

---

The main purpose of this document is to provide an outline on role profiles and expectations when newly elected as a Councillor, which will be helpful for induction.

This is as part of a wider effort to change the way in which Birmingham City Council operates and is perceived internally and externally, and to ensure that contributions are more effective, generally, in local leadership within the community and also in partnership settings.

---

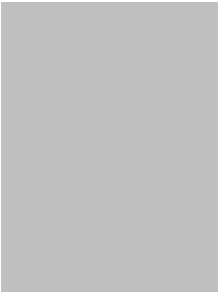
[Member & Officer Protocols](#)  
[Member Code](#)

	<p>Be the Council's public interface</p> <p>Be an ambassador of Birmingham City Council and of Birmingham the City</p> <p>Engage with the people of Birmingham</p> <p>Represent constituents and help with their enquiries, fairly and impartially</p> <p>Navigate service and system complexity within the Council</p> <p>Appropriately challenge officers/Cabinet Members where there is service or system failure</p> <p>Encourage and educate good service usage</p> <p>Analyse information and data in order to support / evidence community concerns</p> <p>Undertake own research to deepen knowledge</p>	<p>Be the Council's public interface</p> <p>Be an ambassador of Birmingham City Council and of Birmingham City</p> <p>Navigate service and system complexity</p> <p>Reflect the character and needs of the Ward</p> <p>Effectively represent the interests of the ward and of individual constituents to the council</p> <p>Serve the public interest and take decisions having regard to the interests of the whole local community</p> <p>Promote the interests of the community to improve and sustain the social, economic and environmental well bring of the district</p> <p>Contribute to and take part in consultations with the public and local organisations</p> <p>Contribute to the good governance of the area and actively encourage citizen involvement in decision making</p> <p>Develop open government by encouraging active community and individual participation in the governance of the area</p>	<p>Be an ambassador of Birmingham City Council and of Birmingham City</p> <p>Champion Birmingham and its people</p> <p>Engage with the people of Birmingham</p> <p>Effectively represent the interests of the ward and of individual constituents</p> <p>Determine the policy of the Council providing political</p>

	<p>Hold open and honest conversations            Challenge officers/Cabinet Members where there is service or system failure            Ensure that resources (including staff) are used productively and productively</p>	<p>Represent the Council or the ward to outside bodies and ensure council funds and contributions benefit the council            Build relationships and networks            Facilitator and convenor            Represent stakeholders and partners to the council by providing a point of contact between partnerships and the council            If appointed to an outside body, provide two way communication between the organisation and the council</p>	<p>Contribute to/participate in scrutiny committees            .            .            .</p>



	<p>Develop more 'self sufficient' approaches which require 'less officer support and resource'</p>	<p>may be 'bigger problems or issues'</p> <p>Ask 'questions before making assumptions'</p> <p>Constructive 'challenge' to 'officer advice or action'</p> <p>Be 'open to constructive challenge' from 'officers and members'</p> <p>Prioritise 'feedback to officers and hold conversations to develop working relationships, e.g. also update on progress'</p> <p>Meet 'residents and where possible hold meetings on site to see the issues'</p>	
	<p>Abide by 'Members Code of Conduct and Protocols'</p> <p>Shared 'spaces for all parties'</p> <p>Disseminate 'policy information regularly to all members'</p>	<p>Abide by 'Members Code of Conduct and Protocols'</p> <p>Shared 'spaces for all parties in Districts'</p>	<p>Abide by 'Members Code of Conduct'</p> <p>Shared 'spaces for all parties in city centre buildings'</p> <p>Scrutiny 'committee roles/participation'</p> <p>Creation and maintenance of 'all party working groups on shared priorities and issues – developing these on a smaller scale, test basis, operating as task and finish groups'</p>
	<p>Abide by 'Officer Protocols'</p> <p>Respect and value 'the public accountability role of members'</p> <p>Respect and value 'the officer accountability role to members'</p> <p>Invest 'time and effort to build respect and relationships with members'</p> <p>Address 'councillors as people not necessarily as councillors'</p> <p>Work with 'members to resolve issues together'</p> <p>Be 'open to constructive challenge' from 'members'</p> <p>Constructive 'challenge' and 'advice to members'</p> <p>Communicate 'respectfully with members'</p> <p>Prioritise 'feedback to members and'</p>	<p>Abide by 'Officer Protocols'</p> <p>Be 'receptive to expertise, support and advice'</p> <p>Work with 'members to resolve issues together'</p> <p>Respect and value 'the public accountability role of members'</p> <p>One 'officer point of contact for each Ward to act as a navigator'</p> <p>Open to 'challenge and scrutiny'</p> <p>Invest 'time and effort to build respect and relationships with members'</p> <p>Respect and value 'the officer accountability role to members'</p> <p>Provide 'challenge and feedback to members'</p> <p>Include 'members in the development of Ward plans and'</p>	<p>Abide by 'Officer Protocols'</p> <p>Provide 'expertise and advice'</p> <p>Open to 'challenge and scrutiny'</p> <p>Provide 'challenge and feedback to members'</p> <p>Invest 'time and effort to build respect and relationships with members'</p>



hold conversations



Council model supports members  
Shared spaces with officers