COUNCILLORS AND CANDIDATES MEMORANDUM OF UNDERSTANDING  
SWINDON BOROUGH COUNCIL COUNCILLORS  
2026-2030

Liberal Democrats Councillors are successful when they are working hard for their ward and the residents within it. Elected Liberal Democrat Councillors have a responsibility to the electorate and to those who helped them to get elected.

This Memorandum of Understanding sets out what the Swindon Borough Liberal Democrats expects of Candidates and Councillors elected for divisions otherwise known as wards within Swindon. Being elected as Councillor is a four-year commitment to serve the people of the ward.

**Liberal Democrat Candidates are expected to:**

1. Always maintain paid membership of the Party and respect its principles in their activities throughout their candidacy.
2. Agree to implement the 2026-30 Campaign Plan.
3. Commence work on the 2026-30 Campaign Plan as soon as practicable after you are fully approved as a Liberal Democrat candidate and allocated a ward.
4. Build their own local volunteer team to support their campaign – e.g. deliverers, canvassers, artworkers etc.
5. Take an active part in publishing at least a quarterly FOCUS newsletter as a means of engaging with their residents.
   * *If you are chosen for a non-target seat or you are a paper candidate, resource for this may be reduced.*
6. Manage their local volunteer team to produce and deliver literature.
7. Candidates, particularly those in non-target wards, may be required to support other candidates during the election period.
8. Attend training sessions provided by the Swindon Borough Council Group, The Party and other associated bodies (i.e. ALDC).
9. Familiarise themselves with their ward and the issues arising within it.
10. Increase your profile within the ward (e.g. via Social Media, broadcast media, print media), in addition to regular FOCUS newsletter delivery.
    * *If you are chosen for a non-target seat or you are a paper candidate, resource for this may be reduced.*
11. Carry out regular canvassing of their ward.
12. Carry out a Residents Survey of their ward.
13. Make themselves available to constituents for case work and to liaise with existing councillors to ensure that such case work is satisfactorily completed.
14. Familiarise themselves with the workings of Swindon Borough Council, committees and services.
15. Liaise with the Swindon Campaigns Organiser to achieve their campaign activity.

*Please note, for Target Seat Candidates, if the agreed programme is not delivered, funding will be withdrawn.*

***Please Turn Over***

**As Liberal Democrats, elected Councillors are expected to:**

1. Always maintain paid membership of the Party and respect its principles in their activities throughout their time as a Swindon Borough Councillor.
2. Agree to pay 10% of the gross of their Swindon Borough Council allowances received (unless otherwise agreed) to the relevant Liberal Democrat Local Party (Swindon or East Wiltshire)
3. Agree that the Local Party, will decide how these funds are distributed for campaign activity across Swindon.
4. Attend Group meetings regularly and abide by their Group Standing Orders and decisions.
5. Take an active part in publishing at least a quarterly FOCUS newsletter as a means of engaging with their residents.
6. Work with the PPC / MP and other Councillors on surgeries and casework.
7. Receive and action residents’ queries and concerns as casework in a timely and efficient fashion.
8. Where practicable, support candidates with case work to ensure such work is completed satisfactorily.
9. Liaise with the Swindon Borough Campaigns Organiser to achieve campaign activity.

**Swindon Borough Councillors are expected to:**

1. Familiarise themselves with the workings of Swindon Borough Council by completing all mandatory Swindon Borough Council training, and other training opportunities where possible.
2. Engender a good working relationship with Swindon Borough Council Officers. Maintain a professional approach when working with Swindon Borough Council Officers.
3. Attend all Area Boards for their area.
4. Attend Parish Council meetings on a regular basis and liaise with Parish Council and resident associations in their wards.
5. Volunteer for and attend Committee Meetings as they are assigned or seek a substitute in advance of the Committee Meeting.
6. Offer to substitute for another Councillor wherever possible, if asked.
7. Carry Out responsibilities to the electorate as set out in the Councillors’ Role Description.
8. Uphold and maintain standards of the Council as detailed in the Swindon Borough Council Constitution.
9. Uphold a principle of confidentiality when dealing with all stakeholders in their role as Swindon Borough Councillor.
10. Review all planning applications within your ward and, where necessary, engage with relevant stakeholders i.e. planning officers, residents affected etc.
11. Maintain complete financial propriety with respect to all allowances.
12. Ensure that Members Register of Interests is updated in-line with any changes of circumstances.
13. Seek support from the Swindon Borough Liberal Democrat Group wherever needed.

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| Date | Choose the date here |
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