



Birmingham City Councillor

This leaflet is a quick reference guide to provide you with key information you will need to know as a councillor in Birmingham. Further information can be found at https://www.birmingham.gov.uk/info/50069/councillors/1651/how_to_become_a_councillor

Councillors are collectively the ultimate policy-makers and carry out a number of strategic and corporate management functions for the City Council;

- contribute to the good governance of Birmingham and actively encourage community participation and citizen involvement in decision making;
- responsibility to represent the interests of all the residents of the City Council area with special responsibility to the residents of their Ward;
- respond to constituents' enquiries and representations, fairly, promptly and impartially;
- balance different interests identified within the Ward and represent the Ward as a whole; maintain high standards of ethical conduct and behaviour.
- You will be elected for a four year term of office and upon election you will be required to swear into office.

Swearing Into Office

Swearing In / Declaration of Office, will take place on Tuesday 8th May 2018.

Councillors agree to accept, abide by and perform their duties in accordance with the City Council's Code of Conduct and Member Officer Protocol when they are sworn into office. The City Council's Code of Conduct and Member Officer relations protocol is on the Council website and is part of the Council's constitution - www.birmingham.gov.uk/constitution

It is the responsibility of the City to provide the best possible care and safeguarding for the children who are looked after by the Council, and together with declaring your acceptance of office you will also be acknowledging your commitment to act as a Corporate Parent.

Allowances

As a City Councillor you will receive a basic allowance. Full details of the allowances scheme and rates are available on the City Council website

- www.birmingham.gov.uk/allowances

The allowances scheme is reviewed by an Independent Remuneration Panel.

Reports of the panel - www.birmingham.gov.uk/IRP

Group Offices / Facilities

The Group Offices are located within the Council House to assist Councillors in discharging their role as Members of the City Council. Services can therefore only be used for Council Business and never for political or private purposes. Councillors have pigeon holes within the Council House for collection of post.

You will be provided with an ID badge and access holder to gain access the Council House.

A parking permit will be provided, if required, for your vehicle to assist with parking when attending meetings in the City Centre.

When undertaking approved duties you can request provision of transport, e.g. taxi, rail tickets, or you can claim mileage for approved duties should you choose to drive.

Details of approved duties are listed on the

Members Allowances Scheme - www.birmingham.gov.uk/allowances

If required, you will be provided with a Council phone and Laptop to assist you in carrying out your duties as a local Councillor.

Casework Management

The Customer Services contact centre have a dedicated Councillor enquiry line to assist you with many services. A casework management system will be available.

Members Development

Training and development opportunities will be provided to assist you in your role as a Councillor. If you have any specific requirements please let us know members.development@birmingham.gov.uk

Full details of the welcome session are provided on the back of the leaflet, and further details will be provided upon election as a City Councillor.

Specific training will be provided for councillors undertaking duties such as planning and licensing.

Committees

The City Council is responsible for approving/adopting the Council's annual Budget and the plans or strategies included within the Council's "policy framework" and receiving reports from Overview and Scrutiny Committees. Committees are streamed live and archive footage of meetings can be seen at <http://civico.net/birmingham>. Minutes, reports and agendas are held on the City Council Committee Management Information System (CMIS) - <https://www.birmingham.gov.uk/cmis>

The Executive comprises of the Leader, Deputy Leader and a Cabinet of 8 Members. The Executive is responsible for all functions except those reserved to the full Council, non Executive functions delegated to Regulatory Committees or the Council Business Management Committee, the Overview and Scrutiny function and the statutory functions of the Standards Committee. Executive decisions are made by the Cabinet, jointly by Cabinet Members and Chief Officers. www.birmingham.gov.uk/cabinet

Overview and Scrutiny Committees are responsible for scrutinising and reviewing the policies and performance of the Executive and the Council as a whole. They are structured to cover every aspect of the City Council's work. The Health and Social Care Scrutiny Committee also oversees health issues and looks at the work of the NHS in Birmingham and across the West Midlands. www.birmingham.gov.uk/scrutiny

Council Business Management Committee is responsible for planning meetings of the whole Council and for other matters that are appropriately dealt with on a 'whole Council' basis or which have been determined which are non Executive functions.

Audit Committee is responsible for providing independent assurance to the Council on the effectiveness of the risk management framework and associated financial and other controls and for advising on and/or reviewing the effectiveness of other matters referred to it by the Executive, Overview & Scrutiny and Regulatory Committees.

Standards Committee is responsible for promoting high standards of governance, advising on and monitoring of the operation of Birmingham's Code of Conduct for Members, including hearing and determining complaints against elected and co-opted members of the Council for breaches of the Code.

Membership of Committees and dates of future City Council meetings will be confirmed at the Annual General Meeting (AGM) of the City Council, which will be held on Tuesday 22 May at 4.00pm.

LGA Councillors Guide 2017-18

This online resource is designed as a quick reference guide to provide you with the essential information that you need to know as a councillor -

<https://www.local.gov.uk/our-support/highlighting-political-leadership/councillors-guide-2017>

Councillors Welcome Sessions 2018

<p>Tuesday 8 May 2018 Getting Started Banqueting Suite <i>Drop in Session</i> 10.00—7.00pm (Bookable time slots for Swearing-In)</p>	<p>Thursday 10 May 2018 Introductions, Aims and Future Challenges <i>Chamberlain Room</i> 10.00-11.30am 5.30 – 7.00pm</p>	<p>Monday 14th May 2018 Codes of Conduct and City Council Governance <i>Council Chamber</i> 12.00 - 2.00pm 4.00 - 6.00pm</p>	<p>Tuesday 12 June 2018 City Council Day What can we do for you? <i>Banqueting Suite</i> 11.00 -14.00</p>	<p>Member Development Programme Tour of Services Market Place Events Briefing Sessions</p>
<p>Swearing In and Getting Started</p> <p>Swearing in. New members to complete paperwork with Democratic Services Officers. Council IDs and Photos ICT and Digital Solutions will be in attendance to assist Councillors with their IT requirements. Meet the Corporate Leadership Team Code of Conduct / Declarations of Interest / Member Officer Protocol / Data Protection Local Government Finance Brum Account (Casework Management System) How to be great at Communicating.</p>	<p>Welcome to the City Council</p> <p>Introductions and an overview of the City Council's objectives, challenges and aims. Members of the Council's Corporate Leadership Team (CLT) will lead this session, outlining their collective vision and some of the key activities for the year head. Elected Leadership Team Welcome If you are unable to attend "Getting Started" on Tuesday 8th May, alternative arrangements to be available on Thursday 10th May</p>	<p>Governance</p> <p>Information on standards and conduct expected of Councillors. Requirements of the declarations of interest and Member/officer protocol. The Executive Decision Making process. The role of Overview & Scrutiny. An outline of the Committee Management Information System (CMIS). The City Council AGM & use of Chamber equipment.</p>	<p>Market Place</p> <p>Introduce yourself to key service areas, Housing, Amey, Waste Management, Customer Services, Corporate Parents, Legal Services etc. On-line Learning and Development Member Development</p>	<p>Members Development</p> <p>A programme of member development events is being developed and will be shared with members in early June Tour of Services site visits (Including Corporate Parenting discussion and visit to Children's home with run through what is expected as part of Corporate Parenting Role) Market Places/ Briefing Sessions will be held throughout the year on City Council Days. These events will be advertised through the Councillor Bulletin.</p>