

**AGMA STATUTORY FUNCTIONS COMMITTEE
ANNUAL GENERAL MEETING****DATE: Friday 21 January 2022****TIME: 10.00 am****VENUE: The John Tocher Room, The Mechanics Institute, 103
Princess Street, Manchester M1 6DD****AGENDA**

- 1. APOLOGIES FOR ABSENCE**
- 2. APPOINTMENT OF CHAIR AND VICE-CHAIR FOR THE
2021/22 MUNICIPAL YEAR**

To note that the GMCA Portfolio Lead for Culture (Councillor Martyn Cox, Bolton) be Chair of the AGMA Statutory Functions Committee for the 2021/22 Municipal Year.

The Committee is asked to appoint a Vice-Chair for the 2021/22 Municipal Year.

BOLTON	MANCHESTER	ROCHDALE	STOCKPORT	TRAFFORD
BURY	OLDHAM	SALFORD	TAMESIDE	WIGAN

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

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| 3. | TO NOTE THE MEMBERSHIP OF THE AGMA STATUTORY FUNCTIONS COMMITTEE 2021/22 | 1 - 2 |
| 4. | MEMBER'S CODE OF CONDUCT AND ANNUAL DECLARATION FORM | 3 - 20 |
| 5. | TO NOTE THE COMMITTEE'S TERMS OF REFERENCE | 21 - 26 |

ORDINARY BUSINESS

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| 6. | CHAIR'S ANNOUNCEMENTS AND URGENT BUSINESS | |
| 7. | DECLARATIONS OF INTEREST | 27 - 30 |

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

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| 8. | TO APPROVE THE MINUTES OF THE LAST MEETING HELD ON 19 APRIL 2021 | 31 - 34 |
| 9. | GREATER MANCHESTER COUNTY RECORD OFFICE AND GREATER MANCHESTER ARCHIVES AND LOCAL STUDIES PARTNERSHIP | 35 - 48 |

Presented by Neil MacInnes, Head of Libraries, Galleries and Culture, Manchester City Council, Sam Elliott, Head of Service, Bolton Council and Philip Cooke, Citywide Service Manager, Libraries and Archives, Manchester City Council

10. TO NOTE THE FOREVER MANCHESTER, GREATER MANCHESTER RELIEF FUND, ANNUAL IMPACT REPORT 2020-21 49 - 58

11. DATES AND TIMES OF FUTURE MEETINGS

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

COMMITTEE MEMBERSHIP		
Name	Organisation	Political Party
Councillor Martyn Cox	Bolton Council	Conservative
Councillor Hilary Fairclough	Bolton Council	Conservative
Councillor Charlotte Morris	Bury Council	Labour
Councillor Tim Whiston	Manchester City Council	Labour
Councillor Norman Briggs	Oldham Council	Labour
Councillor Janet Emsley	Rochdale Council	Labour
Councillor Stephen Coen	Salford City Council	Labour
Vacancy	Stockport Council	
Councillor Leanne Feeley	Tameside Council	Labour
Councillor Elizabeth Patel	Trafford Council	Labour
Councillor Paul Prescott	Wigan Council	Labour

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

Governance & Scrutiny Officer: Jenny Hollamby

✉ jenny.hollamby@greatermanchester-ca.gov.uk

This agenda was issued on 13 January 2022 on behalf of Julie Connor, Secretary to the Greater Manchester Combined Authority, Broadhurst House, 56 Oxford Street, Manchester M1 6EU

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Membership of the AGMA Statutory Functions Committee for the 2021/22 Municipal Year

To note the Membership of the AGMA Statutory Functions Committee:

District	Member	Substitute Member
Bolton	Martyn Cox (Con) Chair as GMCA Portfolio Lead for Culture	
Bolton	Hilary Fairclough (Con)	Stuart Haslam (Con)
Bury	Charlotte Morris (Lab)	To be appointed
Manchester	Tim Whiston (Lab)	To be appointed
Oldham	Norman Briggs (Lab)	To be appointed
Rochdale	Janet Emsley (Lab)	Susan Smith (Lab)
Salford	Stephen Coen (Lab)	Anne-Marie Humphreys (Lab)
Stockport	To be appointed	To be appointed
Tameside	Leanne Feeley (Lab)	Mike Smith (Lab)
Trafford	Liz Patel (Lab)	Mike Freeman (Lab)
Wigan	Paul Prescott (Lab)	Joanne Marshall (Lab)

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AGMA Statutory Functions Committee

Date: 21 January 2022

Subject: Members Code of Conduct and Annual Declaration Form

Report of: Jenny Hollamby, Senior Governance and Scrutiny Officer, GMCA

PURPOSE OF REPORT:

To remind Members that the GMCA's Member Code of Conduct sets out high expectations with regard Members' conduct. As Members of the committee are co-opted on to a GMCA Committee the GMCA's code applies to them when they are acting in this capacity.

RECOMMENDATION:

Members are asked to note the GMCA's Member Code of Conduct (Appendix A) and to complete an annual register of interest form (Appendix B).

CONTACT OFFICER:

Jenny Hollamby, Jenny.hollamby@greatermanchester-ca.gov.uk

BACKGROUND PAPERS:

The following is a list of the background papers on which this report is based in accordance with the requirements of Section 100D (1) of the Local Government Act 1972. It does not include documents, which would disclose exempt or confidential information as identified by that Act.

None.

SECTION A: CODE OF CONDUCT FOR MEMBERS

Part 1 General Provisions

1 Introduction and Scope

1.1 The Greater Manchester Combined Authority is determined to promote and maintain high standards of conduct by its Members, Co-opted Members and those councillors from Greater Manchester's districts appointed to roles in which they act on behalf of the GMCA. The GMCA has adopted a Code of Conduct for Members in line with its obligations under section 27(2) of the Localism Act 2011.

1.2 This Code mandatorily applies to those acting as Members of the GMCA (including the **directly elected** Mayor and Substitute Members), voting Co-opted Members of the GMCA's committees or Appointed Members of Joint Committees, and references to "official capacity" are to be construed accordingly.

1.3 Compliance with this Code is a statutory requirement for those identified in paragraph 1.2. To promote good governance the GMCA strongly recommends voluntary compliance with the Code by non-voting Co-opted Members of the GMCA's committees and by elected members from Greater Manchester's ten districts when they otherwise act for or represent the GMCA. Where a member is only subject to the Code through voluntary compliance (as described in this paragraph) they will not in law be subject to the statutory obligations relating to member conduct under Chapter 7, Part 1 of the Localism Act 2011 nor can the conduct of such a member, insofar as it concerns that member's GMCA role, amount to any of the criminal offences referred to in this Code. However, the conduct of a member who has agreed to voluntarily be subject to the Code may be considered under the GMCA's arrangements for determining whether a member has breached the Code.

1.4 In this Code – 'meeting' means any meeting of:

- the GMCA; or

- any of the GMCA's Committees or Sub-Committees, Joint Committees or Joint Sub-Committees.

For the purposes of this Code "Committee" includes any Fire Committee that may be established by the Mayor.

1.5 This Code does not have effect in relation to a member's conduct other than where it is in that member's official capacity.

1.6 This Code will be reviewed every two years by the GMCA's Standards Committee or earlier if required by a change in legislation.

2 General Principles

2.1 The Code and the associated guidance are based on the following general principles.

2.2 Members must behave according to the highest standards of personal conduct in everything they do when acting as a Member or voting Co-opted Member (or in the case of those voluntarily subject to compliance with the Code in accordance with paragraph 1.3 above, where they are otherwise acting on behalf of the GMCA). They must observe the following principles of conduct, some of which are set out in law. The seven principles of Standards in Public Life known as the Nolan Principles underpin the provisions of the GMCA's Code of Conduct for Members. They are set out in paragraphs 2.3 to 2.9 below.

2.3 Selflessness: holders of public office should act solely in terms of the public interest.

2.4 Integrity: holders of public office **must avoid** placing themselves under any obligation to **people or** organisations that might try inappropriately to influence them in the work. **They should not act or take decisions on order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.**

- 2.5 Objectivity: **Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.**
- 2.6 Accountability: Holders of public office are accountable for their decisions and must submit themselves to whatever scrutiny is appropriate to **ensure this.**
- 2.7 Openness: Holders of public office should **act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for doing so.**
- 2.8 Honesty: Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- 2.9 Leadership: Holders of public office should **exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.** Where those covered by this Code act as a representative of the GMCA:
- (a) on another relevant authority, they must, when acting for that other authority, comply with that other authority's code of conduct; or
 - (b) on any other body, they must comply with this Code, unless it conflicts with any other lawful obligations to which that other body may be subject.
- 2.10 It is an individual's responsibility to comply with this Code. Failure to do so may result in a sanction being applied by the GMCA. A failure by a Member coming within the scope of paragraph 1.2 above to declare a Disclosable Pecuniary Interest may result in a criminal conviction and an unlimited fine and/or disqualification from office for a period of up to 5 years.

3 **General Obligations for Members**

- 3.1 You must not:-

- a. Do anything which may knowingly cause the GMCA to breach the Equality Act 2010;
- b. Bully or be abusive to any person;
- c. Intimidate or attempt to intimidate any person who is or is likely to be:
 - a complainant
 - a witness, or
 - involved in the administration of any investigation or proceedings, in relation to an allegation that a Member (including yourself) has failed to comply with the GMCA's Code of Conduct; or
- d. do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the GMCA.

3.2 You must not:

- a. Disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:
 - i. You have the consent of a person authorised to give it;
 - ii. You are required to do so by law;
 - iii. The disclosure is made to a third party for the purpose of obtaining professional **legal** advice, provided that the third party agrees not to disclose the information to any other person; or
 - iv. the disclosure:
 - is reasonable and in the public interest; and
 - is made in good faith and in compliance with the reasonable requirements of the GMCA; **and I have consulted with the Monitoring Officer prior to its release or**
- b. **Do not improperly use knowledge gained solely as a result of your role as a Councillor for the advancement of yourself, friends, family members, employer or business interests**
- c. Prevent another person from gaining access to information to which that person is entitled by law.

3.3 You must not conduct yourself in such a way which could reasonably be regarded as bringing your office or the GMCA into disrepute.

3.4 You:

- a. must not use or attempt to use your position as a Member improperly to **the advantage or disadvantage** for myself or any other person, ; and
- b. must, when using or authorising the use by others of the resources of the GMCA:
 - act in accordance with the GMCA’s reasonable requirements;
 - ensure that such resources are not used improperly for political purposes (including party political purposes) **or be conductive to, gthe discharge of the functions of the GMCA or of the office to which I have been appointed;** and
- c. must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

3.5 When reaching decisions on any matter you must have regard to any relevant advice provided to you by:

- a. The GMCA’s Treasurer (section 73 officer); or
- b. The GMCA’s Monitoring Officer

where that officer is acting pursuant to his or her personal statutory duties.

3.6 You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by the GMCA.

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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 30 June 2017 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.**

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

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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

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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

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:
 - 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.
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.

GMCA STATUTORY FUNCTIONS COMMITTEE

BACKGROUND AND STRUCTURE

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 four 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.

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Declaration of Councillors' Interests in Items Appearing on the Agenda

Name and Date of Committee.....>

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

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

Quick Guide to Declaring Interests at GMCA Meetings

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

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

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

- Page 28
- 1. Bodies to which you have been appointed by the GMCA
 - 2. Your membership of bodies exercising functions of a public nature, including charities, societies, political parties or trade unions.

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

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

Failure to disclose this information is a criminal offence

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

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

Step Two: Determining if your interest is prejudicial

A personal interest becomes a prejudicial interest:

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

For a non-prejudicial interest, you must:

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

To note:

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

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

For prejudicial interests, you must:

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

You must not:

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

**MINUTES OF THE MEETING OF THE AGMA STATUTORY FUNCTIONS
COMMITTEE HELD ON MONDAY 19 APRIL 2021 AT 10.00
AM VIA A LIVE MEETING EVENT**

PRESENT:

Councillor David Greenhalgh (Chair)	Portfolio Lead for Culture
Councillor Hilary Fairclough	Bolton MBC
Councillor Jane Black	Bury Council
Councillor Norman Briggs	Oldham Council
Councillor Janet Emsley	Rochdale MBC
Councillor Stephen Coen	Salford City Council
Councillor David Lancaster	Salford City Council
Councillor Kate Butler	Stockport Council
Councillor Elizabeth Patel	Trafford Council

OTHERS IN ATTENDANCE:

Alison Mckenzie-Folan	Lead Chief Executive for Culture
Sam Elliott	Bolton Council
Zoe Williams	Manchester City Council
Sabnum Hariff-Khan	Oldham Council
Peter Ashworth	Stockport Council
Alison Gordon	GMCA
Marie-Clare Daly	GMCA
Jenny Hollamby	GMCA
Kerry Bond	GMCA
Steve Annette	GMCA
Darren Grice	Link4Life

SFC/01/21 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bernard Stone (Manchester City Council), Leanne Feeley (Tameside Council) and Paul Prescott (Wigan).

SFC/02/21 CHAIR’S ANNOUNCEMENT AND URGENT BUSINESS

There were no Chair’s announcements or urgent business.

SFC/03/21 DECLARATIONS OF INTEREST

There were no declarations of interest received at the meeting.

**SFC/04/21 TO APPROVE THE MINUTES OF THE LAST MEETING
HELD ON 16 OCTOBER 2021**

The minutes of the previous meeting were presented to Members for approval.

Arising from minute number SFC/08/20, a Member asked when an archive visit would take place. The Chair advised that once the pandemic restrictions were lifted a visit would be arranged.

A Member asked for an update about the Jewish museum. It was explained that the redevelopment work had been completed and the museum had relocated to its original home in Cheetham Hill, Manchester.

RESOLVED/-

That the minutes of the last meeting held on 16 October 2021 be approved as a correct record.

SFC/05/21

DISASTER RELIEF FUND ANNUAL REPORT

Members considered the Forever Manchester, Greater Manchester Disaster Relief Fund Annual Report 2019-20.

RESOLVED/-

That the report be noted.

SFC/06/21

DATES AND TIMES OF FUTURE MEETINGS

Meetings would be organised in accordance with the Committee's terms of reference (at least twice a year) and circulated to Members.

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AGMA Statutory Functions Committee

Date: 21 January 2022

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
Sam Elliott, Head of Service, Bolton 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.

RECOMMENDATION:

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

CONTACT OFFICER:

Philip Cooke, Citywide Services Manager, Libraries and Archives - Manchester City Council

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 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 and 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.
- 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+ - seven 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 temporarily re-located to Central Library in 2019 and 2020 and have now move back to their transformed Museum in Summer 2021

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.

It is now seven years since Central Library re-opened following significant transformation.

In 2019, over 2 million people visited the library, making it the most visited public library in the country. The library closed in March 2020, reopening in July 2020, and the use of the archives has grown steadily since.

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.

Audience development is about more than numbers through the door. Prior to Covid, 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.

Again, the activity programme has restarted and is seeing steadily increasing numbers of people engaging with activities.

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 and increasing diversity of collections and engagement from minority communities is a priority for 2021-22.

2.3 Feedback and quotes about Manchester Central Library

Manchester Central Library is as popular as ever for its visitors. It's currently number 13 of 'Things to Do' in Manchester on Tripadvisor.

Review from TripAdvisor in August 2021

"Brilliant History and Building all for FREE! Another one of Manchester's fabulous FREE resources and even if you did have to pay it would be worth it. Fabulous history about Manchester and Greater Manchester, Coronation Street, books, guides, stunning architecture and much more.

Review from Google Oct 2021

"Bumped into this place by accident. But fell in love with it immediately. Manchester people are blessed to have such a nice library"

Review from Tripadvisor October 2020

"A lovely way to spend a couple of hours with interesting exhibits"

Responding to an ongoing survey over the last 18 months at Central Library, 87% of customers said that their visit to Central Library has made them feel happier. This is a key role of Archives services – to improve people's wellbeing.

3. Archives+ over the last 12 months

3.1 This has been a challenging 12 months for Archives+ and its partners but they have continued to provide invaluable services to their customers.

Central Library has remained open throughout the last 12 months despite the pandemic. During 2-3 months of this time, access to the archives has been limited as due to Government restrictions access was only possible for Internet access and to borrow books.

Since July 2021, there has been full access to the archives search room and the archives resources. Visitors to the archives exhibitions and services has steadily increased.

We have created and displayed one Archives exhibition in this period within Archives+. Between June and August, a photographic and video exhibition was produced by Manchester Archives and North West Film Archive to commemorate the life of Duke of Edinburgh and his association with Manchester.

3.2 In recognition of the quality and popularity of Archives+, Manchester Central Library has been made the Northern Hub for the 1921 Census of England and Wales. This means we are only one of three venues able to offer free access to the census. This is a fantastic opportunity to enable our residents to gain free access to this historically important information, and to raise the profile of Archives services across the region. The 1921 census became available online via FindMyPast on 6th January 2021. It provides a fascinating insight into the post-World War I country, and is an invaluable resource for people researching their family history. It is made even more important by the knowledge that no other Census of England and Wales will be released until 2051 as the 1931 Census was destroyed in a fire, and the 1941 Census was not taken because of World War 2. As expected Manchester Central Library has been really busy with people using the 1921 Census since 6th January. The support of the experts at the Manchester and Lancashire Family History Society is proving invaluable, with their helpdesk providing support on Monday-Friday, 10.30-3.30.

3.3 The Ahmed Iqbal Ullah RACE Centre (AIURC) and Education Trust continued to deliver services remotely during the restrictions with support from Archives+ partners which saw a sharp increase in demand for Anti-racism and Black/Global Majority History material and resources. The RACE Centre continued to deliver events and activities for schools, communities, and researchers to raise awareness of the hidden and marginalised histories in our collections to enable future historians, sociologists, and policy makers to have real stories and lived experience to support more meaningful connection, engagement, and co-curation with all of Greater Manchester's different communities. During 2020/2021 the AIU teams lead and participated in over 50 different workshops, conferences and talks delivered in person and face to face locally, regionally, and nationally. The Education Trust was successful in gaining £50K of Resourcing Racial Justice Funding in November 2020 to support their Covid 19 collecting project for 12 months which enabled the collection of stories where Black, Asian and Global Majority communities that were

disproportionately impacted by the pandemic, framed the narrative, and centred their experiences in what was archived for future generations. The RACE centre and Education Trust was also successful in receiving an extension and uplift of the NLHF funded "Coming in from the Cold" Project. The project that was due to be completed in March 2021 and has supported over 54 community groups to date enabling more diverse heritage and history to be more accessible and visible was awarded a further £250K to continue to build on the work already delivered and ensure sustainability and longer-term support infrastructure to be developed for community heritage projects until August 2023.

- 3.4 The North West Film Archives concentrated on cataloguing and indexing and video digitisation programme during the last 12 months, with over 1,200 titles being added to the catalogue, and over 3500 tapes digitised. Significant public access exhibition work in the year included two NWFA films featured in the Duke of Edinburgh exhibition, NWFA material featuring Jewish Lads Brigade Camps is included in a permanent exhibition in the new Manchester Jewish Museum building; and NWFA material featured in a new film created for the 'Use Hearing Protection' exhibition about Factory Records at the Museum of Science and Industry in Manchester in June 2021.
- 3.5 Despite the pandemic, the Manchester & Lancashire Family History Society had a successful year. The Society volunteers provided a Virtual Helpdesk Service to replace the suspended face-to-face Family History Helpdesk service which reopened in Manchester Central Library in September 2021, and now operates every Monday-Friday. The Society published a series of Vimeo films illustrating the use of a variety of records available within the library. Collaborations with Archives+ partners included the broadcast of a Podcast heralding the launch in early 2022 of the 1921 Census. The podcast is one of the many features of the Society's year-long project, Census 21, to celebrate the life and times surrounding the year of the 1921 Census. Other items featured included a World Timeline for 1921, a radio play and countless blogs. The MLFHS helpdesk has served more people than ever before since 6th January, supporting people with the 1921 census, as outlined in 3.2
- 3.6 Manchester Libraries and Archives was 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 May 2022, is nearing completion. The hub has so far digitised 3,800 tapes out of a pre-pandemic target of 5,000. Greater Manchester collections completed in the last 12 months include: the Bolton Oral History Project held at Bolton History Centre (1981-1983, 240 oral history cassettes), Oldham Oral Histories held at Oldham Archives (1980s-1990s, 194 cassettes), the Manchester Studies Oral History and Here To Stay immigration collections held at Tameside Local Studies and Archives (1970s-1980s, 500 open tape reels and 140 minidisks), the Working Class Movement Library collection (1970s-1990s, 100 oral history cassettes) and the Royal Northern College of Music (1960s-1990s, 200 concert recordings). Over the last year remote volunteers have contributed 60 days of summarising, clipping and curating audio content. During lockdown the hub contributed to the Manchester Libraries Memory Box project, which made available packages of photographs and sound clips relating to local areas and topics to inspire intergenerational conversations. The team managed a successful music project in lockdown with partners in Liverpool, Morecambe, and Manchester in which young musicians wrote 15 new protest songs in response to newly-digitised oral histories and gig recordings.

- 3.7 We have been working with Manchester Art Gallery and the University of Manchester on the Manchester Together Archive. This project (which 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.
- 3.8 In July 2021 we successfully gathered in, and preserved messages placed on the Marcus Rashford mural in Withington. The mural was defaced following England's loss in the final of the European Championships. In the following week the mural was covered in messages of hope and support from local residents and visitors from across the country. We worked with partners and Marcus himself to gather the messages. When they are returned from Harwell Restoration, we will work with stakeholders to decide next steps in making these messages accessible. This is a great example of contemporary collecting.

4. Greater Manchester and Local Studies Partnership over the last 12 months

- 4.1 This has been a challenging 12 months for GMALSP and each of the individual authorities.
- 4.2 Each authority has had several months where the physical archives services have not been available for the customers, but all are available now. GMALSP partners gave each other advice during this period around service provision in a Covid friendly fashion, and the GMCRO Conservation Officer provided advice to all authorities on such things as quarantining. Even though services were physically closed during this period, Archives+ and GMALSP continued to operate, and in some ways were more important than ever. Most GMALSP members continued to offer a virtual enquiry service. This provided continued access to important material held throughout the various archives.
- 4.3 Wigan Council's state-of-the-art archive facilities was opened in June 2021 at the newly renovated Grade II listed Leigh Town Hall. Thanks to a £1.3m grant from The National Lottery Heritage Fund and match funding from Wigan Council, visitors were welcomed back into Leigh Town Hall and collections of historical records dating back more than 800 years. Visitors are be able see a brand-new exhibition which celebrates the history of Leigh, Atherton and Tyldesley through the amazing collections in the Borough's historic archives. This new family attraction will also host a programme of activities and events for everyone, designed to bring new audiences to the service. The new facilities include a refurbished searchroom with improved access to collections, a conservation studio for repairing and digitising archives, and state-of-the-art strongrooms for storing and preserving the Borough's historic records. The new archives also features an education space where schools will participate in an exciting new programme of activity.
- 4.4 Each GMALSP service has supported customers with the 1921 Census since 6th January, also signposting people to Manchester Central Library for free access to the Census.

4.5 GMALSP Action Plan 2020-2023

Despite the pandemic GMALSP has continued to work effectively together, for the benefit of all 10 GM authorities, to help each authority help cope and recover from the pandemic. Elements of the GMALSP action plan 2020-23 have begun to be progressed.

4.5.1 Digital Preservation

GMCRO created a Digital Preservation Archivist post to support this area of work in July 2020. The Digital Preservation Archivist supported all GMALSP members to ensure they are approaching digital preservation in an effective manner. Some authorities have reduced the risks around digital records by storing records on backed-up server space and GMCRO are now providing a solution to enable all Authorities to do this in 2022.

4.5.2 Creating Covid-19 archives: Collecting Manchester people's stories#

All Archives+ partners and some GMALSP authorities put out calls for collecting of Covid-19 stories of people's lives during lockdown. As restrictions and implications of Covid-19 will be in place for some time in some form, this is an ongoing and long-term exercise.

NWFA have asked for films and have received some extremely interesting videos. AIU RRRC are focusing on the Covid stories of BAME people and have put a huge amount of work in to developing ethical ways to do this. Their work takes into consideration the disproportionate impact of Covid on BAME communities.

Manchester Libraries and Archives have been focusing on the city's response to Covid and the impact felt by the council and community. This work has included a lot of work on born digital records such as staff emails and capturing websites.

Many of the GMALSP Partners are also collecting stories around Covid. Trafford have worked with schools. Tameside Archives have worked with an artist. Stockport and

Wigan have been collecting material from residents and their respective Councils.

4.5.3 Black Lives Matter and diversity

The Ahmed Iqbal Ullah Race Relations Resource Centre and Educational Trust have provided support to organisations across the country as the profile of race discrimination have increased over the last 18 months.

This has ever intensified the need for each GMALSP's archives to be able to tell the story of its BAME residents and communities and increasing the diversity of our collections is a key priority for coming years.

4.5.4 GM Lives Replacement

GM Lives, which is the web portal for GM Archives, is not fit for purpose, and for a number of years an alternative solution to showcase GM Archives in a much more effective, customer focused way.

Significant progress has been made with this. Using our Greater Manchester Library Management System contract, 3 GM Authorities have now migrated their Archives data. Trafford and Manchester will soon be live, joining Stockport on the system. It is likely more authorities will follow. A web portal will soon be developed to provide access to a joint catalogue to all authorities archives that are on the system. This will be funded by the New Burdens funding received by GMCRO. 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.

5.0 Future Priorities

5.1 Future Priorities for Archives+

- The Archives+ Exhibition area will benefit from a refresh due to Manchester City Council capital funding. This will make the equipment in the exhibition area sustainable for the next seven years. The refresh will also involve the development and rebranding of the film pods. They will become 'Sound and Vision', including

NWFA material, the new BFI Library product, some content from the Unlocking Our Sound Heritage and material from MMU's Voices project which is researching Greater Manchester accents.

- 1921 Census now available via Find My Past and free to access at Manchester Central Library will continue to be extremely popular with family history researchers and will bring opportunities for Archives+ to raise the profile of the partnership.
- The Ahmed Iqbal Ullah RACE Centre (AIURC) and Education Trust will continue its Coming in From the Cold project, supporting community heritage projects until August 2023. It will continue to Centre continued to deliver events and activities for schools, communities, and researchers to raise awareness of the hidden and marginalised histories in our collections.
- The Unlocking Our Sound Heritage comes to a close in May 2022. The hub now runs an income-generating digitisation-on-demand service. As we approach the last six months of the project, the focus is now on fundraising, accessibility, and advocacy so that we can continue the work of saving the region's sound archives, even when the formal funded project is completed.
- The NWFA has recently submitted a significant application bid to the AHRC to facilitate the purchase of two new film scanners, which will enable the digitisation and preservation of some our most at risk film material, as well as enhance the amount of digitised material available for access and exhibitions. Heritage 2022 will continue to develop including 1,000 titles from this material being added to the BFI Replay platform by the end of 2022. The NWFA's programme of public film shows will resume when possible, with material being screened to general and specialist audiences across the region. NWFA online catalogues and the film pods will be updated with new content catalogued during lockdown – over 3,000 new titles available.
- The Manchester and Lancashire Family History Society Helpdesk will resume full-time, from the beginning of 22. Events include a Family History Fair scheduled for March. January will see the release of the 1921 Census Returns by FindMyPast,

and there will be an event to conclude the year-long Census 21. Project work will include the Catholic Registers Indexes project covering Manchester & Salford Dioceses and the Zion Letters project begun with help from the Jewish Museum. By far the most prestigious project, however, will be the resumption of the scanning of the Admission Registers of the Royal Manchester School for the Deaf and Dumb, to be completed in time for delivery to the trustees of The Seashell Trust for inclusion in the School's bi-centenary celebrations in 2023.

5.2 Future Priorities for GMALSP

In January 2020, a workshop was held with all GM authorities to decide on the priorities for the 2020-23 GMALSP plan. Although the pandemic has forced Archives services to concentrate on different priorities in the short term, these remain our future vision, and will be the focus of the partnership for the next 18 months. The following is a summary of the priorities agreed at this workshop, plus the priority for Archives+ and our post-Covid recovery priorities:

- **Reopen all our physical archive services.** Providing full access to archives for our residents and researchers and supporting the recovery of the region
- **Collection of Covid Archives.** All partners to continue to collect stories and make these available in an effective manner.
- **Diversity and Inclusion and contemporary collecting.** Ensure we make our archives more representative of the diverse populations within Greater Manchester. Diversify our volunteer base and increase the diversity of audiences. Develop approaches to contemporary collecting, using some of the techniques used as part of the Covid stories collecting. Work together on certain collections for example Local Authority records, Adoption and Care records.
- **Digital by Design.** We will continue to work with partners to digitise our collections and make them available online, through several authorities going live with Archives web catalogue and a GM Archives catalogue being produced

- **Digital Preservation.** GMCRO is supporting each of the GMALSP authorities to decide on the most appropriate set of actions to benefit each authority, including preserving digital records in backed up server spaces
- **Engagement, Advocacy and Events.** Ensure archives services use local, regional, national, and international commemorations, celebrations, and events to increase the profile of archives and increase audiences. This includes GM Festival of Libraries in June 2022. Census 1921 is now available via Find My Past and free to access at Manchester Central Library will continue to be extremely popular with family history researchers and will bring opportunities for Archives+ to raise the profile of the partnership.
- **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.
- **Income Generation.** Ensure a multi-stranded approach to raising income and providing sustainability
- **Procedures, Policies and Raising Standards** – GMALSP work with each other to ensure high levels of customer service and preservation of archives
- **Partnership.** We will continue to build capacity by working in partnership with the Archives+ partners and the local universities

6.0 Recommendation

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



Greater Manchester Disaster Relief Fund

Annual Impact Report 2020 - 2021

Prepared for AGMA Statutory Functions Committee



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About Forever Manchester

Forever Manchester is the only charity that raises money to fund and support community activity across Greater Manchester. We believe that everyone should have the opportunity to be happy and we'd love everyone to become part of this growing movement.

In every neighbourhood across Greater Manchester, there are thousands of people involved in community activity. In fact, at any given time, there is an unbelievable 20,000 local grassroots projects of varying sizes and interests taking place. We work with local people in our communities to inspire and encourage projects that they want to see, to make their neighbourhoods happier and safer places to be.

All of the money raised for Forever Manchester is used to fund and support over 1,000 community projects in Greater Manchester each year. Since Forever Manchester was established in 1989, we have delivered over £53 million into local communities, benefiting 1.2 million people. This means we will have helped community activity within one mile of your home or business if it's in Greater Manchester.

Every year we raise money by hosting a wide range of innovative and enjoyable fundraising activities. The remainder comes from generous donations from individuals and local business alike. With your generosity and support we can continue to help Greater Manchester's communities become even greater.

Join the movement. Get involved. ForeverManchester.com

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 into 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.

Since its inception as the GMDRF in 2009, Forever Manchester has distributed £367,276 from the Fund, however the combined Fund value (endowment investment and flow-through bank account) currently stands at £406,912, evidencing the value of this model of investment and delivery.

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.

Following a significant drop in the value of the endowment as the markets reacted to the early stages of the Covid 19 pandemic at the end of the financial year 19-20, the endowment balance for the GMDRF has returned to almost pre-pandemic levels.

Date	Endowment Market value
31.03.2021	£210,359
31.03.2020	£179,204

Fund Information

Balance of distribution funds in the bank account at 31st March 2021 was £196,553 (31st March 2020 £192,322).

Following a reduction in the balance due to the award made in November 2019 to support those affected by the Cube fire in Bolton, the amount available is now almost back to the desired level of £200,000.

Awards Made 2020-21

No awards were made from the GMDRF in the financial year 2020-21.

Throughout the Covid-19 pandemic, Forever Manchester worked closely with UK Community Foundations (UKCF) to distribute more than £3 million of funding raised through the National Emergencies Trust (NET), across Greater Manchester. During this period, we liaised regularly with representatives from GMCA and the 10GM voluntary sector partners, to share information on needs and funding.

We have since entered into a Memorandum of Understanding with NET, which means that if any future events occurring in or affecting Greater Manchester have the national profile to trigger a NET fundraising appeal, Forever Manchester would be approached to distribute these funds.

The GMDRF therefore remains protected and able to be used to support events which trigger the Fund criteria but may not attract significant levels of alternative funding support.

Monitoring

Those Local Authorities who receive an award are sent an award agreement which includes monitoring requirements.

Bolton Council Fire Monitoring Information

Following the Bolton Cube Fire on the 15th November 2019, Bolton Council applied to Forever Manchester for funds to support (1) students evacuated as a result of the fire from the Cube and (2) residents evacuated as a result of the fire from properties

adjacent to the Cube. The total application and subsequent award made was £40,000. This sum was added to donations made directly by members of the public to Bolton University, and to donations from other independent fundraisers, increasing the total sum available for distribution to £51,027.

A board of trustees was appointed to administer this total fund. The board consisted of representatives from University of Bolton, Bolton Council, the British Red Cross, and Bolton University Student Union. The trustees named the fund the Bolton Cube Fire Relief Fund.

In order to access the fund, Cube and non-Cube residents were required to submit an application form. Application forms were (1) e-mailed to students by Bolton University, and (2) hand delivered to non-Cube residents by Bolton Council on the 29th November 2019.

Funds were administered based on set criteria determined by the board of trustees. For both Cube residents and non-Cube residents, the award methodology allocated different weightings to each section of the application subject to the board's determination of hardship and need. For Cube residents a greater weighting was placed on students resident in the Phase II block over the Phase I block etc. with different weightings then being applied to other areas. For non-Cube residents, the greatest weighting was allocated to the number of days displaced from home, with lower weightings applied for the other items on the application form.

In total, the Fund received 145 applications from Cube residents, and 45 applications from non-Cube residents.

All applicants were allocated an award from the Fund. The majority of awards were paid by faster payment by Bolton Council on 19th December 2019, with the remainder paid later in December / in the new year on receipt of accurate bank details. The full Fund - £51, 027 – was distributed.

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.

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