

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;

- x contribute to the good governance of Birmingham and actively encourage
- x community participation and citizen involvement in decision making;
- x responsibility to represent the interests of all the residents of the City Council area with special responsibility to the residents of their Ward;
- x respond to constituents' enquiries and representations, fairly, promptly and impartially;
- x balance different interests identified within the Ward and represent the Ward as a whole; maintain high standards of ethical conduct and behaviour.
- x You will be elected for a four year term of office and upon election you will be required to swear to 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 City Council's Code of Conduct and Member Officer Protocol when they are sworn into office. The 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 allowance scheme and rates are available on the City Council website

- www.birmingham.gov.uk/allowances

The allowances scheme is reviewed by the 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

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) 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 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 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-and-guidance/councillors-guide-2017>

