

**GREATER MANCHESTER COMBINED AUTHORITY
RESOURCES COMMITTEE**

DATE: Friday, 11th February, 2022

TIME: 10.15 am

VENUE: Committee Room 2 & 3, Trafford Town Hall, Talbot Road, Stretford, M32 0TH (Sat-nav post code M16 0QQ)

AGENDA

- 1. Apologies**
- 2. Chairs Announcements and Urgent Business**
- 3. Declarations of Interest** 1 - 4

To receive declarations of interest in any item for discussion at the meeting. A blank form for declaring interests has been circulated with the agenda; please ensure that this is returned to the Governance & Scrutiny Officer at least 48 hours in advance of the meeting.

- 4. Minutes of the GMCA Resources Committee held on 28 January 2022** 5 - 8

To approve the minutes of the GMCA Resources Committee held on 28 January 2022.

- 5. Recruitment of GMCA Monitoring Officer** 9 - 22

Report of Chief Executive Officer, GMCA & TfGM.

BOLTON	MANCHESTER	ROCHDALE	STOCKPORT	TRAFFORD
BURY	OLDHAM	SALFORD	TAMESIDE	WIGAN

Please note that this meeting will be livestreamed via www.greatermanchester-ca.gov.uk, please speak to a Governance Officer before the meeting should you not wish to consent to being included in this recording.

Name	Organisation	Political Party
GM Mayor Andy Burnham	GMCA	Labour
Councillor Martyn Cox	Bolton Council	Conservative
City Mayor Paul Dennett	Salford City Council	Labour
Councillor David Molyneux	Wigan Council	Labour
Councillor Brenda Warrington	Tameside	Labour
Councillor Andrew Western	Trafford	Labour
Councillor Elise Wilson	Stockport MBC	Labour

For copies of papers and further information on this meeting please refer to the website www.greatermanchester-ca.gov.uk. Alternatively, contact the following

Governance & Scrutiny Officer:



This agenda was issued on 8 February 2022 on behalf of Julie Connor, Secretary to the Greater Manchester Combined Authority, Broadhurst House, 56 Oxford Street, Manchester M1 6EU

Declaration of Councillors' Interests in Items Appearing on the Agenda

Name and Date of Committee.....>

Agenda Item Number	Type of Interest - PERSONAL AND NON PREJUDICIAL Reason for declaration of interest	NON PREJUDICIAL Reason for declaration of interest Type of Interest – PREJUDICIAL Reason for declaration of interest	Type of Interest – DISCLOSABLE PECUNIARY INTEREST Reason for declaration of interest
Page 1			

Please see overleaf for a quick guide to declaring interests at GMCA meetings.

Quick Guide to Declaring Interests at GMCA Meetings

Please Note: should you have a personal interest that is prejudicial in an item on the agenda, you should leave the meeting for the duration of the discussion and the voting thereon.

This is a summary of the rules around declaring interests at meetings. It does not replace the Member's Code of Conduct, the full description can be found in the GMCA's constitution Part 7A.

Your personal interests must be registered on the GMCA's Annual Register within 28 days of your appointment onto a GMCA committee and any changes to these interests must notified within 28 days. Personal interests that should be on the register include:

1. Bodies to which you have been appointed by the GMCA
2. Your membership of bodies exercising functions of a public nature, including charities, societies, political parties or trade unions.

You are also legally bound to disclose the following information called Disclosable Personal Interests which includes:

1. You, and your partner's business interests (eg employment, trade, profession, contracts, or any company with which you are associated).
2. You and your partner's wider financial interests (eg trust funds, investments, and assets including land and property).
3. Any sponsorship you receive.

Failure to disclose this information is a criminal offence

Step One: Establish whether you have an interest in the business of the agenda

1. If the answer to that question is 'No' then that is the end of the matter.
2. If the answer is 'Yes' or Very Likely' then you must go on to consider if that personal interest can be construed as being a prejudicial interest.

Step Two: Determining if your interest is prejudicial

A personal interest becomes a prejudicial interest:

1. where the wellbeing, or financial position of you, your partner, members of your family, or people with whom you have a close association (people who are more than just an acquaintance) are likely to be affected by the business of the meeting more than it would affect most people in the area.
2. the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.

For a non-prejudicial interest, you must:

1. Notify the governance officer for the meeting as soon as you realise you have an interest.
2. Inform the meeting that you have a personal interest and the nature of the interest.
3. Fill in the declarations of interest form.

To note:

1. You may remain in the room and speak and vote on the matter

2. If your interest relates to a body to which the GMCA has appointed you to, you only have to inform the meeting of that interest if you speak on the matter.

For prejudicial interests, you must:

1. Notify the governance officer for the meeting as soon as you realise you have a prejudicial interest (before or during the meeting).
2. Inform the meeting that you have a prejudicial interest and the nature of the interest.
3. Fill in the declarations of interest form.
4. Leave the meeting while that item of business is discussed.
5. Make sure the interest is recorded on your annual register of interests form if it relates to you or your partner's business or financial affairs. If it is not on the Register update it within 28 days of the interest becoming apparent.

You must not:

Participate in any discussion of the business at the meeting, or if you become aware of your disclosable pecuniary interest during the meeting participate further in any discussion of the business,
participate in any vote or further vote taken on the matter at the meeting.

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**MINUTES OF THE MEETING OF THE GMCA RESOURCES COMMITTEE
HELD ON FRIDAY 28 JANUARY 2022 AT LEIGH SPORTS VILLAGE, WIGAN**

PRESENT:

Andy Burnham (In the Chair)	Mayor of Greater Manchester
Councillor Elise Wilson	Stockport
City Mayor Paul Dennett	Salford
Councillor Brenda Warrington	Tameside

ALSO PRESENT:

Cllr Nazia Rehman	Wigan
Eamonn Boylan	Chief Executive, GMCA
Steve Wilson	GMCA Treasurer
Kevin Lee	Office of the GM Mayor
Julie Connor	Assistant Director Governance & Scrutiny
Nicola Ward	Senior Governance Officer

RC/15/21 APOLOGIES

Apologies were received and noted from Councillor David Molyneux (Wigan), Councillor Martyn Cox (Bolton) and Councillor Andrew Western (Trafford).

RC/16/21 CHAIRS ANNOUNCEMENTS AND URGENT BUSINESS

RESOLVED/-

There were no urgent announcements or urgent business.

RC/17/21 DECLARATIONS OF INTEREST

RESOLVED/-

There were no declarations of interest.

**RC/18/21 MINUTES OF THE GMCA RESOURCES COMMITTEE HELD ON 17
DECEMBER 2021**

RESOLVED/-

That the minutes of the GMCA Resources Committee meeting held on 17 December 2021 be approved.

RC/19/21 GMCA GENDER AND ETHNICITY PAY GAP REPORTING MARCH 2021

Eamonn Boylan, Chief Executive Officer GMCA & TfGM explained to the Committee that it was a statutory requirement to report on gender pay gap issues, however it had been decided to also include the work undertaken to remove any ethnicity pay gap issues.

The report highlighted that there had been relative change since 2017 in relation to gender pay, with a significant improvement reported for women. The mean figure reported in paragraph 7.7 of the report showed that women are paid on average more than men in the organisation due to the number of women holding senior positions. The GMCA were proud to be well above the national average in relation to the number of women at this level in the organisation.

In relation to ethnicity pay gaps, the GMCA were broadly comparable with other organisations of the same size, however there was a recognition that further work needed to be done in this area. Already steps were being taken to review the advertising style and location of role and work was underway to address the unconscious bias through additional training for staff.

Members questioned the increased percentage of women in lower and middle pay positions, and it was confirmed that this could be predominately attributed to the success of recruitment for GMFRS where reaching gender balance was a conscious target for the new Chief Fire Officer.

The Committee further offered challenge in relation to the gender and equality pay gap issues of the CA's third-party organisations and sub-contractors, especially regarding those who undertake large contracts on behalf of GMFRS. Officers were confident that ensuring their staff received a real living wage was part of the contract conditions, however offered to provide further information to the Committee.

RESOLVED/-

That further information as to how procurement contracts with third party organisations and contractors actively support the GMCA's equal pay policy be shared with the Committee.

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RESOURCES COMMITTEE

Date: 11 February 2022

Subject: Recruitment to the post of GMCA Solicitor and Monitoring Officer

Report of: Eamonn Boylan, Chief Executive Officer, GMCA & TfGM

PURPOSE OF REPORT

The purpose of this report is to seek approval from the Committee on the recruitment programme for filling the position of GMCA Solicitor and Monitoring Officer, following the announcement of intended phased retirement by the current GMCA Solicitor and Monitoring Officer, Liz Treacy, in September/October 2022. The report also sets out the proposed remuneration, and details of the role which has changed considerably since the GMCA was established in 2011.

RECOMMENDATIONS:

The Committee is asked to:

1. Note the intended phased and flexible retirement arrangements of the current GMCA Solicitor and Monitoring Officer as set out in the report.
2. Authorise the GMCA Chief Executive to progress the recruitment of a new GMCA Solicitor and Monitoring Officer.
3. Approve the appointment of an appropriate recruitment agency to provide independent support to the process.

4. Provide comment on the level of remuneration set at £140,813 and the draft Role Profile for the new GMCA Solicitor and Monitoring Officer and make a recommendation to the GMCA
5. Comment on the suggested approach to the recruitment process for that role and the indicative timescales proposed.
6. Agree to constitute a Panel of 4 members of the Committee to act as the Appointment Panel for the role, to progress the recruitment and appointment and to note that the GMCA approves the final appointment.
7. Approve the establishment of a senior legal support post following the recruitment of a new GMCA Solicitor and Monitoring Officer at £95,000 pa to be applied on a pro-rata basis

CONTACT OFFICERS:

Eamonn Boylan, Chief Executive Officer, GMCA & TfGM

Email: Eamonn.Boylan@greatermanchester-ca.gov.uk

Mallicka Mandal, AD – Workforce Strategy & Talent

Email: Mallicka.Mandal@greatermanchester-ca.gov.uk

Risk Management – N/A

Legal Considerations – N/A

Financial Consequences – Revenue – costs of the recruitment agency will be approximately £30k.

Financial Consequences – Capital – N/A

BACKGROUND PAPERS:

N/A

1. BACKGROUND AND CONTEXT:

- 1.1 At its meeting on 13 January 2013 the Combined Authority approved the appointment of Liz Treacy as the GMCA's Monitoring Officer, (effective from 16 May 2013). The Resources Committee approved the GMCA Monitoring Officer continuing in this position on a permanent basis on a GMCA employment contract from 14 March 2018. The current salary for the role is £140,813.
- 1.2 The GMCA Monitoring Officer has now formally notified the Authority of her intention to flexibly retire on 31st May 2022, (subject to the recruitment of a new Monitoring Officer) and thereafter work flexibly working 2-3 days per week to be paid on a pro rata basis . She will step down from the role as the GMCA Monitoring Officer but will continue to lead on Clean Air, Bus Reform and the new Integrated Care System. The GMCA Chief Executive has agreed to the flexible retirement arrangements which will enable her continuing support and expertise on key GMCA priorities and support a smooth handover to a new Monitoring Officer. The Committee is therefore requested to approve the establishment of a senior legal support post following the recruitment of a new GMCA Solicitor and Monitoring Officer at £95,000 pa to be applied on a pro-rata basis.

2. ROLE AND LEVEL OF REMUNERATION

- 2.1 The GMCA's devolved powers has meant taking on additional responsibility for the fire service, transport, policing and the functions of the Waste Authority. Additionally, the government has given further freedom and flexibility to the GMCA around criminal justice and offender management. These significant powers are unique to GM and set it aside from powers that have been devolved to the other city regions. Additionally, the Adult Education Budget (AEB) has been devolved to Greater Manchester.
- 2.2 The role of the GMCA Monitoring Officer is critical to the organisation's success given the complex legal environment it operates within. The GMCA Solicitor is also

the statutory Monitoring Officer for the GMCA. This is a statutory appointment under the provisions of Section 5 of the Local Government and Housing Act 1989. The roles are assigned to the GMCA Solicitor under the provisions of the GMCA Constitution. As a member of the Chief Executive's Management Team the GMCA Solicitor is required to support the GMCA to develop and deliver its corporate priorities in accordance with the law and the GMCA's Constitution and to provide comprehensive legal advice and support to the GMCA, ensuring that lawful decision making and governance arrangements are in place. The Monitoring Officer is also responsible for the provision of effective governance and the scrutiny function for the GMCA and has responsibility for Information Governance. The new role will also provide strategic legal oversight across the GMCA family, including Transport for Greater Manchester (TfGM).

- 2.3 Whilst similar roles exist in other regions, these regions do not have the level of devolved powers as the GMCA and therefore, these roles do not have the same level or breadth of responsibility or accountability. In order to deliver successful outcomes, the postholder will require skills and the ability to create confidence at GM, regional and national levels. They will need to demonstrate an outstanding track record in leading improvement as well as a sound understanding of working within a political environment.
- 2.4 In view of the unique required scope of the role, the refreshed GMS and Transport objectives, the GMCA Chief Executive would like to take opportunity to review the role and in particular confirm the strategic legal support which the current Monitoring Officer undertakes across the GMCA & TfGM. This will also involve the commissioning of a recruitment agency to support the development of the role description, and to support the recruitment exercise. A draft Role Profile setting out the job and personal requirements is attached at Appendix 1.

3. RECRUITMENT PROGRAMME

- 3.1 The GMCA Monitoring Officer and Solicitor is an appointment that will ultimately be determined by the GMCA. Given the importance of this role, it is critical that we

attract and select the highest calibre of candidate via a rigorous process. In order to ensure that there is an expert approach to sourcing and selecting the best candidate, it is proposed that an external consultant is procured to lead on the recruitment exercise and to provide technical expertise to the assessment panel. This will provide the GMCA with confidence that they are being presented with the highest talent across a national pool; it will give reassurance that there is technical rigour to screen those candidates and it will also bring a level of independence to the process.

3.2 Once engaged, it is proposed that the consultant works alongside the Chief Executive to refine the role profile and work together to develop an advertising strategy that will attract the highest level of talent for the role, as well as developing an appropriate assessment process.

3.3 An indicative timeline for the recruitment activity is set out below:

- Resources Committee – agree recruitment process 11th February
- Refine and finalise Role Profile by 18th February
- External Consultants to be engaged by 25th February
- Microsite and advert to go live by 2nd week in March
- Closing date by 1st April
- Longlist by 8th April
- Appointment Panel shortlisting – w/c 11th April
- Assessment Centre and final interview by Appointment Panel – end of April/early May
- Appointment final approval by GMCA - 27th May

3.4 Dependent on the notice period for the successful applicant, the individual may be in a position to take up post by September 2022 (assuming 3 months' notice period).

4. BUDGET IMPLICATIONS:

The cost of engaging a recruitment consultant to manage the selection process for the GMCA Monitoring Officer is estimated to be in the region of £30k.

5. TRADE UNION COMMENT:

To Follow.

6. RECOMMENDATION:

As set out in the front of this report.

GMCA SOLICITOR AND MONITORING OFFICER Greater Manchester Combined Authority

Role Profile

Job Title:	GMCA Solicitor and Monitoring Officer	Date:	February 2022
Reporting Line:	Eamonn Boylan, Chief Executive and Head of Paid Service	Salary:	£140,813
Team:	Legal, Governance and Information Governance Services	Business Area:	GMCA

JOB PURPOSE

The GMCA Solicitor reports directly to the Chief Executive of GMCA. The GMCA Solicitor is responsible for the management of Legal, Democratic and Governance Services, the Information Governance Service and Strategic Lead on legal transport matters.

The GMCA Solicitor is also the statutory Monitoring Officer for the GMCA. This is a statutory appointment under the provisions of Section 5 of the Local Government and Housing Act 1989. The roles are assigned to the GMCA Solicitor under the provisions of the GMCA Constitution.

The main purpose of the job is:

- As a member of the Chief Executives Management Team the GMCA Solicitor is required to support the GMCA to develop and deliver its corporate priorities in accordance with the law and the GMCA's Constitution.
- To provide comprehensive legal advice and support to the GM Mayor and the GMCA
- To undertake the role of Monitoring Officer for the GMCA and ensure lawful decision making and governance arrangements are in place
- To be responsible for the provision of effective governance and scrutiny for the GM Mayor and the GMCA.

Key Accountabilities:

- Monitoring Officer, GMCA (a combined authority of the 10 GM districts and the GM Mayor)
- Lead legal adviser on all matters relating to the GMCA
- Accountable to the Chief Executive and Members of GMCA
- Member of the Chief Executive Management Team.
- Responsible for the GMCA's Democratic, Governance and Scrutiny, Information Governance functions and legal lead on transport matters.

DIMENSIONS

- Liaising with internal and external customer groups and strategic partners; Senior Managers and staff within GMCA, Senior Managers from across GM's public sector and stakeholders/partners;
- Senior officers and members within GMCA, including Chief Executives, chief officers, chief legal officers and leading Members.
- Senior officials in government departments, in particular, DLUHC, DFT, DFE, DWP, and representatives of the Welsh and Scottish governments.
- Senior private sector lawyers
- Officer colleagues

KEY RESPONSIBILITIES

1. To provide a comprehensive legal advice service to the GM Mayor and the GMCA, its committees and officers over the whole range of its current functions:
 - Acting as the GMCA's most senior legal adviser supporting the GMCA, the Head of Paid Service, Strategic Management Team, and other key organisational decision makers in order to deliver GMCA priorities in accordance with all legal requirements
 - Leading the Legal, Democratic and Governance Service and management of commissioning agreement with Manchester City Council in relation to the delivery of Legal Services.
2. To undertake the role of Statutory Monitoring Officer for the GMCA through the leadership and delivery of all functions associated with the role as referenced in the Constitution, including:
 - Advising on the scope of the GMCA and Mayoral powers and authority to take decisions
 - Supporting the Standards Committee in the promotion and maintenance of high standards of conduct and the administration of the Code of Conduct
3. To advise on and oversee personally high-profile matters which have significant impact on the GMCA.
4. To ensure effective communication through high quality reports, informal briefings and presentations to the Council, Members and organisations from the public, voluntary and private sectors.
5. To discharge the functions delegated to the GMCA Solicitor and Monitoring Officer in the GMCA Constitution including the institution, conduct, prosecution, defence and settlement, if appropriate, of legal proceedings. (Excerpt of the Constitution attached as Appendix 1). Do we need to add this? don't think we do but need to in the advert
6. To exercise overall responsibility for the execution of democratic, governance and information governance processes.
7. To undertake such other duties as may be reasonably assigned from time to time as are compatible with the above roles.

Functions of the Monitoring Officer

8. To maintain an up-to-date version of the Constitution and ensure that it is widely available for inspection by Members, staff and the public.
9. After consulting with the Head of Paid Service and the Treasurer, the Monitoring Officer will report to the GMCA in relation to an executive function – if he/she considers that any proposal, decision, or omission would give rise to unlawfulness or if any decision or omission has given rise to maladministration. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.
10. Contribute to the promotion and maintenance of high standards of conduct through provision of support to the Standards Committee.
11. Receive and act on reports made by Investigating Officers.
12. Conduct investigations into matters and make reports or recommendations in respect of them to the Standards Committee.
13. Ensure that executive decisions, together with the reasons for those decisions and relevant officer reports and background papers are made publicly available as soon as possible.
14. Advise whether decisions of the GM Mayor and GMCA are in accordance with the budget and policy framework.
15. Provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to Members.
16. Determine exemptions under section 36 of the Freedom of Information Act 2000 relating to information which is prejudicial to the effective conduct of public affairs.

KNOWLEDGE, SKILLS AND EXPERIENCE

- Must have excellent leadership and management skills at a very senior level, with the proven ability to inspire individuals, teams and services. Must be able to provide strong visible, positive leadership and team working skills. Be able to forge partnerships and strong working relationships, negotiate and influence key decision makers and other stakeholders.
- Must have strong commercial acumen with the proven ability to take a strong business perspective in order to achieve best results through contracts and activities which demonstrate value for money.
- A sophisticated understanding of complex governance arrangements at national, regional, sub regional and local government levels across a number of statutory bodies, including the means of legal delegation between different legal entities.
- Detailed knowledge and understanding of all legislation affecting the GM Mayor and the GMCA and their application within the GMCA.
- In depth knowledge of democratic governance and decision-making, including the constitution of the GMCA, the financial regulations, officer delegations, conduct of Members and officers and lawful decision-making.

- Excellent relationship building with internal and external stakeholders including Senior Government officials, Chief Executive's and Leaders. High level of political awareness.
- The GMCA Solicitor must be a Solicitor with entitlement to a Practising Certificate or Barrister qualified to practice.
- There is a requirement for the GMCA Solicitor to have a satisfactory enhanced CRB check.
- The GMCA Solicitor must have a detailed knowledge and understanding of the law as it applies to local authorities.
- The GMCA Solicitor must be technically competent in all areas of the law and the democratic process and protocol to be able to provide clear professional advice to political leaders and senior colleagues including the ability to challenge where legal and professional standards are not being upheld.
- Strategic awareness of the financial structure of the GMCA and the implication of decisions on the delivery of value for money for GM residents.

This post is classified as politically restricted, as in the Local Government and Housing Act 1989, as the post holder will be required to regularly advise the GM Mayor, GMCA, it's Committees, or communicate with the media on behalf of the GMCA.

APPENDIX 1

GMCA CONSTITUTION

Scheme of Delegation of Functions to Chief Officers and Schedule of Proper Officers

Delegations to the Monitoring Officer.

These functions may be Mayoral functions or non Mayoral functions depending on the circumstances.

The functions of the Monitoring Officer shall be as follows:

5.1 Should at any time it appear to the Monitoring Officer that any proposal, decision or omission by the GMCA has given rise to, or is likely to give rise to unlawfulness or maladministration, he/she will prepare a report to the GMCA with respect to that proposal, decision or omission.

5.2 Contribute to the promotion and maintenance of high standards of conduct through provision of support to the Standards Committee.

The GMCA has delegated to the Monitoring Officer the following powers to deal with matters of conduct and ethical standards in accordance with the requirements of the Localism Act 2011:

- (i) To act as the GMCA's Proper Officer to receive complaints that GMCAMembers have failed to comply with the GMCA's Code of Conduct for Members;
- (ii) To determine, after consultation with the Independent Person and in accordance with the GMCA's Arrangements for dealing with Complaints that GMCA Members have failed to comply with the GMCA's Code of Conduct for Members ("the GMCA's Arrangements") whether to reject, informally resolve or investigate a complaint;
- (iii) To seek informal resolution of complaints that GMCA Members have failed to comply with the GMCA's Code of Conduct for Members wherever practicable;
- (iv) To refer decisions dealing with a complaint against a GMCA Member to the GMCA's Standards Committee in exceptional circumstances;
- (v) To arrange for the appointment of an Investigating Officer to investigate a complaint where the Monitoring Officer (in consultation with an Independent Person) determines that a complaint merits formal investigation;
- (vi) To issue guidance to be followed by an Investigating Officer on the investigation of complaints;
- (vii) To confirm, after consultation with an Independent Person and in accordance with the GMCA's Arrangements, an Investigating Officer's finding of no failure to comply with the GMCA's Code of Conduct for Members;
- (viii) Where an Investigating Officer's report finds that the Subject Member has failed to comply with the GMCA's Code of Conduct for Members, to determine, after consultation with the Independent Person and in accordance with the GMCA's Arrangements, either to seek a local resolution or to send a matter for local hearing.

5.3 GMCA's Register of Member's Interests In conjunction with the Secretary to prepare and maintain a new GMCA Register of Member's Interests to comply with the requirements of the Localism Act 2011 and the GMCA's Code of Conduct for Members, and ensure that it is available for inspection and published on the GMCA's website as required by the Act.

5.4 Dispensations To grant dispensations from section 31(4) of the Localism Act 2011 in consultation with the Independent Person if, having had regard to all relevant circumstances, the Monitoring Officer:

i) considers that without the dispensation the number of persons prohibited by section 31(4) of the Localism Act 2011 from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business; or

ii) considers that without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business; or

iii) considers that granting the dispensation is in the interests of persons living in the GMCA's area; or iv) considers that it is otherwise appropriate to grant a dispensation.

5.5 Provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity, budget and policy framework issues to all members of the GMCA.

5.6 To act as the Solicitor to the GMCA.

5.7 To institute, conduct, prosecute and defend any legal proceedings on behalf of the GMCA, as may be necessary to protect and promote the GMCA's interests in accordance with any general policy laid down by the GMCA, subject to consultation with the Chair in any case where the matter is of significance to the GMCA's reputation or where the GMCA is to appeal to the Court of Appeal or the Supreme Court.

5.8 To settle, if appropriate, and in the interests of the GMCA, any actual or threatened legal proceedings.

5.9 To instruct Counsel and professional advisers, where appropriate.

5.10 To give undertakings on behalf of GMCA.

5.11 To supervise the preparation and sealing or signature of legal documents.

5.12 To authorise other officers to seal documents in accordance with Article 12.4 of the GMCA Constitution, or to sign documents which are not required to be under seal.

5.13 To complete all property transactions and contractual arrangements where terms have been agreed by the GMCA or Committees or Chief Officers acting under the Scheme of Delegation.

5.14 To determine exemptions under Section 36 of the Freedom of Information Act 2000.

5.15 To accept on behalf of the GMCA the service of notices, orders and legal procedures.

5.16 Under Section 223 of the Local Government Act 1972 to authorise officers who are not admitted solicitors to appear in Magistrates' Court on behalf of the GMCA.

5.17 To be responsible for determinations in relation to and maintenance of the list of politically restricted posts.

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