as well as topics from culture and biodiversity, mental and physical health, to finance and budgets.
- Confidence: gained through new experiences, challenges and achievements for the local area.

How much time is involved with being a Councillor?

The time commitment will depend on your role within the Council, the number of duties you decide to take on and the demands of your constituents, but the role can be done flexibly around employment, studying, caring, and other voluntary commitments. It could range from a few hours each week to a few hours each day at busier times, but you should attend every Committee to which you have been appointed as well as Council meetings. You may also need to attend other meetings as required which could be either in person or online. Time commitments of Councillors can vary dependent on roles. Training sessions are also held throughout the year.

Will I get paid for my duties?

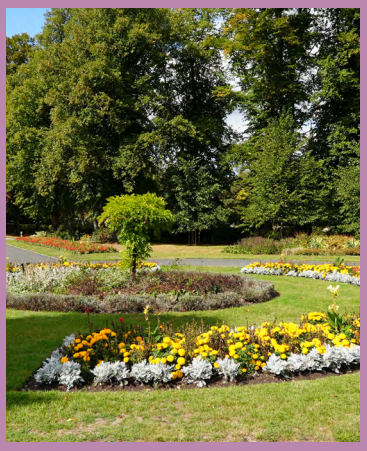
There is no salary for being a Councillor. However, you will be paid an allowance to reimburse you for the time and expenses incurred whilst on Council business. Every Councillor is entitled to a basic allowance which is paid into a bank account in 12 monthly instalments.

Basic allowance £6,726 per year.

Some Councillors are given an additional allowance to cover any special responsibilities, such as Portfolio Holder or Committee Chair among others. Warwick District Council also provides a maternity, paternity, and adoption leave for a period of 12 months as well as financial support for childcare arrangements.

For more information about the members' allowance scheme please see Part 6 of the Council's constitution Warwick District Council constitution - Download - Warwick District Council.

The Council will provide you with the necessary ICT equipment to undertake any Council work.







What you may want to consider

These are just a few of the considerations you will need to make before you take on the responsibility of being a Councillor.

- You work for the people in your ward, but you work for them in conjunction with the Council and its officers.
- The people you represent will look to you for help in dealing with their problems. You are likely to receive a lot of post, emails and telephone calls, and not every caller will telephone at what you might think is a reasonable hour!
- How your role as a Councillor will impact on any family and personal relationships – you will need their support and understanding as you may be spending a lot of your spare time on Council business.
- You will be a member of at least one Committee or be on the Cabinet.
- Your meetings/commitments may not be evenly spread out over the cycle so some weeks you may be out at more times than others.
- If you are elected as a chair or member of the Cabinet, the role can be very demanding as you will take responsibility for making decisions that affect the lives of the people of the District.
- Most Councillors hold at least one drop-in surgery each month, some hold two or even three surgeries in this period. You may spend some of your time visiting constituents at their homes, or at the Council offices, and you may also have to meet with officers of the Council to help you with any issues.
- There are approximately 11 Full Council meetings a year which are held on a Wednesday, these are formal meetings that you will be expected to attend. Most meetings start at 6.00pm and can last up to three hours, and sometimes longer.
- For most of the meetings you attend there will be agendas and reports that you will need to read beforehand. These can be detailed and take time to read and understand.

Personal development opportunities

There are opportunities for personal professional growth. We provide training but other opportunities through organisations such as LGA

Elections and how they work

Before every election, Councils hold 'Candidate and Agent Briefing Session' to provide you with the key information that you will need and give you a step-by-step guide to the nominations process. There is detailed advice available to candidates and agents on the Electoral Commission's website: www.electoralcommission.org.uk/ guidance-candidates-and-agents-local government-elections-england

Nomination process

The nomination process involves completing several different forms to stand as a valid candiate and should be hand delivered to the Returning Officer (by appointment only) by the statutory deadline. Copies and guidance for completing these forms can be downloaded from the Electoral Commission's website: www.electoralcommission.org.uk

Forms you will need to complete:

- Nomination form
- Candidate's consent to nomination
- Home address form
- Certificate of authorisation (if standing for a political party)
- Request for a party emblem (if standing for a political party)
- Notification of elections agent

Steps to being elected

Appoint an Elections Agent to report your campaign finances post-election

Complete a nomination pack to have your name included on a ballot paper

Produce election material in accordance with the election rules

Run your campaign

Canvass electors for votes

Conduct interviews with the press and media

Attend key events

WARWICK DISTRICT COUNCIL

www.warwickdc.gov.uk

All information is correct at time of publishing. November 2026