

AGMA STATUTORY FUNCTIONS COMMITTEE 2019/20

DATE: Wednesday 18 September 2019

TIME: 2.30 pm

VENUE: Board Room, GMCA, Churchgate House, 56 Oxford Street, Manchester M1 6eu

MAP: A location map can be found on page 1-2 of this agenda. The closest tram stop is St Peter's Square <https://tfgm.com/public-transport/tram/stops/st-peters-square-tram>

Annual General Meeting

1. APPOINTMENT OF CHAIR AND VICE-CHAIR
2. APOLOGIES
3. CHAIR'S ANNOUNCEMENTS AND URGENT BUSINESS
4. 2019/20 MEMBERSHIP OF THE COMMITTEE

To note the 2019/20 Membership of the Committee as agreed at the Joint GMCA and AGMA Executive Board on 28 June 2019:

Portfolio	Holder	Chief Executive
Culture	David Greenhalgh	Alison McKenzie-Folan
District	Member	Substitute Member
Bolton	Martyn Cox (Con)	Stuart Haslam (Con)
Bury	Joan Grimshaw (Lab)	David Jones (Lab)
Manchester	Bernard Stone (Lab)	Vacancy
Oldham	Norman Briggs (Lab)	Mohammed Alyas (Lab)
Rochdale	Janet Emsley (Lab)	Susan Smith (Lab)
Salford	Stephen Coen (Lab)	Anne-Marie Humphries (Lab)
Stockport	Kate Butler (Lab)	Tom McGee (Lab)
Tameside	Leanne Feeley (Lab)	Mike Smith (Lab)
Trafford	Jane Baugh(Lab)	Mike Freeman (Lab)
Wigan	Carl Sweeney (Lab)	Bill Clarke (Lab)

- | | | |
|------------|---|---------|
| 5. | DECLARATIONS OF INTEREST | 3 - 4 |
| 6. | TERMS OF REFERENCE | 5 - 8 |
| | To note the Committee's Terms of Reference | |
| 7. | MINUTES | 9 - 12 |
| | To consider the approval of the minutes of the meeting held on 22 August 2018 as a correct record. | |
| 8. | MEMBER'S CODE OF CONDUCT AND ANNUAL DECLARATION OF INTEREST FORM | 13 - 24 |
| | To remind members of their obligations under the GMCA Members Code of Conduct and to complete an annual declaration of interest form which will be published on the GMCA website. | |
| | Members who have not previously, are requested to complete the Annual Declaration of Interest Form and return to the Governance and Scrutiny Team Officer in attendance. | |
| 9. | GREATER MANCHESTER COUNTY RECORD OFFICE AND GREATER MANCHESTER ARCHIVES & LOCAL STUDIES PARTNERSHIP | 25 - 62 |
| | Report of Neil MacInnes, Head of Libraries, Galleries and Culture, Manchester City Council, Sheena Macfarlane, Head of Cultural Services, Oldham Council, Philip Cooke, Citywide Services Manager, Libraries and Archives - Manchester City Council | |
| 10. | CLOSEDOWN OF AGMA S48 GRANTS PROGRAMME | 63 - 66 |
| | Report of Sue Parkinson, Principal Resources and Programmes Officer, GMCA | |
| 11. | GM DISASTER RELIEF FUND ANNUAL IMPACT REPORT 2018-2019 | 67 - 74 |
| | Report of Forever Manchester, to note. | |

12. DATES AND TIMES OF FUTURE MEETINGS

That meetings be organised in accordance with the Committee's Terms of Reference (at least twice a year) and circulated to Members.

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:

✉ jenny.hollamby@greatermanchester-ca.gov.uk
☎ 0161 778 7009

This agenda was issued by Jenny Hollamby on 10 September 2019 on behalf of Julie Connor, Secretary to the Greater Manchester Combined Authority, Churchgate House, 56 Oxford Street, Manchester M1 6EU

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Directions to NCP car park for Churchgate House (reduced rate of £7 per day)

Please note there is no access to the car park off Oxford Road and there is no vehicle access on the section of Oxford Road, directly outside of Churchgate House, between 6am and 9pm (please see second map and the following website for more details - <https://www.tfgm.com/maps/oxford-road>). To access, please go via Great Bridgewater Street. Please check in advance, the instructions given by your sat nav, to ensure it hasn't planned a route which takes you down the restricted part of Oxford Road.

Address for NCP Manchester Oxford Road - M1 5EJ

Address for Churchgate House - Churchgate House, 56 Oxford St, Manchester, M1 6EU



-  Between 6am and 9pm only buses, bicycles, hackney carriages, emergency and authorised vehicles are permitted to use this section. Camera enforcement in operation.
-  One way traffic
-  Two way traffic
-  No right turn
-  No left turn
-  Compulsory right turn
-  Compulsory left turn
-  Ahead only
-  Rail station and line
-  No entry



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AGMA Statutory Functions Committee on 18 September 2019

Declaration of Councillor's Interests in Items Appearing on the Agenda

NAME: _____

Minute Item No. / Agenda Item No.	Nature of Interest	Type of Interest
		Personal / Prejudicial / Disclosable Pecuniary
		Personal / Prejudicial / Disclosable Pecuniary
		Personal / Prejudicial / Disclosable Pecuniary
		Personal / Prejudicial / Disclosable Pecuniary
		Personal / Prejudicial / Disclosable Pecuniary

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AGMA STATUTORY FUNCTIONS COMMITTEE - TERMS OF REFERENCE

1. The Statutory Functions Committee (SFC) is a sub-committee of the Association of Greater Manchester Authorities (AGMA) Executive Board which discharges various functions in accordance with section 48 of the Local Government Act 1985 and the AGMA Constitution.
2. The Committee has one Member representative from each of the ten constituent Local Authorities. These representatives are nominated by each individual Authority and appointed by AGMA
3. The areas covered by the SFC are:
 - The AGMA Grants Scheme
 - GM County Records
 - GM Disaster Relief Fund
4. The quorum of the SFC will be two thirds of participating parties for any particular function that is under discussion. The SFC will meet at least twice a year with additional meetings as required.
5. The SFC's functions in relation to the AGMA Grants Scheme are:

Delegations

- Delegated authority to ensure the proper operation and application of a performance management framework of the AGMA Grants Scheme;

Referred to make recommendations

- Make recommendations to AGMA Executive Board on overall policies, strategy and priorities;
 - Make recommendations to AGMA Executive Board on the budget for the AGMA Grants Scheme; and
 - To consider grant applications and make recommendations to AGMA Executive Board in respect of grants to eligible voluntary organisations.
6. The SFC will receive reports from the Greater Manchester County Record Office.
 7. The SFC will receive and note an annual report in respect of the Greater Manchester Disaster Relief Fund outlining the allocation of grants made via the Fund.
 8. The Chair of the SFC can call an Emergency Sub Committee meeting (consisting of the Chair, Vice Chair and one other minority Member) if any urgent decision is required.

Any decisions made by the Emergency Sub Committee will then be brought back to the next full Committee meeting.

9. The Committee has nominated deputies for each Member who may deputise at SFC and, in their absence, vote on his/her behalf.

AGMA STATUTORY FUNCTIONS COMMITTEE

Background and Structure

The Greater Manchester Grants Scheme

The Greater Manchester Grants Scheme was established in 1986. It has become known as the Section 48 Scheme since the Statutory authority for the Scheme is set out in Section 48 of the Local Government Act 1985 which allows for a voluntary arrangement of districts in metropolitan areas to award grants to non-statutory organisations providing services of more than local significance relevant to that area. The Statutory Functions Committee (SFC) oversees this scheme.

The aim of the Grants Scheme is to:

- (i) Deliver a GVA led scheme, based on three overriding objectives, as follows:
 - To contribute to the recognition of Greater Manchester locally, nationally and internationally helping to create the conditions to attract new investment, new visitors and new talent to Greater Manchester (50%).
 - To make a positive contribution to improving the skills and employability of the residents of Greater Manchester encouraging people to achieve their full potential (30%).
 - To play a strong role in developing strong and inclusive communities, contributing to an improved quality of life and well-being for all residents (20%).
- (ii) Provide up to £100,000 per annum to be made available within the Scheme for a Social Impact Fund, to support social welfare organisations in recognition of their valuable contribution to the cohesiveness and wellbeing of communities in Greater Manchester.
- (iii) Grants to be awarded for 3 years, subject to an annual review of delivery against outcomes.

Greater Manchester County Record Office

AGMA funds units, based in various locations across Greater Manchester, which cover a range of functions where joint provision benefits the ten Greater Manchester district authorities.

The Greater Manchester County Record Office (GMCRO) is operated by Manchester City Council's (MCC) Libraries, Information and Archives on behalf of the Association of Greater Manchester Authorities (AGMA). Since 1986 GMCRO has since been funded by annual contributions from participating districts and other joint AGMA authorities (excluding Stockport)

GMCRO houses 4 miles of archives and seeks to:

- identify, collect, preserve, and promote the widest possible public access to the documentary heritage of Greater Manchester in accordance with the statutory requirement of the Public Records Act 1958 and 1967, the Local Government (Records) Act 1962 and the Local Government Act 1972
- GMCRO also provides a range of services for the districts including conservation, preservation management, digitisation, digital preservation, staff development and training for volunteers
- GMCRO reports to the AGMA Statutory Functions Committee.

Greater Manchester Archives and Local Studies Partnership

Archives and local studies services in Greater Manchester provide invaluable access to the documented past of the City Region. In addition, there are excellent examples of how archives and local studies are actively engaged with communities in order to contribute to their councils' priorities. Much of the strength of both the traditional and newer community engagement role is made possible by the services being located in the heart of their communities. The current level of funding for archive and local studies services is a very small part of a council's budget.

Following a feasibility study the AGMA Statutory Functions Committee approved the creation of a formal Partnership to provide an over-arching strategy and development plan for the local authority archive and local studies services in Greater Manchester. The AGMA Statutory Function in July 2012 approved:

- The creation of an officer group to lead the work of the Greater Manchester Archives and Local Studies Partnership report to the AGMA Statutory Functions Committee
- That the AGMA Statutory Functions Committee provide governance to the Greater Manchester Archives Partnership and to review the governance when the longer term vision and development plans are clear.

Greater Manchester Disaster Relief Fund

The Greater Manchester Disaster Relief Trust was established in 1978 following a major fire at a store in Central Manchester. Its primary purpose then was to relieve financial need, sickness or other disability arising from large scale disasters involving

loss of life or injury to persons or property. Historically, the Trustees of the Fund were the Leaders of the 10 AGMA authorities.

However, following a review of the Fund in April 2009, the Community Foundation Greater Manchester (CFGM) - now Forever Manchester - took over the administration of the Fund on AGMA's behalf. It was agreed as part of this arrangement that

- a representative from the Committee be appointed to the Advisory Panel which was set up to consider applications
- CFGM/Forever Manchester to submit an annual report to the AGMA SFC outlining awards made from the Fund each year.

**MINUTES OF THE GREATER MANCHESTER CULTURE AND SOCIAL IMPACT FUND
COMMITTEE HELD ON 22 AUGUST 2018 AT GREATER MANCHESTER COMBINED
AUTHORITY, CHURCHGATE HOUSE, OXFORD ROAD, MANCHESTER, M1 6EU**

MEMBERS:

Councillor Linda Thomas (Portfolio Lead for Culture)	Leader, Bolton MBC
Councillor Janet Emsley (Chair)	Rochdale MBC
Councillor John Bryne	Bolton MBC
Councillor Joan Grimshaw	Bury MBC
Councillor Bernard Stone	Manchester CC
Councillor Norman Briggs	Oldham MBC
Councillor Stephen Coen	Salford CC
Councillor Tom McGee	Stockport MBC
Councillor Leanne Feeley	Tameside MBC
Councillor Laurence Walsh	Trafford MBC
Councillor Nazia Rehman	Wigan MBC

OFFICERS IN ATTENDANCE:

Julie Oldham	Bolton MBC
Phillip Cooke	Manchester CC
Darren Grice	Rochdale MBC
Mandy Kinder	Tameside MBC
Rob Sanderson	Wigan MBC
Alison Gordon	GMCA
Marie-Claire Daly	GMCA
Julian Cox	GMCA
Steve Annette	GMCA
Ninoshka Martins	GMCA
Sue Parkinson	AGMA
David Birch	AGMA

GMCSIF 01/18 APOLOGIES

Apologies were received from Donna Hall (Accountable Officer (Elect) of the CCG and Chief Executive of Wigan Council, GMCA Portfolio Lead, Culture.), Rupert Greenhalgh (GMCA) and Emanuela Orsolich (GMCA).

GMCSIF 02/18 MEMBERSHIP FOR 2018-19

The committee noted its membership for the year 2018/19.

RESOLVED/-

1. That the committee note its membership for the year 2018/19.

GMCSIF 03/18 INTRODUCTIONS

Councillor Linda Thomas, Portfolio Lead for Culture opened the first meeting of the GM Culture and Social Impact Fund and extended a warm welcome to all those in attendance.

GMCSIF 04/18 APPOINTMENT OF CHAIR AND VICE-CHAIR 2018/19

Councillor Linda Thomas (Portfolio lead for Culture) invited nominations for Chair for the year 2018/19. Councillor Janet Emsley (previous Vice Chair) was proposed to take on the role of Chair by Councillor Bernard Stone (Manchester) and seconded by Councillor Tom McGee (Stockport).

Following the appointment of Chair, nominations were requested from members for Vice-Chair whereby Councillor Bernard Stone took the role of Vice-Chair and the nomination was seconded by Councillor Tom McGee (Stockport).

RESOLVED/-

1. That Councillor Janet Emsley (Rochdale) be appointed as Chair
2. That Councillor Bernard Stone (Manchester) be appointed as Vice-Chair.

GMCSIF 05/18 MEMBERS CODE OF CONDUCT AND ANNUAL DECLARATION OF INTEREST FORM

Members noted the Code of Conduct guidelines contained within the agenda and were requested to complete the Annual Declaration of Interest Form and return to the Governance and Scrutiny Team in attendance.

GMCSIF 06/18 DRAFT TERMS OF REFERENCE

Members noted the draft Terms of Reference contained within the agenda. The Chair requested that members provide feedback, to be considered at the next meeting late October, 2018 before submission to GMCA for formal approval in December, 2018.

RESOLVED/-

1. That the committee note the Terms of Reference and provide feedback at the next meeting in October.

GMCSIF 07/18 DECLARATION OF INTERESTS

Councillor Leanne Feeley declared her interests in *GMCA Culture Portfolio Update (Minute GMCSIF 08/18)* as manager of Company Chameleon, Manchester Arts Organisation and as Director of Brighter Sounds.

Councillor Tom McGee declared his interests in the following items *GMCA Culture Portfolio Update (Minute GMCSIF 08/18)* & *GMCA Culture and Social Impact Fund (Minute GMCSIF 09/18)* as a GMCA appointed trustee to GMCVO.

GMCSIF 08/18 GMCA CULTURE PORTFOLIO UPDATE

Consideration was given to a report that updated Board Members on the work of GM's Culture Portfolio, including the new Culture and Social Impact Fund, the new governance structure, and development of the culture strategy.

It was reported that the new portfolio has increased levels of investment in Rochdale (Cartwheel Arts) and Salford (Art with Heart), and is able to fund for the first time an organisation based in Wigan (Wigan STEAM). The new portfolio also included investment in visual arts for the first time (Centre for Chinese Contemporary Arts) and had allowed GM to support young contemporary popular and jazz musicians for the first time through investment in Brighter Sounds, as well as increasing support for cultural festivals. The portfolio recognised the increasing significance of digital, by almost doubling the investment in this area, continuing to support MADLAB and new investment in Wigan STEAM. GMCA investment in activity delivered by Manchester Jewish Museum not only supported the museum of Jewish history outside of London, but also supported a bespoke programme of engagement with BME communities across Greater Manchester.

The Board recognised the importance of Culture, Arts and Leisure and the positive impact that it has on the health and well-being of GM residents thus also contributing to the delivery of GMS, in making Greater Manchester one of the best places in the world to grow up, get on and grow old.

It was reported that 28 organisations out of 87 applications would be supported through the fund, between 2018 and 2020. Members queried as to what support was available to organisations who did not meet the criteria. The Committee was advised that provisions are being considered under the GM Cultural Strategy and that organisations with similar projects were identified through the shortlisting process and were grouped together. It was further reported that applications would be assessed against a new criteria from April 2020.

Members discussed the need for a more balanced spread of investment across art-form delivery as well as increasing the delivery of culture to those from protected characteristic groups across GM. The Board recognised the importance of working at a GM level and of engaging with residents to build on and better understand what people value.

The paper also provided information on how the Cultural Strategy would be developed i.e. through online and targeted consultations. It was also highlighted that it is crucial to work with local authorities and art-form specific roundtables to be able to reach out to the community. The Board was advised that the consultation is scheduled to begin on 16 September 2018 and last for 6 weeks. The data gathered through the consultation process would be used to shape GM's Cultural Strategy.

It was reported that the final draft of the GM Cultural Strategy would be shared with the Committee for comments before being submitted to the GMCA for approval in December 2018.

RESOLVED/-

1. That the contents of the report be noted.

GMCSIF 09/18 GMCA CULTURE AND SOCIAL IMPACT FUND

Consideration was given to a report that was submitted to the GMCA on 26 January 2018 seeking Leaders approval on the process to identify organisations to be funded. It was reported that in April 2018 the AGMA Grants Programme ended and was replaced by the GMCA Culture and Social Impact Fund. Meetings of this group would run directly after Statutory Functions Committee and would be responsible for the monitoring of the fund. This committee would be responsible to ensure the proper operation and application of a performance management framework of the Culture and Social Impact Fund.

Members discussed the monitoring process by which it was suggested that an officer group should engage with organisations and provide feedback to members which would be reported to the Committee. It was also requested that the Board be regularly updated on the delivery of grants either annually or bi-annually.

Board members queried how they would be able to engage with and support smaller organisations who were found eligible for funding. The Chair suggested that a skill match would be carried out ahead of the next meeting to be able to identify which organisations, members could provide support to. Members were advised that the various organisations Board meeting vacancies would be circulated following the GMCSIF meeting.

RESOLVED/-

1. That the contents of the report be noted.

SHORT GUIDE

GMCA CODE OF CONDUCT FOR MEMBERS

1. WHO

Mandatory for

The Mayor
Members of GMCA
Substitute Members of GMCA
Voting Co-opted Members of GMCA's committees
Appointed Members of Joint Committees

Voluntary for

Non-voting Co-opted Members of GMCA's committees
Elected members from GM districts when they represent GMCA

2. WHEN

Acting in your official capacity, and

In meetings of:

- GMCA; or
- GMCA's Committees or Sub-Committees, Joint Committees or Joint Sub-Committees

3. CONDUCT

General Principles

Selflessness: the public interest not personal gain

Integrity: avoid undue influences

Objectivity: decisions made on merit

Accountability: scrutiny is the norm

Openness: transparent decisions with reasons

Honesty: declare interests and avoid conflicts

Leadership: lead by example.

DO NOT

- Unlawfully discriminate
- Bully or be abusive
- Intimidate a complainant, a witness, or an investigator under the Code of Conduct
- Compromise the impartiality of GMCA's officers
- Disclose confidential information without authority
- Deny lawful access to information
- Bring GMCA into disrepute
- Abuse your position
- Use GMCA's resources improperly

DO

- Pay due regard to the advice of the Treasurer and Monitoring Officer
- Register your interests
- Declare your interests

INTERESTS

A. Pecuniary interests (you, your spouse or your partner)

Register within 28 days

- Employment or other paid office
- Sponsorship – payment in respect of expenses as a Member of GMCA, or election expenses.
- Contracts – between you/your partner (or a body in which you or your partner has a beneficial interest) and GMCA:
- Land you have an interest in within Greater Manchester
- Corporate Tenancies – where GMCA is the landlord you/your partner (or a body in which you or your partner has a beneficial interest) is the tenant
- Securities – you have a beneficial interest in securities of a body which has a place of business or land in the area of the GMCA

Do not speak or vote at a meeting on a matter in which you have a disclosable pecuniary interest

Disclose the interest at the meeting

Withdraw from the meeting

It is a criminal offence to fail to register disclosable pecuniary interests and to participate in any discussion or vote on a matter in which you have a disclosable pecuniary interest.

B. Other Interests

Personal Interests

You have a personal interest -

- If your well-being or financial position would be affected (i.e. more so than other ratepayers)
- If the well-being or financial position of somebody close to you would be affected or the organisations in which they are employed
- If the well-being or financial position of body referred to below would be affected
 - A body of which you are in a position of general control or management and to which you are appointed or nominated by GMCA;
 - A body of which you are in a position of general control or management which
 - i. exercises functions of a public nature;
 - ii. is directed to charitable purposes; or
 - iii. one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union),
 - the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £100.

Disclose the interest at the meeting

You may speak and vote

C Prejudicial Interests

You have a prejudicial interest -

Where your personal interest is one which a member of the public would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest and it:

- affects your financial position (or those persons or bodies referred to in section B above); or
- relates to the determining of any approval, consent, licence, permission or registration

Do not speak or vote at a meeting on a matter in which you have a prejudicial interest

Disclose the interest at the meeting

Withdraw from the meeting

LOCALISM ACT 2011
GREATER MANCHESTER COMBINED AUTHORITY
(GMCA)
CODE OF CONDUCT FOR MEMBERS

**REGISTER OF MEMBERS' AND SUBSTITUTE MEMBERS' DISCLOSABLE
PECUNIARY INTERESTS (IN ACCORDANCE WITH SECTIONS 30 AND 31 OF THE
LOCALISM ACT 2011 AND THE RELEVANT AUTHORITIES (DISCLOSABLE
PECUNIARY INTERESTS) REGULATIONS 2012 (S.I. 2012 No. 1464)), AND
MEMBERS' AND SUBSTITUTE MEMBER'S PERSONAL INTERESTS IN
ACCORDANCE WITH PARAGRAPH 2.1 OF THE GMCA'S CODE OF CONDUCT FOR
MEMBERS**

I, _____ (INSERT NAME)

Being a Member of the GMCA give notice that I have set out at PART 1 below under the appropriate heading the disclosable personal interests that I am required to notify to the GMCA's Monitoring Officer in accordance with Sections 30 and 31 of the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 and/or by virtue of Rule 16 of the GMCA's Procedure Rules and that I have set out at PART 2 below the personal interests which I am required to notify to the GMCA's Monitoring Officer under Paragraphs 7.1 and 7.2 of the Code of Conduct for Members adopted by the GMCA at its meeting on 29 June 2018 and have put 'NONE' where I am not required to notify any disclosable personal interests or personal interests under any heading.

I am aware that in accordance with Section 30(3) of the Localism Act 2011, I am required to notify at PART 1 both my own disclosable personal interests and also any disclosable personal interests of

- (i) my spouse or civil partner,
 - (ii) a person with whom I am living as husband and wife, or
 - (iii) a person with whom I am living as if we were civil partners
- ("my Partner"), where I am aware that my Partner has the disclosable personal interest.

PART 1

DISCLOSABLE PECUNIARY INTERESTS

1. ANY EMPLOYMENT, OFFICE, TRADE, PROFESSION OR VOCATION CARRIED ON FOR PROFIT OR GAIN.

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NB: You need to include details of any employment or business in which you or your Partner are engaged. Employees should give the name of their employer. You should give the name of any company of which you or your Partner are a partner or remunerated director. Where you or your Partner hold an office, give the name of the person of the body which appointed you or your Partner (in the case of a teacher in a maintained school – the local education authority; in the case of an aided school – the school’s governing body)

2. SPONSORSHIP

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NB You must declare any payment or provision of any other financial benefit (other than from the GMCA) made or provided to you in respect of any expenses incurred by you in carrying out your duties as a Member / Substitute Member of the GMCA or one of its Committees, or towards your election expenses, within the period of 12 months ending with the day on which you give your notification to the GMCA’s Monitoring Officer for the purposes of Section 30(1) of the Localism Act 2011 and/or by virtue of Rule 18 of the GMCA’s Procedure Rules. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

3. CONTRACTS WITH THE GMCA

Member	Partner

NB You should describe all contracts of which you are aware, which are made between the GMCA and

- (i) either yourself or your Partner or
- (ii) a body in which you or your Partner have a beneficial interest (being a firm in which you or your Partner is a partner, or a body corporate of which you or your Partner is a director, or in the securities of which you or your partner have a beneficial interest),

which are not fully discharged and which are contracts under which goods or services are to be provided or works are to be executed.

Please note that the reference to “securities” means “shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

4. LAND IN THE AREA OF THE GMCA

Member	Partner

You should include any land (including houses, buildings or parts of buildings and any interests as mortgagee) within the GMCA’s boundaries in which you or your Partner, either alone or jointly, have a proprietary interest for your or your Partner’s benefit. You should give the address or brief description to identify it. **If you live within the GMCA’s boundaries you should include your home under this heading** either as owner, lessee or tenant. You should also include any property from which you or your Partner receive rent, or of which you or your Partner are the mortgagee.

5. LICENCES TO OCCUPY LAND

Member	Partner

NB You should include any land (including buildings or parts of buildings) within the GMCA’s boundaries which you or your Partner have a right to occupy for 28 days or longer (either alone or jointly with others). You should give the address or a brief description to identify it.

6. CORPORATE TENANCIES

Member	Partner

[NB You should list here any tenancies of properties of which you are aware, where the landlord is the GMCA and the tenant is a body in which you or your Partner have a beneficial interest (being a firm in which you or your Partner is a partner, or a body corporate of which you or your Partner is a director, or in the securities of which you or your partner have a beneficial interest).

7. SECURITIES

Member	Partner

- NB You should list here any beneficial interest of you or your Partner in securities of a body where –*
- (a) that body (to your knowledge) has a place of business or land within the GMCA's boundaries; and*
 - (b) either –*
 - (i) the total nominal value of the securities held by you or your Partner exceeds £25,000 or one hundredth of the total issued share capital of that body; or*
 - (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you or your Partner has a beneficial interest exceeds one hundredth of the total issued share capital of that class.*

Please note that the reference to “securities” means “shares, debentures, debenture stock, Loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

PART 2

PERSONAL INTERESTS

1. BODIES TO WHICH YOU ARE APPOINTED OR NOMINATED BY THE GMCA

NB You should record here details of your **position of general control or management**, in any –

- *Body to which you have been appointed or nominated by the GMCA as its representative.*

2. INTERESTS IN CHARITIES, SOCIETIES AND OTHER BODIES

NB You should record here details of your **position of general control or management**, in any –

- *Public authority or body exercising functions of a public nature;*
- *Company, industrial and provident society, charity, or body directed to charitable purposes. (Freemasons should include here membership of the Masonic Grand Charity)*
- *Body whose principal purposes include the influence of public policy, including party associations, trade union or professional association.*

3. GIFTS AND HOSPITALITY

You should list here any person from whom you have received a gift(s) or hospitality with an estimated value of at least £100 (including multiple gifts and/or hospitality with an aggregate value of at least £100 from the same person). You should provide a description of the gift(s) or hospitality and the person you believe to be the source of the gift(s) and hospitality (including accumulative gifts and/or hospitality).

You should list any such gifts or hospitality which you have received within whichever is the shortest of the period of 3 years or the period since you were first elected as a Member / Substitute Member of the GMCA.

I recognise that it can be a CRIMINAL OFFENCE under Section 34 of the Localism Act 2011 to:-

- i) fail to comply with the obligation to notify the GMCA's Monitoring Officer of any disclosable pecuniary interests as required by Section 30(1) of the Localism Act 2011;**
- ii) provide information in relation to disclosable pecuniary interests that is materially false or misleading, and**
- iii) fail to comply with the obligation to notify the GMCA's Monitoring Officer of any further disclosable pecuniary interests that require notification in accordance with Sections 30(2) and 30(3) of the Localism Act 2011.**

I authorise this information to be made available in the GMCA's Public Register of Member's / Substitute Member's Interests which will be published on the GMCA's website as required by Section 29(6)(b) of the Localism Act 2011.

Signed:

Date:

OFFICE USE ONLY

RECEIVED

Signed

Officer of the GMCA

Date

AGMA STATUTORY FUNCTIONS COMMITTEE 2019/20

Date: 18 September 2019

Subject: Greater Manchester County Record Office and Greater Manchester Archives & Local Studies Partnership

Report of: Neil MacInnes, Head of Libraries, Galleries and Culture, Manchester City Council
Sheena Macfarlane, Head of Cultural Services, Oldham Council
Philip Cooke, Citywide Services Manager, Libraries and Archives - Manchester City Council

PURPOSE OF REPORT

The Committee is asked to consider the progress of Archives+ and the Greater Manchester Archives and Local Studies Partnership.

RECOMMENDATIONS

The Committee is asked to note the progress of Archives+ the Greater Manchester Archives and Local Studies Partnership.

1.0 Background

- 1.1 Greater Manchester County Record Office (GMCRO) is operated by Manchester City Council (MCC) on behalf of the Association of Greater Manchester Authorities (AGMA). GMCRO was opened by the former Greater Manchester Council (GMC) in 1976. Since 1986 GMCRO has since been supported by all of the AGMA districts and other joint AGMA authorities. GMCRO houses 4 miles of archives and seeks to identify, collect, preserve, and promote the widest possible public access to the documentary heritage of Greater Manchester in accordance with the statutory requirement of the Public Records Act 1958 and 1967, the Local Government (Records) Act 1962 and the Local Government Act 1972.
- 1.2 GMCRO was previously based at Marshall Street in Manchester City Centre, but moved to Manchester Central Library in early 2014 as part of a wider archive partnership called Archives+. Archives+ had made archives more accessible by creating exciting interpretive exhibition spaces to provide new ways for more people to discover the richness and relevance of archives, share their own stories and have a personalised experience of the City Region's history. Manchester's iconic Central Library reopened after a four year in 2014, £50m transformation programme and is now one of the most popular libraries in the United Kingdom.
- 1.3 The Archives+ partners include the North West Film Archive (Manchester Metropolitan University), Ahmed Iqbal Ullah Race Relations Resource Centre and Trust (The University of Manchester), the Manchester and Lancashire Family History Society, and the British Film Institute. Councillor Madeline Murray was until recently the AGMA representative on the Archives+ Board.
- 1.4 In 2012 a feasibility study commissioned by AGMA recommended the creation of a formal Partnership to provide an overarching strategy and development plan for the local authority archive and local studies services in Greater Manchester. There are significant potential benefits to be gained in terms of collaborating on service improvement and future sustainability.
- 1.5 At the Statutory Functions Committee in June 2012, the Committee agreed to provide governance to enable the Partnership to be set up. It also agreed to create an officer group to lead the work of the Partnership and report to the AGMA Statutory Functions Committee. GMCRO provides strategic leadership to the partnership. The Greater Manchester Archives and Local Studies Partnership was formed, as a result and consists of representatives of each of the 10 GM authorities.

1.6 The Archives+ Partnership and GM Archives and Local Studies Partnerships (GMALSP) are held in high regard nationally as a model of best practice. Officers from our partnerships regularly speak at national archives conferences.

2.0 GMCRO and Archives+ - five years on

2.1 Our Partnership

The Archives+ Partnership consists of the following organisations, which are located at Manchester Central Library

- + Manchester City Council – Libraries and Archives
- + Greater Manchester County Record Office
- + North West Film Archive at Manchester Metropolitan University
- + Ahmed Iqbal Ullah Race Relations Resource Centre (The University of Manchester)
- + Manchester and Lancashire Family History Society.

The Partnership received funding from the Heritage Lottery Fund from 2013 to 2017.

- + Manchester Jewish Museum have temporarily re-located to Central Library earlier this year and are therefore also temporary members of the Archives+ partnership.

2.2 Archives + for everyone

Archives+ has pushed the boundaries of what archive services can do and who they engage with. Each partner has their own knowledge and skills to make us better together.

Central Library celebrated the fifth anniversary of being reopened in March 2019, following a significant transformation.

In 2018/19, around 1.8 million people visited the library, this is by far the highest number of visitors since the library re-opened, up 17% on the previous year. Latest figures are showing that the visitor numbers have exceeded 2 million visits over the last 12 months, making it the most visited public library in the country.

As a focal point of the library, Archives+ has gone from strength to strength. Prior to the project, each Archives+ partner reached only 15,000 people annually.

The family history helpdesk run by the Manchester and Lancashire Family History Society helped approximately 4,000 people in the last 12 months.

Audience development is about more than numbers through the door. Through the Activity Programme the project has reached a far wider audience than similar activity undertaken previously:

- + The age of people engaged in the Archives+ activity programme is far wider and more evenly spread.
- + Peaks in the age of engagement with archives are now at ages 6–10 years and 26–59 years, rather than over 55 years old, which is the most common age usually for visitors to archives services.
- + approximately 70% of visitors are White, compared to the previous almost 100% White audience at Greater Manchester County Record Office.
- + The numbers of families and young people engaging with archives has increased significantly.

2.2 **A sense of ownership**

Archives+ is something people want to be part of. Community groups are constantly depositing their archive collections, and holding exhibitions in Central Library. The Ahmed Iqbal Ullah’s Heritage Lottery Funded Coming in from the Cold project has increased engagement with community groups relating to ethnic minority community groups

2.3 **Feedback and quotes**

“This has become my favourite place in Manchester.” Customer

“It is not easy to explain what an archive is in outreach; the digital exhibits really help with this.” Staff member

“The Central Library is an iconic building in the heart of Manchester City Centre. It is a fascinating place to visit with a wonderful archive.

It has a great selection of interactive audio-visual displays along with books, DVD’s and other material. We especially love the picture archive and maps which show how Manchester developed and living conditions changed through the years.”

TripAdvisor review.

“We stopped in here after hearing about a tv archive that they have inside. I loved walking around the library and seeing all the different little areas they had inside. They have this brilliant feature where you can book their archive software. I had a date snuggled up in one of their pods watching old Captain Scarlet episodes. It is a

great little place to come in and shelter from the rain!” TripAdvisor review.

“At the War Museum they told me that I may find some information in this library. My Granddad had been with the Durham infantry in the WW1. The people here directed me to books which helped me understand that as he was injured he would have been brought back to England then by train to Manchester. Here people with carts or any mobile vehicle would have taken the injured to the makeshift hospitals It was likely that Granddad was cared for at the old boys school. Just like him the people of Manchester helped me also. Thank-You.” TripAdvisor review.

2.5 **Building on success – highlights of the last 12 months.**

It has been a great 12 months for Archives+.

Over 2 million people visited Central library, this is by far the highest number of visitors since the library re-opened, and makes it the most visited library in the country.

For the first few months of 2019, the Archives+ exhibition area benefited from a Frank Sidebottom takeover. The Frank Sidebottom / Chris Sievey archives have recently been deposited in Central Library. A selection of the of the archives were exhibited in an innovative and fun way. The exhibition, entitled Bobbins, proved immensely popular with people travelling from all across the country to visit. The North West Film Archives uploaded a large volume of new material from the Sievey archive into the film viewing pods. The number of views of this material was record breaking – 7000 across the two-month exhibition. The previous highest number of views on record was on the opening month of the library in 2014, when there were 2000 views.

In 2018, The Ahmed Iqbal Ullah Race Relations Resource Centre (The University of Manchester) was awarded **£357,000** from the Heritage Lottery Fund for the Coming in from the Cold project from 2018 to 2021. The project is progressing well, supporting local community groups who have been awarded funding from the HLF, develop their archives. The project is exceeding its targets.

Manchester Libraries and Archives has been awarded **£485,000** from the Heritage Lottery Fund to be the North West hub of the British Library’s Unlocking the UK Sound Heritage. The project, which runs from 2019 to 2022, is now fully underway with the three staff beginning in post in February 2019. We are digitally preserving and making available thousands of at risk sound recordings, many of which are part of the North West Sound Archives held in Manchester Central Library. Collections of sound archives held across Greater Manchester and the North West are incorporated within this project. Many of these recordings are oral histories,

providing a fascinating insight into the lives of residents of Manchester and the North West, increasing awareness and pride in our communities. We will improve access by making it easier for people to find and listen to audio archives, engage the public in audio archives through events and activities and provide opportunities for residents to volunteer as part of the project. As part of this project, we will work in partnership with the MMU's Manchester Voices project which has recently been awarded £700,000 by the Arts & Humanities Research Council

Manchester Jewish Museum have received £2.9 million to transform their museum in Cheetham Hill. Since July 2019 and until 2021 the Jewish Museum is located within Central Library. The 'Wandering Museum' is housed within Central Library, in City Library, and enables visitors to see highlights of their collection. The museum is receiving higher numbers of visits than at its permanent home. The majority of visitors have little previous knowledge of the museum. Most have limited understanding of Jewish faith, history and culture - so being in the library is significantly increasing awareness of the museum. The majority of visitors are 'young adults', which is an age group that traditionally, the museum struggles to attract.

We have been working with Manchester Art Gallery and the University of Manchester on the Manchester Together Archive. This project (supported by the Heritage Lottery Fund) aims to develop a digital archiving platform to support the digitisation, development and interpretation of more than 10,000 items that were left in the spontaneous memorials in St Ann's Square and elsewhere in Manchester after the Arena attack on 22nd May 2017.

Archives+ have worked in partnership with the "Burnage: A Place Called Home" project, supporting them with the development of their archives and hosting activities.

3.0 Greater Manchester and Local Studies Partnership

3.1 Action Plan

GMALSP has continued to work effectively together, for the benefit of all 10 GM authorities. The most recent copy of the GMALSP action plan 2017-20 is attached as Appendix 1. Highlights of the plan, demonstrating the effectiveness of the GMALSP partnership include:

3.2 Digital Preservation

The National Archives have identified Digital Preservation as the aspect of archives

which most Local Authorities are least well equipped to deal with.

In November 2018 we received £9k from The National Archives Sustainability Fund, to assist GM archive services with their approach to digital preservation. A consultant was appointed to deliver a project that would provide expertise for what authorities need to do now and in the future to ensure risks associated with digital preservation are minimised, and we are in a position to deal with digital preservation effectively. A report was presented which each authority can use to determine the best way forward in relation to Digital Preservation, for their authority. Five members of GMALSP are receiving e-learning on digital preservation as part of this project. We have redesigned the GMCROs full time Conservator post, to build capacity with digital preservation. The post has been split into two part-time posts - Conservator and Digital Preservation Archivist. The Digital Preservation Archivist is now in post, and is using the consultant's report to ensure GMALSP members approach digital preservation in an effective manner.

3.3 GM Lives Replacement

A procurement process for a replacement of the GMLives web portal is currently underway and will be funded by the New Burdens funding received by GMCRO in 2017. This funding is awarded for the transfer of the public records from across Greater Manchester to GMCRO on behalf of services which are not approved Places of Deposit and therefore cannot hold public records. GMLives is not fit for purpose, and will be replaced by a web portal that will be able to showcase GM Archives in a much more effective, customer focused way. The new Web Portal will be live in 2020.

3.4 Peterloo Commemorations and Artivists:GM

16th August marked 200 years since the Peterloo Massacre. Manchester Histories co-ordinated the large scale commemorations. The ten Greater Manchester Archive Services helped ensure the commemorations took place across Greater Manchester. Each authorities libraries/archives service held two well attended talks on Peterloo - by Professor Robert Poole and Dr Alison Morgan. Manchester Central Library was the hub for the commemorations with hundreds of talks and activities plus exhibitions being held throughout the library.

The Artivists:GM project was funded by GMCA: Great Place and co-ordinated by Manchester Histories. Each authority selected some material from their archives that related to Peterloo, or one of its themes 'Freedom of Speech, Protest, Democracy'. Manchester Histories commissioned an artist for each authority (each authority's

artist receiving £1k from Great Place) who created some, inspired by the archive material. The art forms are varied, including live performance, visual, interactive and digital. This project is nearly complete in most authorities with a sharing event taking place on 26th September.

3.5 Volunteers and Volunteer Awards

The level of volunteering has increased in most authorities including extensive use of young volunteers. A very successful GMALSP volunteer awards evening was held at Manchester Central Library on 5th June.

3.6 Accreditation and Re-Accreditation

The National Archives operate an accreditation process for archives services which are 'Places of Deposit'. Bolton, Bury, Stockport and Tameside successfully achieved their TNA accreditation, and were helped with the process by working in partnership as part of GMALSP. Manchester re-accredited, having originally achieved accredited status in 2015-16.

3.7 External Storage Framework

One of the highest risks for archives service is lack of available storage. In recognition of this, Manchester City Council on behalf of GMCRO led on a framework procurement for external storage. From July, the resulting framework became available for all GM authorities, avoiding the need for each authority to conduct their own procurement exercise.

4.0 Future Priorities

4.1 The following is a summary of priorities for Archives+ and the GM County Record Office over the next 12 months:

- **Digital by Design.** We will continue to work with partners to digitise our collections and make them available online, through the GMLives replacement.
- **Digital Preservation.** The digital preservation report, outlined above contains a list of options for us, moving forward. GMALSP is using this report to decide on the most appropriate set of actions to benefit each authority's archives collections, and our customers.

- **Learning.** Continue to work with schools and partners to ensure the archive collections are used as an inspiration for education, life-long learning developing new skills and creating a strong sense of place.
- **Partnership.** We will continue to build capacity by working in partnership with the Archives+ partners and the local universities
- **Unlocking the UK Sound Heritage project.** This project will continue to digitise ‘at-risk’ sound recordings across GM and the North West and begin to make some of these available to customers.
- **Coming in from the Cold Project.** The Ahmed Iqbal Ullah Race Relations Resource Centre will continue to deliver this project and support community groups across GM who receive funding from the newly remodelled National Lottery Heritage Fund. A visioning and remodelling exercise will continue to see how the externally funded project can be mainstreamed.
- **Manchester Jewish Museum.** Joint working opportunities will continue to be explored between the Museum and the partners to us to form a sustainable partnership that will prove beneficial even when the Museum move away from the Library. The Archives+ partners, including the museum are working together on Heritage Open Days in October which are also forming part of the Cheetham Hill Festival.
- **The Archives+ exhibition area** in Central Library requires refreshing as it has been in place for over five years. We are considering options to achieve this.
- **The GMALSP action plan** will be refreshed in Spring 2020, and will be presented at a Statutory Functions Committee in 2020-21.

6.0 Recommendations

- 6.1 The Committee is asked to note the progress of Archives+ and the Greater Manchester Archives and Local Studies Partnership.

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Greater Manchester Archives and Local Studies Partnership (GMALSP)

Development Plan 2017-2020

1. Background

Greater Manchester's archives are unique. They:

- Connect us to our local community, help us understand why we are how we are, and explore our personal identity;
- Bring history to life for children;
- Offer communities a range of volunteering opportunities - enriching lives.

Archives contain the original documents that tell the history of people, places and events that have shaped the world we live in today. They include written documents, printed materials, images, maps, sound recordings and other media that bring the past to life in a unique way.

Archives and local studies services in Greater Manchester:

- Ensure that historically significant records are systematically collected, described and documented.
- Preserve collections for future generations and ensure that they are set in a context that helps us all to understand them.
- Work towards increased access by digitising our collections and catalogues. As with every other aspect of life today, the digital world is having a big impact on archive services.

Archives have the power to enrich our understanding of the present through an appreciation of the past. They connect us to our families and the places where we live, work and study. Archives sit at the heart of our collective understanding: who we are, where we came from, and, indeed, where we are going.

Archives play an important role in our communities and help to:

- Promote a sense of place;
- Develop new digital skills;
- Provide learning opportunities;
- Improve health and wellbeing;
- Support tourism and economic prosperity.

The Greater Manchester County Record Office (GMCRO) is operated by Manchester City Council on behalf of the Association of Greater Manchester Authorities (AGMA). GMCRO was opened by the former Greater Manchester Council (GMC) in 1976. Since 1986 GMCRO has since been supported by all the AGMA districts and other joint

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AGMA authorities. GMCRO houses 4 miles of archives and seeks to identify, collect, preserve, and promote the widest possible public access to the documentary heritage of Greater Manchester in accordance with the statutory requirement of the Public Records Act 1958 and 1967, the Local Government (Records) Act 1962 and the Local Government Act 1972. In early 2014, it moved to Manchester Central Library as part of a wider archive partnership called Archives+. The Archives+ partners include the City of Manchester Archives & Local Studies, North West Film Archive (Manchester Metropolitan University), Ahmed Iqbal Ullah Race Relations Resource Centre and Trust (The University of Manchester), and the Manchester and Lancashire Family History Society. Each of the other AGMA districts in Greater Manchester also have its own archive and local studies service.

In 2012, a feasibility study commissioned by AGMA recommended the creation of a formal Partnership to provide an over-arching strategy and development plan for the ten local authority archive and local studies services in Greater Manchester. There are significant potential benefits to be gained in terms of collaborating on service improvement and future sustainability.

At the Statutory Functions Committee in June 2012, the Committee agreed to provide governance to enable the Greater Manchester Archives and Local Studies Partnership to be set up. It also agreed to create an officer group to lead the work of the Partnership and report to the AGMA Statutory Functions Committee.

2. Achievements so far

Since our inception in 2012 the Partnership has successfully:

Volunteers

- Involved over 100 volunteers with the creation of the **GM1914** online blog which publishes weekly stories from our collections about the First World War. The project won the Archives and Records Association Archive Volunteer award for 2015.
- Secured funding from the Heritage Lottery Fund for **the Made in Greater Manchester** project to raise awareness of industrial and business archives. Over 50 volunteers have played a key role undertaking cataloguing, research, and digitisation. Joint volunteer training on cataloguing, preservation, social media and digitisation has been developed. The project has enabled some services to diversify their volunteers – involving young people and local businesses.
- Developed an annual **Volunteer Awards** event where the work of archive volunteers in Greater Manchester is recognised and rewarded.
- Submitted a bid to the Heritage Lottery Fund to **engage young people** in volunteering and archives.

Digital

- Developed a large-scale **family history digitisation project**, with support from a commercial partner. This is something we could not do as individual services. We have already digitised several church registers held across Greater Manchester.
- Created **Greater Manchester Lives** as a one stop shop catalogue and digital portal for archives, local studies, and photographic collections held by archives in Greater Manchester.
- Created joint standards for measuring **digital performance**.

Raising Standards

- Delivered **joint staff training and development** on social media, working with young people, advocacy, and leadership.
- Created several **joint policies and procedures**.
- Developed a **risk assessment template** for the preservation and security of collections.
- Agreed a standard set of **fees and charges**.
- Started to work together on applications for **Archives Service Accreditation**.
- Developed an **advocacy strategy** to help raise awareness of archives with funder and decision makers.
- Led on a **digital preservation pilot** in the North West using Preservica software.
- Started to work with other archives in the North West to develop solutions for **digital preservation** and procurement of **joint storage**.

3. National Archives Vision

The national vision for archives, Archives Unlocked¹, focuses on the needs and ambitions of the archives sector, while making the case for realising – in practical and tangible terms – their unique potential and relevance in preserving the diversity of the nation’s heritage.

The ambitions at the heart of the vision are:

- **Trust** - people and institutions trust in the authenticity of archive records, and how they are preserved and presented.
- **Enrichment** - archives enhance and enrich our society intellectually, culturally and economically.
- **Openness** - archives cultivate an open approach to knowledge and are

¹ <http://www.nationalarchives.gov.uk/archives-sector/projects-and-programmes/strategic-vision-for-archives/>

accessible to all.

Archives Unlocked is underpinned by a robust action plan that embodies this drive and outlines what the sector will be doing over the next few years to lay the groundwork to make realistic and meaningful progress.

4. Archive Service Accreditation

Archive Service Accreditation is a UK-wide standards scheme which supports improvement and development for archive services. It is an externally validated standard which provides a badge of recognition for accredited archive services. It is aligned with other relevant quality assurance schemes, improvement tools and data gathering processes.

Accredited archive services provide a high level of service to their stakeholders, preserve their collections in line with national standards and are robust, sustainable services which plan and deliver ongoing improvement. Archive Service Accreditation is supported by a partnership including Archives and Records Association and the National Archives.

Archive Service Accreditation provides an archive service with a mark of external recognition and an endorsement of their service. The benefits include:

- Accredited status is a badge of recognition which demonstrates quality of services to supporters, donors and grant-making bodies, strengthening funding applications, attracting philanthropic giving and fostering investor trust.
- The process helps archive services adapt and respond to user needs and interests and to support workforce development.
- The standard provides a robust framework to facilitate forward planning, improving procedures and policy and reducing organisational risk.
- Requirements are scaled to the mission and scope of the archive service and feedback is offered at an appropriate scale, offering guidance for future service development.

5. Stronger Together: Greater Manchester Strategy

Greater Manchester is one of the country's most successful city-regions. Home to more than 2.7 million people and with an economy bigger than that of Wales or Northern Ireland, our vision is to help make it one of the best in the world. In 2013, the Local Enterprise Partnership (LEP) and the Greater Manchester Combined Authority (GMCA) published the jointly-owned Stronger Together: Greater Manchester Strategy around the twin themes of Growth and Reform. The Strategy sets out a series of priorities that will drive sustainable economic growth and reform the way that public services are delivered. These include:

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- Delivering targeted investment based on market needs.
- Revitalising Greater Manchester's town centres.
- Improving both integration of infrastructure planning and connectivity.
- Placing Greater Manchester at the leading edge of science and technology.
- Supporting business growth; improving international competitiveness.
- Reforming public service delivery to build independence and raise the productivity of residents.

Andy Burnham was elected as Mayor of Greater Manchester in May 2017. The Greater Manchester Archives and Local Studies Partnership will continue to support to the key priorities of GMCA and the Mayor of Greater Manchester (see section 7).

The partnership will also be a key player in the Stronger Together project. Greater Manchester has been selected as a national pilot area for Arts Council England (ACE), Heritage Lottery Fund (HLF) and Historic England's innovative Great Places scheme. Stronger Together will see all ten Greater Manchester districts work together to create a genuine shift in the way Greater Manchester approaches culture, ensuring greater parity of provision throughout the ten boroughs, improving engagement and access, developing and diversifying the cultural workforce, encouraging greater movement between the ten boroughs and improving health outcomes for our residents.

6. Greater Manchester – Key Facts and Challenges²

- 2.73 million people live in Greater Manchester, of which 1.76 million are of working age (16-64).
- The population of Greater Manchester grew by 7.2% (183,100) between mid-2004 and mid-2014.
- The Greater Manchester economy generates £56 billion of gross value added.
- Greater Manchester has 274 schools which educate children at a secondary level. Greater Manchester has one of the largest student populations in Europe.
- There are more than 20 universities within one hour's drive of Greater Manchester, with over 400,000 students.
- The unemployment rate in Greater Manchester is 7.3% (98,300) in the 12 months up to March 2015 – a decrease of 14.5% of the count (16,700) over the same period a year earlier and above the UK average of 6%.
- There were 47,200 unemployed benefits claimants in September 2015 – 20,300 of which are unemployed Universal Credit claimants and 26,800 are JSA claimants.
- Approximately 13,200 Greater Manchester residents claiming Jobseeker's Allowance or Universal Credit (unemployed UC claimants) in September 2015 were aged 16-24.
- Around 33,400 people in Greater Manchester had been claiming Jobseeker's Allowance or Universal Credit (unemployed UC claimants) for more than 6 months in September 2015.
- Greater Manchester is the third most deprived Local Enterprise Partnership in the country according to the 2015 Indices of Multiple Deprivation.
- 187 neighbourhoods (LSOAs) in Greater Manchester are within the 5% most deprived LSOAs in England.
- Over a quarter of all children living in Greater Manchester (dependents under the age of 20) are living in poverty.

² New Economy, Greater Manchester Key Facts (2016) - <http://neweconomymanchester.com/media/1567/greater-manchester-key-facts-jan-16.pdf>

7. GMALSP Statement of Purpose

The Partnership will contribute to the Greater Manchester Strategy, the Mayor of Greater Manchester's ambition and individual Council's priorities in the areas of:

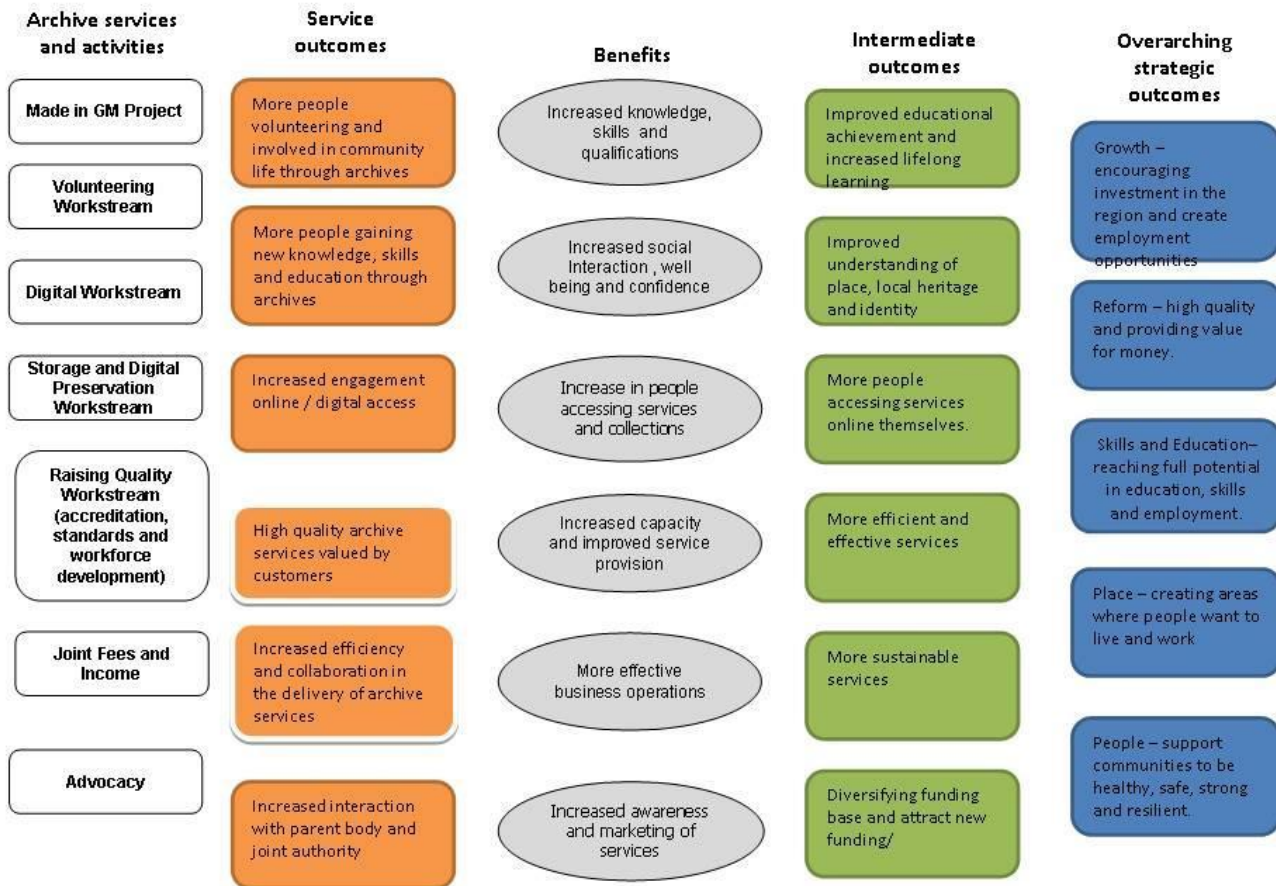
- **Sense of Place / Personal and Community Identity.** The Partnership will create a strong sense of place rooted in welcoming the complexity and multiplicity of stories that together make the history of Greater Manchester and shape the way we are today. Communities will be empowered to collect and share their stories to inspire, inform and entertain. It will give people a frame of reference for their place in society, and helps them to understand how their location, community and family have developed. We will help create revitalised town centres and safe communities.
- **Better Life Chances.** The Partnership will enable children, young people and adults to reach their full potential in education and employment. It will create opportunities for individual, family and adult learning in formal education, personal research, outreach activities and volunteering. It will help ensure all our children starting school ready to learn and leaving with hope of a good future.
- **Economic Base and Digital Futures.** The Partnership will embrace digital technology and innovation to help ensure Greater Manchester becomes a world-leading Digital City-Region. It will build broader leadership in archives and local studies for innovation throughout the City Region by encouraging the genuine exchange of ideas.

The Partnership will provide an over-arching strategy and development plan for the local authority archive and local studies services in Greater Manchester. Collaboration on a bigger scale and through a more formal process than time-limited projects will enable the archive and local studies services to:

- Develop a shared strategy for the future.
- Optimise the return on investment in their current services.
- Co-ordinate programmes for the essential cataloguing and digitisation work that is needed for people to access the archives.
- Share resources to deliver new services and ways of working that are currently under-developed and would be impossible for individual services to achieve on their own.
- Develop as a strong collective that will be better positioned to attract external funding and investment.
- Work more effectively with the libraries, museums and cultural organisations of Greater Manchester on joint initiatives and marketing with local authority/trust museum and heritage services.
- Work more effectively with the wide range of other archive services in the City Region.

8. Partnership Outcomes

Logic mode: Greater Manchester Archives and Local Studies Partnership



9. Priorities for 2017-2020

The development plan for the next three years will focus on:

1. **Digital access to collections and services**
Providing an improved online experience for users and making more collections available.
2. **Digital preservation and records management**
Working in partnership with other services to address the need to collect digital records for the future.
3. **Volunteers**
Building on our significant achievements by increasing, in scale and diversity, the opportunities for people to engage in volunteer programmes.
4. **Accreditation and raising standards**
Supporting all Greater Manchester archives to achieve accreditation and working together to ensure that, collectively, we are recognised as high quality services.
5. **Events / Advocacy**
Co-ordinating and maximising the Archives Services contributions to large scale events, anniversaries and commemorations
 - a) 100 year anniversary of Women's Suffrage 2018
 - b) 100 year anniversary of the end of World War 1 2018
 - c) 200 year anniversary of the Peterloo Massacre 2019.

Each of these priorities will have a plan and a work stream lead to ensure that they progress and achieve their objectives.

In addition to the five main work streams, we will continue to:

- Advocacy - ensuring we communicate the power of archives and how they contribute to local authority and Greater Manchester priorities.
- Training and development - ensuring that our staff and volunteers have the opportunities to develop their skills and knowledge for continuous improvement.

10. Workstreams

Name of Project/Workstream	1. Digital Access
Project Sponsor	Denise Rankin (Stockport)
Project Lead	Larysa Bolton
Date initiated	April 2017
Background	
<p>Digital use of archives increasing. In the digital world, there is the opportunity to unlock even more stories, data and information, and in ways that were not possible, or even imaginable, before. In contrast to other parts of the cultural sector a higher proportion of adults visit an archive online than in person. The DCMS Taking Part survey reveals that in 2015-2016 10.4% of adults had visited an archive website. Of those who had visited an archive website, 68.3% had done so to view digitised documents and 30.2% of adults had searched a catalogue.</p> <p>To date the GMALSP has digitised several church registers held across Greater Manchester, appointed a commercial supplier to undertake further family history digitisation and developed Greater Manchester Lives as a one stop shop catalogue and digital portal. How can these be further developed and improved?</p>	
Objectives / What difference will it make	
<ul style="list-style-type: none">● Improve digital access to and engagement with collections. Customers can access them 24/7 at home or for free at their local library in Greater Manchester.● Increase digital use of collections. Digital use of archive collections is increasing and onsite use is decreasing.● Create a new income stream from royalties. By doing this together rather than individually it is likely that we can negotiate a higher royalty rate. Obtain free access to the publishers' web site for libraries in Greater Manchester.● Reduce staff transactions for some services. By digitising records, staff no longer need to retrieve original archives. Staff time not needed to be spent supporting customers on use of the microfilm readers.● Preservation / Security. By creating digital surrogates we are reducing the risk of damage to collections through handling or theft.	
Scope	
<p>(i) Family History Digitisation</p> <p>The current contract with our commercial supplier will enable important records to be digitised and made available online. The GMALSP receives royalties' income from</p>	

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the records used. It might be possible, in the future, for these files to be stored and accessed directly from a GM platform rather than through a commercial supplier. Manchester will continue to manage the contract on behalf of GMALSP and explore other options when the contract nears expiry.

(ii) Greater Manchester Lives Replacement

The Greater Manchester Lives site was developed at low cost. There are problems with both the content management system and the customer facing aspects of the site. A new solution is needed. This will require:

- A specification of the systems/functionality required, including the desirability to have “micro” sites for individual services and for projects such as GM1914
- Identification of capital costs and the possible sources for that funding
- A test of the assumption that the annual revenue costs would be no more than the current costs for maintaining GM Lives and other sites

2019/20– procure new site and provide access to current GM Lives resources

2020 – develop content on the main site and micro sites

2020 – optimise the benefits of using the site for income and other developments

This work will be led and funded by GMCRO.

(iii) Review and refresh the commitment to capture data for online use to give better information about the services and for use in advocacy and funding applications.

Constraints and risks

- Development costs.
- Staff time / capacity.
- Technical knowledge.
- ICT department constraints.
- Family History digitisation – getting the legal/licensing framework correct.
- Authorities reluctant/unwilling to participate.
- Capacity of partners.

Members

- Larysa Bolton (Manchester)
- Sarah Hobbs (Manchester)
- Philip Cooke (Manchester)
- Julie Lamara (Bolton)

Name of Project/Workstream	2. Digital Preservation and Records Management
Project Sponsor	Philip Cooke
Project Lead	Alex Miller (Wigan)
Date Initiated	April 2017
Background	
<p>The archives of the future are being 'born digital'. 90% of the world's data has been generated in the last 2 years. Ensuring valuable digital information remains usable over time is a key challenge for archives. Society is changing, opening up new uses for data and records, and posing new questions about what is collected now and in the future, in both paper-based documents and digital formats. Digital technology has fundamentally changed what it means to be an archive. Archivists can help the IT and knowledge management communities by bringing professional archival practice to this digital world.</p> <p>Some work has already been undertaken in the North West:</p> <ul style="list-style-type: none"> ● The North West Digital Preservation Group – several standards / policies have been put together by the group. ● Individual authorities have undertaken some work and developed systems e.g. Cumbria have purchased Preservica software. ● Manchester / Greater Manchester Archives and Local Studies Partnership – led on a digital preservation pilot in the North West using the Preservica software. <p>Some work on digital preservation has been delivered in other regions:</p> <ul style="list-style-type: none"> ● Archives West Midlands – are undertaking a scoping exercise. ● Archives First – also looking at how they can work together on digital preservation. ● East Anglia – Sharing Archivematica Pilot project. Testing using the Archivematica software. This includes non-local authority archive services. <p>We need to learn from emerging best practice, and consider the best approach for GM</p> <p>Archives services in Greater Manchester acknowledge they could be working more effectively with colleagues in their parent authority's information governance or records management teams. There are significant benefits and economies for organisations which manage their records and information well. Organisations with poor (or no) recordkeeping systems are risking a great deal – legally and reputationally.</p>	
Objectives / what difference will it make	

- Ensure the archives of the future are collected and preserved – avoiding a digital blackhole. Including the archives created by GMCA.
- Ensure that records remain authentic and usable over time – a key to accountability and public confidence.
- Safeguard our financial assets – digital surrogates have a financial value (e.g. re-licensing, avoid having to digitise again).
- Improve the relationship between archives and records management / information governance – ensuring the archives of the future are deposited.

Scope

- Digital preservation – update digital preservation policies and procedures.
- Apply for funding from the National Archives to undertake a feasibility study to:
 1. Work with stakeholders to develop a manifesto for digital preservation. What are the long term, intermediate and short term outcomes? What are the risks of not doing anything? What are the benefits for residents and local authorities?
 2. Create case studies of good practice in digital preservation across the UK.
 3. Identify what activity / conditions is required to deliver the long-term outcomes? This could include:
 - Advocacy / relationships – identify key messages, key stakeholders in the region and a strategy to influence them.
 - Systems – software requirements, storage.
 - People – staff training, staff resource, procedures / policies
 4. Identify delivery and governance models to deliver the outcomes and activity e.g. North West, sub-regional, individual. Role of volunteers / other partners.
 5. Actions Plan for next steps 2018-2021 and resource implications.
- Advocacy /relationships - work towards records management and digital preservation becoming a corporate priority e.g. political buy in from politicians, senior managers, ICT colleagues.
- Update records retention guidelines and procedures for archive services.

Constraints and Risks

- Lack of records management policy / strategy for parent authorities.
- Positioning of services within their authority – not aligned with records management / information governance.
- Political buy in and positioning.
- ICT policies /constraints.
- Staff resource.

- Staff knowledge, expertise and confidence.
- Tools for managing digital records and providing access (e.g. software).
- Storage – cost.

Members

- Alex Miller (Wigan)
- Christopher Prince (Manchester)
- Larysa Bolton (Manchester)
- Philip Cooke (Manchester)
- *Consultant funded from the TNA Sustainability Fund – Kevin Bolton*

Name of Project/Workstream	3. Volunteers
Project Sponsor	Sarah Curran (Trafford)
Project Lead	Janet Byrne (Rochdale)
Date initiated	April 2017
Background	
<p>The GMALSP has a strong record in attracting volunteers to work on a wide range of projects. They often are a vital part of our project plans, this needs to be embedded in every project. We celebrate volunteers well. More work needs to be done on ensuring we train and develop our volunteers consistently. There is also a need to explore ways to encourage volunteering from a wider and more diverse range of communities.</p>	
Objectives	
<ul style="list-style-type: none"> ● More, and diverse range of people volunteering and involved in community life through archives. ● More people gaining new knowledge, skills and education through archives. ● Identify good practice for recruitment, training and management of volunteers. ● Identify shared projects where volunteers could play a key role. ● Undertake joint recognition, rewards and training for volunteers. ● Measure and evaluate the benefits of volunteering. 	
Scope	
<ul style="list-style-type: none"> ● Create a single blog for volunteer projects - merge GM1914 and Made in Greater Manchester blogs. ● Share good practice in GM and learn from wider sector. ● Complete, evaluate and celebrate Made in Greater Manchester. ● Continue GM1914 project in 2018. ● GM Archives annual Volunteer Award event. ● Create annual volunteer training programme. ● Create volunteer toolkit / framework of best practice. ● Diversifying volunteer base – in particular young people (Archives Hack HLF project) ● Use joint evaluation tool to measure outcomes of volunteering across GM. ● Advocacy – demonstrate the value of volunteers and working together. ● Community Archives – work with Coming in From the Cold Project. 	
Constraints and Risks	
<ul style="list-style-type: none"> ● Staff capacity to recruit, train and manage volunteers ● Authorities reluctant/unwilling to participate ● Budget reductions/service restructuring 	

Members <ul style="list-style-type: none"> ● Janet Byrne (Rochdale) ● Margaret Myerscough (Stockport) 	
Name of Project/Workstream	4. Accreditation and Raising Standards
Project Sponsor	Mandy Kinder (Tameside)
Project Lead	Margaret Myerscough (Stockport)
Date Initiated	April 2017
Background <p>Archive Service Accreditation is a UK-wide standards scheme which supports improvement and development for archive services. It is an externally validated standard which provides a badge of recognition for accredited archive services. It is aligned with other relevant quality assurance schemes, improvement tools and data gathering processes.</p> <p>Accredited archive services provide a high level of service to their stakeholders, preserve their collections in line with national standards and are robust, sustainable services which plan and deliver ongoing improvement. Archive Service Accreditation is supported by a partnership of Archives and Records Association (UK & Ireland), Archives and Records Council Wales, Arts Council England, National Records of Scotland, Public Record Office of Northern Ireland, Scottish Council on Archives, The National Archives, and the Welsh Government through its CyMAL: Museums, Archives and Libraries Wales division.</p> <p>Archive Service Accreditation provides an archive service with a mark of external recognition and an endorsement of their service. The benefits include:</p> <ul style="list-style-type: none"> ● Accredited status is a badge of recognition which demonstrates quality of services to supporters, donors and grant-making bodies, strengthening funding applications, attracting philanthropic giving and fostering investor trust. ● The process helps archive services adapt and respond to user needs and interests and to support workforce development. ● The standard provides a robust framework to facilitate forward planning, improving procedures and policy and reducing organisational risk. ● Requirements are scaled to the mission and scope of the archive service and feedback is offered at an appropriate scale, offering guidance for future service development. <p>Places of Deposit will be expected to apply for Archives Accreditation by the end of 2017. Services that are not accredited may trigger a review of their Place of Deposit status by The National Archives. This could lead to the transfer of records from their care and reputational risk with stakeholders.</p>	

GMALSP - Development Plan 2017-2020 – May 2019

Manchester Central Library and Wigan Archives / Local Studies received Archive Service Accreditation in March 2015 and July 2015 respectively. Accredited archive services must demonstrate that they continue to meet the standard to retain accredited status. Manchester and Wigan will need to complete their three-year review stage in 2018 and re-apply for Accredited Status in 2021.

The following services are considering applying for Archive Service Accreditation by the end of 2017: Stockport, Tameside, Bury, Oldham, and Bolton

This workstream focuses on how the ten services can work together to raise standards, improve services, demonstrate their value, reduce risks and obtain/retain Archive Service Accreditation.

This includes the creation of joint policies, sharing best practice.

In addition, archive services in Greater Manchester face challenges with physical storage. Records are often stored in poor conditions, do not meet the national standard for archive storage (BS EN 16893:2018 – ‘Conservation of Cultural Heritage’) and there is very little space for accruals. Some authorities in Greater Manchester and the North West use commercial off site storage. The current contracts for two of the authorities with the largest number of archives stored off site with a commercial supplier come to an end in February 2019. There is potential for a joint procurement process which can deliver better value for money.

Objectives

- Use the Archive Service Accreditation framework to facilitate forward planning, improving procedures and policy and reducing organisational risk.
- Develop high quality archive services in Greater Manchester that are valued by customers.
- Increase efficiency and collaboration in the delivery of archive services across GM
- Demonstrate the quality of archives services in Greater Manchester to supporters, donors and grant-making bodies.
- Increase interaction with parent bodies and the joint authority.
- Improve quality of physical storage and deliver value for money.
- Effective management of public records

Scope

- Update existing joint policies and procedures.
- Create new policies and procedures where there are currently gaps.
- Share best practice and procedures between services.
- Review the joint fees and charges.
- Investigate the feasibility of new joint fees and charges.
- Create buddying system or learning set for going through the process of Accreditation.

GMALSP - Development Plan 2017-2020 – May 2019

<ul style="list-style-type: none"> ● Work together to reduce duplication of effort when applying for Archive Service Accreditation. ● Advocate the benefits of Archive Service Accreditation to stakeholders. ● Create system for updating joint policies and procedures regularly. ● Work with other authorities in the North West to agree an approach to procure off-site commercial BS EN 16893:2018 quality storage that can be used by archive services in GM 			
Constraints and Risks <ul style="list-style-type: none"> ● Staff capacity to complete application form. ● Lack of buy in from some parent authorities – senior managers and members. 			
Members <ul style="list-style-type: none"> ● Margaret Myerscough (Stockport) ● Meghan Macgabhann (Trafford) ● Caroline Furey (Bolton) ● Helen Lindsay (Bury) 			
Summary of Policies and Procedures			
Policy Name	New/Update	Who?	Month to review each year?
Collections Development Policy and Strategy	Update and co-ordinate with wider archive sector.	LB/HL	Feb
De-accessioning and Appraisal Policy	Update.	LB/HL	Mar
Access Policy and Audience Development Plan	Update Access Policy and create Audience Development Plan section/template.	MM/KG	Apr
Cataloguing and Accessioning Guidelines	Updated in 2016.	???	Apr
Digitisation Guidelines	Update/review.	Digital group	May
Digital performance framework	Update/review.	Digital group	May
Conservation/Preservation/Security Policy	Create – new (template for services to adapt/use).	CF/Bolton Archives	July

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Preservation / Security Risk Assessment	Template created – each service to complete monthly	Each service	August
Digital Preservation Policy	Update in 2018	Digital preservation group	-
Fees and Charges	Update by September 2017.	RI	September (bi-annually)
Advocacy / Communications Toolkit	Created in 2017	LB	October
Volunteer Framework	Create in 2017-2018, and then review annually	Volunteer Group	June
Disaster / Emergency Reaction Plans	Individual services	Each service	January
Training Plan - is it staff or volunteers	Incorporate into Service Development Plan.	Volunteers / Accreditation	January
Records retention guidelines	Update in 2017-2018	Digital preservation group.	-

Name of Project/Workstream	5. Events and Advocacy
Project Sponsor	Julie Oldham (Bolton)
Project Lead	Philip Cooke / Larysa Bolton
Date	June 2017
Background GM Archive Services should be involved with large scale events, anniversaries and commemorations. GMALSP should co-ordinate joint activities and initiatives and increase signposting between each other's activities.	
Objectives <ul style="list-style-type: none">Ensuring that commemorations, from the archives services, are good quality and co-ordinated across Greater Manchester	

<ul style="list-style-type: none"> ● Help show the Power of Archives to customers, communities and stakeholders. 	
Scope <ul style="list-style-type: none"> ● To have an overview of archives commemorations across Greater Manchester ● To work with other sectors such as museums, libraries, Universities and arts organisations 	
Constraints / Risks <ul style="list-style-type: none"> ● Staff capacity ● Less buy-in from Authorities with less direct connections to commemorations 	
Members <ul style="list-style-type: none"> ● Larysa Bolton (Manchester) ● Philip Cooke (Manchester) ● Julie Lamara (Bolton) ● Sarah Hobbs (Manchester) 	
Name of Project/Workstream	5a Women’s Suffrage 100 Year commemorations COMPLETE
Project Lead	Sarah Hobbs
Date	June 2017
Background Womens Suffrage was achieved through the Representation of the People Act 1918 . The 100 year anniversary will be celebrated in 2018.	
Objectives <ul style="list-style-type: none"> ● Ensuring that celebrations, from the archives services, are good quality and co-ordinated across Greater Manchester ● Educational resources, exhibitions, displays and digital ● To show stakeholders the power of archives 	
Scope <ul style="list-style-type: none"> ● To have an overview of archives commemorations across Greater Manchester ● To work with other sectors such as museums, libraries, Universities and arts organisations 	
Constraints / Risks	

<ul style="list-style-type: none"> ● Staff capacity 	
Members <ul style="list-style-type: none"> ● Sarah Hobbs (Manchester) ● Julie Lamara (Bolton) 	
Name of Project/Workstream	5b. Commemorations of the end of World War One COMPLETE
Project Lead	Julie Lamara
Date	June 2017
Background World War One ended on 1918. 2018 will bring the commemorations relating to World War One to an end, and specifically commemorate the end of World War One.	
Objectives <ul style="list-style-type: none"> ● Ensuring that celebrations, from the archives services, are good quality and co-ordinated across Greater Manchester ● Educational resources, exhibitions, displays and digital ● To show stakeholders the power of archives 	
Scope <ul style="list-style-type: none"> ● To have an overview of archives commemorations across Greater Manchester ● To work with other sectors such as museums, libraries, Universities and arts organisations 	
Constraints / Risks <ul style="list-style-type: none"> ● Staff capacity 	
Members <ul style="list-style-type: none"> ● Julie Lamara (Bolton) ● Margaret Myerscough (Stockport) ● Roger Ivens (Oldham) ● Janet Byrne (Rochdale) 	

Name of Project/Workstream	5c. Peterloo Commemorations – 200 year anniversary
Project Lead	Philip Cooke

Date	June 2017
<p>Background</p> <p>The Peterloo Massacre occurred at St Peter's Field, Manchester, England, on 16 August 1819. Commemorations of the 200 year anniversary will be held from June - August 2019. The massacre affect people from across Greater Manchester and beyond.</p>	
<p>Objectives</p> <ul style="list-style-type: none"> ● Feed appropriately into the commemorations – being co-ordinated by Manchester Histories, ensuring libraries and archives are used as venues and resources ● Ensuring that commemorations, from the archives services, are good quality and co-ordinated across Greater Manchester 	
<p>Scope</p> <ul style="list-style-type: none"> ● To have an overview of archives commemorations across Greater Manchester ● To work with other sectors such as museums, libraries, Universities and arts organisations 	
<p>Constraints / Risks</p> <ul style="list-style-type: none"> ● Staff capacity ● Less buy-in from Authorities with less direct connections to Peterloo 	
<p>Members</p> <ul style="list-style-type: none"> ● Larysa Bolton (Manchester) ● Philip Cooke (Manchester) ● Margaret Myerscough (Stockport) ● Robert Hillman (Tameside) ● Janet Byrne (Rochdale) 	

11. Partnership Action Plan 2017-2020

Workstream	Action	When	Who	Status
1. Digital Access	Continuous management of commercial supplier contract and digitisation of family history collections. Manage Find My Past digitisation project.	2017-2020 2018-20	All LB	Complete – Oldham, Wigan, Roch Partial – Tameside / Mcr Next – Trafford, Bury
	Define system requirements for a replacement for GM Lives.	Jan 2018	Philip Cooke / Larysa Bolton	Complete
	Procure new system (in conjunction with Manchester City Council IT and procurement)	Dec 18 – Dec 19	Philip Cooke / Larysa Bolton	Underway
	Go live with new system	Mar 2020	Philip Cooke / Larysa Bolton	
	Revive system for collecting and managing performance data on the use of digital services/resources.	Mar 2020	Hannah Turner	
2. Digital Preservation and Records Management	Apply to TNA Opening Up Archives Bridging the Digital Gap to develop this workstream. <i>The bid was unsuccessful, so we have reverted to the plan below.</i>	May 2017	Philip Cooke	Complete - unsuccessful
	Redesign the GMCRO conservator role. 2 part time posts: 1 x Conservator 1 x Digital Preservation Archivist	Oct 2018		<i>Complete – currently being recruited</i>
	Recruit to Digital Preservation Archivist. Begin in post	July 2019		Complete – Christopher Prince
	Submit application to TNA Sector Sustainability Fund for	Sep 2018	Larysa Bolton	Complete – Bid was

GMALSP - Development Plan 2017-2020 – May 2019

	digital preservation feasibility study – to scope out what is needed in coming years across GM			successful
	Delivery of funded project. Kevin Bolton appointed. This includes training of GMALSP staff.	Jan – Jun 2019	Alex Miller	Complete
	The following people receive digital preservation e-learning Helen Lindsay Hannah Turner Rob Hillman Janet Byrne Chris Prince	Mar – Dec 2019		
	Apply to TNA Opening Up Archives Bridging the Digital Gap Cohort 3	When available 2019-20	Philip Cooke	
	Update digital preservation policies and procedures.	2018- July 2019	Consultant / Digital Preservation Archivist	
	Digital Preservation training / awareness / best practice from East Midlands Archives Group / West Midlands Group	Dec 2019	Digital Preservation Archivist	
	Attend Greater Manchester Information Governance meeting to explore collaboration opportunities.	Dec 2019	Alex Miller	
	Work with NHS to ensure there is a consistent and effective transfer of public records	Jan 2020	Alex Miller	
	Consider migration to Spydus Collection Management module, Manchester leading with other authorities joining in as and when	Mar 2020	Philip Cooke	Spydus Contract signed until 2023. Demo at Sep GMALSP meeting
3. Volunteers	Submit Archives Hack bid	May 2017	Philip Cooke	Completed - unsuccessful

	Share good practice in GM and learn from wider sector. Organise visits. e.g. West Yorkshire community archives.	2017-2018	Wigan at TNA Volunteers event / Jo and Becky Volunteer cataloguing guidance	Complete
	Merge GM1914 and Made in GM blogs. Create of GMStories.org Create more prominent and easier to use blog for volunteers to write about their work. To contain short video/podcasts).	Autumn 2018	Tameside (HLF funding)	Complete
	Commission consultant to create volunteer toolkit / framework and creating training programme, using Made in GM funding	Sep 2017	<i>Jo Robson</i>	Complete and sent to authorities to implement
	Review documentation on volunteers and develop a framework / toolkit for GMALSP. Share on Knowledge Hub.	Jun 2017-Apr 2018, then review annually	Consultant with brief and guidance by JR and Becky	Complete and sent to authorities to implement
	Create sustainable annual training programme for volunteers- building on the success of Made in Greater Manchester.	Dec 2017	Consultant with brief and guidance by JR and Becky	Complete and sent to authorities to implement
	Implement the volunteer training plan	2017-20	All in each authority	
	Capture stories and case studies for use in evaluation, advocacy and future funding bids.	Sep 2018 then every 12 months	Janet Byrne	Complete
	Hold the 2017 Archives Volunteer Awards	2017-2020	Opening Up Archives Trainee – Jane Williams and JR (2017)	Complete
	Hold the 2019 Archives Volunteer Awards during National Volunteers Week (1-7 June)	June 2019	Volunteers workstream Archives reps	Complete

GMALSP - Development Plan 2017-2020 – May 2019

4. Accreditation and Raising Standards	Undertake gaps analysis for policies/procedures.	Apr 2017	Accreditation Group	Complete
	Update existing joint policies and review/update each year (See above for details and schedule). For 2017 policies to be reviewed and updated by January 2018.	2017-2020	Accreditation Group/Various	Underway
	Create new policies where there are gaps and review each year (See above for details and schedule). For 2017, new policies to be created by September.	2017-2020	Accreditation Group/Various	Complete
	Identify parts of the Accreditation Service form where joint paragraphs/statements could be created.	May 2017	Accreditation Group	Complete
	Create joint paragraphs/statements.	June-Dec 2017	Accreditation Group	Complete
	Each authority (that is going to) submit Accreditation and Re-accreditation	Mar 2018	Each authority	Complete
	Accreditation Achieved Reaccreditation achieved	July 2018	Bolton Bury Stockport Tameside Manchester	Complete
	Review Fees and income; update and simplify fees in line with inflation and report back on income raised across services.	By Sep 2019, Sep 2021	Roger Ivens	
	Storage – liaise with Cheshire Archives and procurement on an approach to procurement.	May 2017	Philip Cooke	Complete
	Storage – undertake procurement exercise for Framework contract.	June 2018 - Feb 19	Philip Cooke / MCC procurement	Complete
	New Contract to start, and be available for other authorities to	July 2019	All	Complete

GMALSP - Development Plan 2017-2020 – May 2019

	sign-off from			
	Disaster Recovery training received from Harwell	Sept 2019	Digital Preservation Archivist	
5. Events / Commemorations / Advocacy	Collect blogs relating to women's suffrage stories across GM		Larysa Bolton	Complete
	Activity relating to 100 years celebration of the end of World War 1	July 2018	Julie Lamara	Complete
	Attendance by Barney Francis (Manchester Histories) at GMALSP practitioners meeting	Sept 2017	Larysa Bolton	Complete
	Work with Manchester Histories	Ongoing	Philip Cooke	Complete
	Peterloo talks held at libraries across GM as a taster for Peterloo Commemorations	Feb 2018	Philip Cooke	Complete
	Act as venues for activities and events for Peterloo Commemorations.	2019	GMALSP	Complete
	Partner with Manchester Histories & GMCA Great Place on 'Artivists GM' to use art to bring an archive to life in each authority	Feb-Sep 2019	PC / GMALSP / Karen Shannon / Julie McCarthy	
	Peterloo talks held at libraries/archives in every GM authority	Jun-Jul 2019	Philip Cooke	Complete

12. Review

This Development Plan and the action plan should be reviewed and if necessary updated annually in March 2018 and March 2019.

AGMA STATUTORY FUNCTIONS COMMITTEE 2019/20

Date: 18 September, 2019

Subject: Closedown of AGMA S48 Grants Programme

Report of: Sue Parkinson, Principal Resources and Programmes Officer

PURPOSE OF REPORT

To inform SFC of the closure of the AGMA-run Section 48 grants fund, in line with the legislative requirements concerning closure of the scheme as from the 01 April 2019.

RECOMMENDATIONS:

SFC is asked to:-

- Note the closure of the AGMA-run Section 48 grants fund.

CONTACT OFFICERS:

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Marie-Claire Daly, Principal of Culture and Creative Policy, Business, Innovation & Enterprise Policy, GMCA
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BACKGROUND PAPERS:

Reports to joint Greater Manchester Combined Authority and AGMA Executive Board 16 December 2016

Cultural Programme Consultation report GMCA 29 September 2017

Reports to the AGMA Exec Board 27 October 2017

1. Background

- 1.1 In December 2016, the Joint GMCA and AGMA Executive Board agreed to recommend to the ten Greater Manchester district councils that consideration be given to the closure of the Section 48 AGMA grants scheme and that approval be sought from the districts for AGMA to undertake a consultation on the formal closure of the Section 48 scheme. The Joint Board also asked for a report to be brought back to it setting out detailed proposals for a new funding programme for culture, to be operated under the GMCA.
- 1.2 The Greater Manchester Grants Scheme, known as Section 48, was established in 1986 and is administered by AGMA on behalf of the ten Greater Manchester district councils. Since the scheme was established priorities and criteria for the scheme have changed, but its core purpose - to support organisations to deliver cultural, social or community activity and services across the ten districts of Greater Manchester - has remained. Between 2015/16 and 2017/18 (the last three year funding cycle) AGMA invested, on behalf of the districts, £9.9m in the Grants programme.
- 1.3 A report to the GMCA on 29 September 2017 outlined the outcome of a consultation (which closed on 16 September 2017) into the creation of the new GMCA Culture and Social Impact Fund. The creation of this new fund was agreed by the GMCA and the call for projects was launched on Friday 6th October 2017. The September report to the GMCA also provided interim results on the consultation on the proposed closure of AGMA Section 48 scheme.
- 1.4 On 27 October 2017 the Joint GMCA and AGMA Executive Board members recommended that Greater Manchester district councils should agree to close the Section 48 Grants programme, noting that it will be replaced by a new GMCA Culture and Social Impact Fund from April 2018.

2. Consultation

- 2.1 By August 2017 AGMA had received approval from all ten Greater Manchester districts to consult on the possible closure of the AGMA Section 48 grants programme. As the both the potential closure of Section 48 and the establishment of a new GMCA fund were interlinked, consultations on both were aligned and opened on 9 August 2017.
- 2.2 A targeted consultation process was followed where Cllr Morris, GMCA Portfolio Lead for Culture, Arts and Leisure contacted current recipients of the fund and members of the AGMA Statutory Functions Committee. Cllr Morris also contacted lead cultural officers in all ten LAs asking them to respond and forward through their networks. This communication was followed up by further targeted communication from the GMCA who also promoted the survey through voluntary and third sector networks in Greater Manchester.

Consultation took the form of an online questionnaire and four open events.

3. Consultation Summary and Responding Actions

- 3.1 There was general support for closure of the AGMA Section 48 grants, as long as it was replaced by a suitable alternative. Consultees considered the proposed GMCA Culture and Social Impact Programme to be a suitable alternative and this programme commenced on 01 April 2018.

4. Closure of the Section 48 Scheme

- 4.1 By December 2017, all ten Greater Manchester districts had agreed to the closure of the Section 48 scheme.
- 4.2 Section 48(8) of the Local Government Act 1985 provides that a grants scheme made by councils under Section 48 "...may be revoked by those councils (or, in the absence of agreement between all of them, by a majority of those councils) with effect from the end of any financial year after that in which the decision to revoke the scheme is made."
- 4.2 This meant that even though the ten Greater Manchester districts agreed to close the Section 48 scheme, it still technically had to continue to exist until the end of the 2018/19 financial year. However, as that year was also the initial year of grant funding under the GMCA Culture and Social Impact Fund, the Section 48 Scheme was zero-funded for 2018/19 to avoid duplication of grant provision. It is to be noted that a precedent had already been set for potential zero funding of particular years of the Section 48 scheme, as the second and third years of the 2015/16 to 2017/18 Section 48 cycle of funding were not guaranteed and potentially could have been left unfunded (although this did not ultimately occur).

5.0 Recommendations

- 5.1 Members are asked to:-
- 1) Note the technical closure of the AGMA Grants programme , in line with the legislative requirements concerning closure of the scheme from the 01 April 2019.

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Greater Manchester Disaster Relief Fund

Annual Impact Report 2018 - 2019

Prepared for GMCA Culture Committee



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About Forever Manchester

Forever Manchester is a charity that funds and supports community activity across Greater Manchester. We are a Community Foundation. We strengthen communities and enrich local life by inspiring local people to do extraordinary things together.

In every neighbourhood across Greater Manchester thousands of people are actively involved in community activities or projects. There are over 20,000 community projects of varying sizes and interest that help support and positively interact with many of the 2.6 million population of Greater Manchester.

Individuals benefit greatly from being involved in community activity. It helps to improve mental and physical well-being, reduces social isolation, develops confidence to try something new and raises aspirations and employability as well as providing an opportunity to meet others.

Often run on a voluntary basis, these projects require financial and non-financial support to help them deliver activities for the benefit of the wider community.

Thanks to the generous contributions from individuals and local businesses we have developed our own funding programmes to complement the national and regional funding programmes that we have the responsibility to manage and deliver.

We've stripped away the bureaucracy normally associated with funding applications; we've changed our application forms, we ask different questions, and we've developed tools to ensure local people can realise their unlimited potential.

We talk to residents and community groups about their ideas and interests, and connect them with others of similar mind to bring those ideas to life to benefit others in the community.

We invest in modern day philanthropists, local people giving up their time and energy and using their skills, talents and assets to make our communities better places to live, work and love. Whether it's neo-natal knitters in Northenden, the lads on the allotment in Levenshulme or the cycling senior citizens from Chadderton - they are our home-made heroes.

Our approach adopts a different way of thinking about how to work for change – starting from a place of possibilities, strengths and capacities, as opposed to problems and deficiencies. A strength based approach helps residents and organisations to manage change by mobilising their existing and potential capabilities, resources and assets.

The Greater Manchester Disaster Relief Fund

The Greater Manchester Disaster Relief Fund (GMDRF), formerly known as the Greater Manchester Disaster Relief Trust, was transferred in its entirety for management and delivery to Forever Manchester, in April 2009. The total amount transferred was £475,646.38.

As part of an Endowment Match Challenge, a one off payment of £100,000 was made from GMDRF to Forever Manchester's endowment fund and matched pound for pound by the Government's Grassroots Grants Endowment Challenge. The return on this investment of £200,000 is transferred in to the fund each year to create a sustainable funding stream.

The remaining £375,646 was kept for grant-making, with the aim of keeping £200,000 in flow-through funds for emergency grant-making. Investment income from the endowed sum is added to the flow-through account on a quarterly basis.

As with all disaster funds, the facility for the public to donate to the fund either in general or in response to specific events was established, so that the potential for future growth of the fund is encouraged.

Financial Review of Investment

Forever Manchester's investment managers are appointed for periods of three years, although any appointment can be reviewed sooner – and the appointment terminated - if the Board endorses any such recommendation from the Investment Committee.

The Investment Committee, under delegation from the Board, is responsible for overseeing the performance of the investment(s), the investment managers and all other aspects of investment policy.

Date	Endowment Market value
31.03.2019	£220,140
31.03.2018	£222,353

Fund Information

- Balance of distribution funds in the Bank Account at 31st March 2019 was £207,258 (31st March 2018 £196,988).

Dividends from the endowment have increased the amount available in the distribution account and it is now back above the desired level of £200,000, following a drop due to significant awards made in response the floods in 2015-16 and 2016-17.

Awards Made 2018-19

No awards were made through the GMDRF in the 2018-19 financial year, as no relevant major incidents were reported as per the fund guidelines (see appendix 1).

Appendix 1

Greater Manchester Disaster Relief Fund Guidelines

Greater Manchester Disaster Relief Fund

Forever Manchester, The Community Foundation for Greater Manchester, (charity registration number 1017504) manages the Greater Manchester Disaster Relief Fund, which was previously administrated by the Association for Greater Manchester Authorities (AGMA).

The Fund was established as the Greater Manchester County Disaster Relief Trust in 1979 in response to the Manchester Woolworth's fire tragedy. Its aim was to provide financial support to victims of this fire and other large scale disasters who were experiencing distress, sickness or other disability as a result of a tragedy. Since then, the Fund has provided financial support to those affected by a number of major incidents across Greater Manchester.

Purpose of the Fund

To give monetary support for the relief of **immediate financial need**, as a result of a **disaster/emergency** involving loss of life or injury to multiple people or property within Greater Manchester.

To be eligible, an incident must be recommended as appropriate to apply for financial support from the fund by one of the following recognised individuals:

- Chair of GM Resilience Forum
- GMP Force Duty Officer
- Head of AGMA CCRU

Indicators of Eligibility

To be recommended as eligible to apply to the Fund, it is expected that an incident would have triggered one of the following:

- A Civil Contingencies Act declared emergency:
 - (a) an event or situation which threatens serious damage to human welfare in a place in the United Kingdom,
 - (b) an event or situation which threatens serious damage to the environment of a place in the United Kingdom, or
 - (c) war, or terrorism, which threatens serious damage to the security of the United Kingdom.

- A multi-agency emergency declared by Greater Manchester Police, Greater Manchester Fire and Rescue Service, North West Ambulance Service or one of the Greater Manchester local authorities. A multi-agency Strategic Coordinating Group or a multi-agency Tactical Coordinating Group formed with a Gold Strategy agreed.

What CANNOT be supported?

- An incident which does not trigger any of the above, and/or which is not recommended as appropriate by one or more of the recognised individuals.
- An incident where the majority of those affected reside outside of the ten boroughs comprising Greater Manchester.

Who can Apply

Once an incident has been recognised as eligible, Forever Manchester would invite applications to be submitted by the Local Authority where the incident occurred. If an incident affects multiple Local Authorities, all affected Local Authorities can apply but they must liaise with other applicant Authorities to ensure there is no duplication. The Fund can only support applications for incidents which occur within, or have significant impact upon, one of the ten boroughs of Greater Manchester.

The use of the Fund is for cases where there is no possibility of gaining financial assistance from elsewhere. The application needs to demonstrate that this is the case.

How much can you apply for?

There is no upper limit on amounts that can be applied for, however the Fund will only support costs relating to **immediate and/or short-term needs** caused by the disaster, which cannot be funded through any other source. The applicant authority will need to clearly outline how they meet these criteria within their application.

Appendix 2

GMDRF Process

- When an incident occurs which has the potential to need support from the fund, the Greater Manchester Civil Contingencies and Resilience Unit will contact us, or if Forever Manchester becomes aware of an incident which we believe may trigger a need for the Fund, we contact the CCRU directly.
- Dependent upon the obvious scale of the incident, Forever Manchester may wish to open an appeal.
- As per the guidelines the CCRU or one of the other agreed posts (see fund guidelines) must confirm in writing that the incident is suitable to be considered for support from the fund before any application can be assessed and submitted to panel.
- An application is submitted by an affected local authority to Forever Manchester via the CCRU Unit, assessed, processed and emailed out to panel members as soon as possible. This includes official confirmation of the eligibility of the relevant incident, as per the GMDRF guidelines.
- Any panel member who may have a conflict of interest regarding an application should advise Forever Manchester accordingly.
- Panel members will be advised of available funds and asked to consider the request in light of the outlined impact and need, as well as financial resources available.
- Panel members read the information provided and make a recommendation to Forever Manchester by email. A recommendation should be made to either support or not support the application and to advise of any amendments to the amount requested, if it is felt that the request is too much/too little, or would use up too much of the available funding in the context of other need. An email discussion may occur between the panel members. Panel members may also advise Forever Manchester if they feel any conditions should be attached to awards made. We ask for a response from panel members as soon as possible or within 48 hours.
- Once a majority decision is reached (or 4 responses with a majority decision), a ratification recommendation is prepared and sent to the Forever Manchester Board of Trustees for ratification.
- As soon as a recommendation has been ratified Forever Manchester will inform the applicant and arrange payment.
- Applicants are required to report back to Forever Manchester regarding spend and impact relating to the award made.