

Role Description: Councillor Lead for Fibre Broadband (FTTP)

1. Role Purpose

To serve as the primary Parish Council point of contact and lead investigator for the strategic promotion of Fibre to the Premises (FTTP) broadband for all households in Helmdon, in line with the objectives of the Helmdon Parish Plan 2025.

2. Status and Authority

This is a specific, time-limited, and non-executive lead role within the Parish Council.

- **Authority:** The Councillor Lead for FTTP has **no executive power or financial decision-making authority**.
- **Function:** The role is strictly to conduct thorough research, investigation, and external liaison, bringing back fully analysed options and recommendations to the full Parish Council for official resolution and action.
- **Duration:** The appointment is for one year, reviewable annually by the Parish Council.

3. Key Responsibilities and Scope

The Councillor Lead will perform the following duties, reporting directly to the full Helmdon Parish Council:

Responsibility Area	Description of Duties
3.1 Opportunity Research	Proactively investigate and track all government, regional, and commercial initiatives (e.g., Project Gigabit, voucher schemes, supplier rollout plans) that could benefit Helmdon’s FTTP deployment.
3.2 Provider Liaison	Establish and maintain communication with current providers (e.g., Openreach, Tove Valley Broadband, CityFibre) and potential future providers to determine feasibility and timelines for FTTP rollout in the parish.
3.3 Gap Analysis	Determine which areas and properties in the village currently lack access to FTTP and identify the specific barriers preventing their connection.
3.4 Community Engagement	Serve as the Parish Council’s liaison on broadband matters. Communicate progress, opportunities, and required community

	action (e.g., voucher applications) to residents via the Clerk/website.
3.5 Option Development	Develop and present a range of viable, costed, and actionable strategies for the Parish Council to secure FTTP for all residents.
3.6 Technical Understanding	Maintain a working knowledge of the technical and regulatory landscape surrounding broadband deployment to inform the Council's decisions.

4. Reporting Requirements

The Councillor Lead shall provide regular (at least bi-monthly), formal updates to the Parish Council.