

AGMA STATUTORY FUNCTIONS COMMITTEE

DATE: Monday 2 October 2023

TIME: 10.00 am to 10.30 am

(the Greater Manchester Culture & Social Impact Fund Committee commence at the rise of this meeting)

VENUE: Boardroom, GMCA, Tootal Buildings, 56 Oxford Street, Manchester M1 6EU

ANNUAL MEETING AGENDA

- 1. APOLOGIES FOR ABSENCE**
- 2. APPOINTMENT OF THE CHAIR AND VICE-CHAIR FOR THE 2023/24 MUNICIPAL YEAR**

To note that the GMCA Portfolio Lead for Culture (Councillor Neil Emmott, Rochdale) be the Chair of the AGMA Statutory Functions Committee for the 2023/24 Municipal Year.

The Committee is asked to appoint a Vice-Chair for the 2022/23 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.

3. TO NOTE THE MEMBERSHIP OF THE AGMA STATUTORY FUNCTIONS COMMITTEE 2023/24 1 - 2

4. MEMBER'S CODE OF CONDUCT AND ANNUAL DECLARATION FORM 3 - 14

To remind Members of their obligations under the GMCA Member's Code of Conduct and to request Members to complete an annual declaration of interest form, which will be published on the GMCA website.

5. TO NOTE THE COMMITTEE'S TERMS OF REFERENCE 2023/24 15 - 20

ORDINARY BUSINESS

6. CHAIR'S ANNOUNCEMENTS AND URGENT BUSINESS

7. DECLARATIONS OF INTEREST 21 - 24

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.

8. TO NOTE THE MINUTES OF THE LAST MEETING HELD ON 22 JANUARY 2022 25 - 30

9. GREATER MANCHESTER COUNTY RECORD OFFICE AND GREATER MANCHESTER ARCHIVES AND LOCAL STUDIES PARTNERSHIP 31 - 50

Presented by Neil MacInnes, Head of Libraries, Galleries and Culture, Manchester City Council and Sam Elliott, Head of Service, Bolton Council.

10. TO NOTE THE FOREVER MANCHESTER, GREATER MANCHESTER RELIEF FUND ANNUAL IMPACT REPORT 2020-2021 AND ANNUAL REPORT 2022-2023 51 - 70

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).

Membership 2023/24		
Name	Organisation	Political Party
Councillor Nadeem Ayub	Bolton Council	Labour
Councillor Charlotte Morris	Bury Council	Labour
Councillor Tim Whiston	Manchester City Council	Labour
Councillor Peter Dean	Oldham Council	Labour
Councillor Janet Emsley	Rochdale Council	Labour
Councillor Hannah Robinson-Smith	Salford Council	Labour
Councillor Vimal Choksi	Tameside Council	Labour
Councillor Catherine Hynes	Trafford Council	Labour
Councillor Paul Prescott	Wigan Council	Labour
Councillor Frankie Singleton	Stockport	Liberal Democrat

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 22 September 2023 on behalf of Julie Connor,
Secretary to the Greater Manchester Combined Authority, Broadhurst House,
56 Oxford Street, Manchester M1 6EU

Greater Manchester

Culture & Social Impact Fund Committee

Date: 2 October 2023

Subject: Committee Membership 2023/24

Report of: Councillor Neil Emmott, GMCA Portfolio Lead for Culture

Purpose of Report:

To provide the Committee with its Membership for the 2023/24 Municipal Year.

Recommendation:

That the 2023/24 Committee Membership be noted.

Contact Officers:

Jenny Hollamby, Governance and Scrutiny, GMCA

jenny.hollamby@greatermanchester-ca.gov.uk

Culture & Social Impact Fund Committee Membership 2023/24		
District	Member	Substitute Member
Bolton	Councillor Nadeem Ayub Labour	Councillor Karen Hon Labour
Bury	Councillor Charlotte Morris Labour	Councillor Richard Gold Labour
Manchester	Councillor Tim Whiston Labour	To be advised
Oldham	Councillor Peter Dean Labour	Councillor Ros Birch Labour
Rochdale	Councillor Janet Emsley Labour	Councillor Terry Smith Labour
Salford	Councillor Hannan Robinson-Smith Labour	To be advised
Stockport	Councillor Frankie Singleton Liberal Democrat	Councillor Jilly Julian Liberal Democrat
Tameside	Councillor Vimal Choksi Labour	Councillor Sangita Patel Labour
Trafford	Councillor Catherine Hynes Labour	Councillor Rose Thompson Labour
Wigan	Councillor Paul Prescott Labour	Councillor Keith Cunliffe Labour

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 Members personal interests in accordance with paragraph 2.1 of the GMCA's Code of Conduct for Members.

I,

Member of the GMCA (or one of its Committees) 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 21 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 the 27 July 2012 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:

- 1. my spouse or civil partner,**
- 2. a person with whom I am living as husband and wife, or**
- 3. 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 out for profit or gain**

Member	
Partner	

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

--

--

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 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 21 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 either yourself or your Partner or 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	

NB: 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 mortgagees.

If you wish to redact your home address you must apply for a sensitive interest redaction via your Local Authority giving the reasons for this request, once approved this can also be applied to your GMCA declaration, subject to the approval of the GMCA Monitoring Officer.

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).

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.

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: -

1. 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;
2. provide information in relation to disclosable pecuniary interests that is materially false or misleading, and
3. 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 Date:

Signed: GMCA

This page is intentionally left blank

Portfolio Governance – Terms of Reference Template

<p>Portfolio</p> <p><i>Insert the name of the Committee / portfolio body</i></p>	<p>AGMA Statutory Functions Committee</p>
<p>Function/Purpose</p> <p><i>Include here where functions have been given to the Committee through Government legislation, or where a joint purpose has been agreed.</i></p>	<p>The AGMA 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.</p> <p>The areas covered by the SFC are:</p> <ul style="list-style-type: none"> • GM County Records • GM Disaster Relief Fund (Annual Report for noting)
<p>Delegations</p> <p><i>Include here where delegations have been given through legislation or directly by the GMCA or GM Mayor.</i></p>	<p>The AGMA 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.</p>

<p>Accountability</p> <p><i>Include here how the committee or portfolio body is made up, to where it directly reports etc.</i></p>	<p>AGMA Executive Board</p>
<p>Statutory/Decision Making/Informal</p> <p><i>Include here whether the committee or portfolio body is statutory i.e. legally required.</i></p>	<p>Statutory</p>
<p>Membership</p> <p><i>Detail here the membership of the committee or portfolio body, the required number of (and type of) members i.e. those who are elected members. In listing officers, ensure that these are</i></p>	<p>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.</p> <p>GMCA Portfolio Holder for Culture (Chair)</p> <p>Chief Executive Portfolio Holder for Culture</p> <p>Can have nominated substitutes who can vote</p>

<p><i>referenced by job title/organisation.</i></p>	
<p>Appointment of Chair (and Vice Chair)</p> <p><i>Explain how the Chair is appointed and whether there is a legal requirement to appoint a certain person to Chair, also whether there is a designated length of term.</i></p>	<p>The Chair is the GMCA Holder for Culture and the Vice-Chair is appointed by the Committee at the Annual Meeting for 12 months.</p>
<p>Quoracy</p> <p><i>Detail how many members of the Committee or portfolio body are required to be present before a meeting can take place, and whether there are any specifications as to the breakdown of these members.</i></p>	<p>Two thirds of participating parities for any particular function that is under discussion.</p>

<p>Voting</p> <p><i>Set out here how a vote will be taken, if there is a majority vote, any casting vote etc.</i></p>	<p>Each Member has one vote.</p>
<p>Meeting arrangements</p> <p><i>Detail here the current meeting arrangements, i.e. frequency, location etc</i></p>	<p>The Committee will meet at least twice a year in person with additional meeting as required.</p> <p>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.</p> <p>Any decisions made by the Emergency Sub Committee will then be brought back to the next full Committee meeting.</p>
<p>Lead contact</p> <p><i>Include here who is the main point of contact for the Committee / portfolio body</i></p>	

Date TOR were approved <i>Detail the date that these terms of reference were approved</i>	2.10.23
---	---------

This page is intentionally left blank

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

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

Quick Guide to Declaring Interests at GMCA Meetings

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

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

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

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

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

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

Failure to disclose this information is a criminal offence

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

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

Step Two: Determining if your interest is prejudicial

A personal interest becomes a prejudicial interest:

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

For a non-prejudicial interest, you must:

1. Notify the Governance and Scrutiny 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 interest, you must:

1. Notify the Governance and Scrutiny 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
ANNUAL GENERAL MEETING HELD ON 22 JANUARY 2022
AT 10:00 AM AT THE MECHANICS INSTITUTE, MANCHESTER CITY CENTRE**

MEMBERS PRESENT:

Councillor Martyn Cox (Chair)

Councillor Hilary Fairclough

Councillor Charlotte Morris

Councillor Janet Emsley

Councillor Leanne Feeley

Councillor Elizabeth Patel

Councillor Joanne Marshall

Bolton Council

Bury Council

Rochdale Council

Tameside Council

Trafford Council

Wigan Council

OFFICERS IN ATTENDANCE:

Philip Cooke

Sam Elliott

Marie-Claire Daly

Alison Gordon

Jenny Hollamby

Manchester City Council

Bolton Council

GMCA

GMCA

GMCA

SFC/1/22 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Paul Prescott (Wigan), Tim Whiston (Manchester), and Norman Briggs (Oldham).

**SFC/2/22 APPOINTMENT OF CHAIR AND VICE-CHAIR FOR THE 2021/22
MUNICIPAL YEAR**

That the GMCA Portfolio Lead for Culture be Chair of the AGMA Statutory Functions Committee for 2021/22.

A nomination was made for Councillor Janet Emsley to be appointed Vice-Chair. There being no other nominations made, and upon a motion being proposed and seconded, it was:

RESOLVED/-

1. That the appointment of Councillor Martyn Cox, GMCA Portfolio Lead for Culture as Chair of the AGMA Statutory Functions Committee for 2021/22 be noted.
2. That Councillor Janet Emsley be appointed as Vice Chair of the AGMA Statutory Functions Committee for 2021/22.

SFC/3/22 MEMBERSHIP OF THE AGMA STATUTORY FUNCTIONS COMMITTEE 2021/22

The 2021/22 Membership of the Committee was presented to the Committee, as detailed below:

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 (Lab)	To be appointed (Lab)
Tameside	Leanne Feeley (Lab)	Mike Smith (Lab)
Trafford	Liz Patel (Lab)	Mike Freeman (Lab)
Wigan	Paul Prescott (Lab)	Joanne Marshall (Lab)

RESOLVED/-

That the Membership for the 2021/22 Municipal Year be noted.

SFC/4/22 MEMBER'S CODE OF CONDUCT AND ANNUAL DECLARATION FORM

Members were reminded of their obligations under the GMCA Members Code of Conduct and to complete an annual declaration of interest form which would be published on the GMCA website.

RESOLVED/-

That Members complete an annual declaration of interest form and return it to the Governance and Scrutiny Team for publication on the GMCA website.

SFC/5/22 TO NOTE THE COMMITTEE'S TERMS OF REFERENCE

RESOLVED/-

That the Committee noted its Terms of Reference for the 2021/22 Municipal Year.

SFC/6/22 CHAIR'S ANNOUNCEMENT AND URGENT BUSINESS

There were no Chair's announcements or urgent business.

SFC/7/22 DECLARATIONS OF INTEREST

RESOLVED/-

There were no declarations of interest received at the meeting.

SFC/8/22 TO APPROVE THE MINUTES OF THE LAST MEETING HELD ON 19 APRIL 2021

RESOLVED/-

That the Committee approved the minutes of the last meeting held on 19 April 2021 as an accurate record.

**SFC/9/22 GREATER MANCHESTER COUNTY RECORD OFFICE AND
GREATER MANCHESTER ARCHIVES AND LOCAL STUDIES
PARTNERSHIP**

Members received an update on the progress of Archives+ and the Greater Manchester Archives and Local Studies Partnership. Manchester Central Library had reopened after the first COVID-19 lockdown and had remained popular with the public, moving from thirteenth to eighth in the list of the best things to do in Manchester. Manchester Central Library had been chosen as one of three locations in England and Wales to provide full records from the 1921 census to the public, free of charge. Several projects would take place in the next 12 months, including a review of archival material relating to the BBC for a celebration of its 100-year anniversary in October.

A Member called on the Committee to lobby for greater free of charge access to the 1921 census due to the fact that the 1931 records had been destroyed and the 1941 census had not taken place because of World War 2, meaning that the 1921 census would be the last available census for some people.

RESOLVED/-

1. That the Committee noted the progress of Archives+ and the Greater Manchester Archives and Local Studies Partnership.
2. That the Committee noted that Manchester Central Library was one of three locations in England and Wales where individuals could view full records free of charge from the 1921 census.
3. That Manchester Central Library would inform the National Archives of the Committee's support for expanding free of charge access to the 1921 census.

**SFC/10/22 THE FOREVER MANCHESTER, GREATER MANCHESTER RELIEF
FUND, ANNUAL IMPACT REPORT 2020-21**

RESOLVED/-

That the report be noted.

SFC/11/22 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.

RESOLVED/-

That dates and times be circulated to Members.

This page is intentionally left blank

AGMA Statutory Functions Committee

Date: 2 October 2023

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

Report of: Neil MacInnes, Head of Libraries, Galleries, Culture and Youth, Manchester City Council, Sam Elliott, Head of Service, Bolton Council and 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 requested to note the progress of Archives+ the Greater Manchester Archives and Local Studies Partnership.

Contact Officers:

Neil MacInnes, Head of Libraries, Galleries, Culture and Youth, Manchester City Council
neil.macinnes@manchester.gov.uk

Sam Elliott, Head of Service, Bolton Council samantha.elliott@bolton.gov.uk

Philip Cooke, Citywide Services Manager, Libraries and Archives, Manchester City Council
philip.cooke@manchester.gov.uk

Equalities Impact, Carbon, and Sustainability Assessment:

Risk Management

No risks identified in the report – the report is an update for noting

Legal Considerations

There are no legal implications contained within this report.

Financial Consequences – Revenue

No consequences relating to Revenue Finances – the report is an update, for noting.

Financial Consequences – Capital

No consequences relating to Capital Finances – the report is an update, for noting.

Number of attachments to the report: 0

Comments/recommendations from Overview & Scrutiny Committee

Not appropriate.

Background Papers

None.

Tracking/ Process

Does this report relate to a major strategic decision, as set out in the GMCA Constitution

No

Exemption from call in

Are there any aspects in this report which means it should be considered to be exempt from call in by the relevant Scrutiny Committee on the grounds of urgency?

No

GM Transport Committee

Not appropriate

Overview and Scrutiny Committee

Not appropriate

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 closure in 2014, £50m transformation programme and nearly ten years later is one of the most popular libraries in the United Kingdom. GMCRO is a National Archives accredited Place of Deposit. That accreditation was awarded again in April 2023 following a thorough assessment, and the service was commended for its excellent facilities and its approach to engagement and partnership work.
- 1.3 The Archives+ partners are 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 Manchester Histories.

- 1.4 In 2012 a feasibility study commissioned by AGMA recommended the creation of a formal Partnership to provide an overarching strategy and development. The Greater Manchester Archives and Local Studies Partnership was established by Statutory Functions Committee in June 2012, with the Committee agreed to provide governance. It also agreed to create an officer group to lead the work of the Partnership and report to the AGMA Statutory Functions Committee. The Partnership consists of each local authority archive and local studies services in Greater Manchester, with the aim of achieving significant benefits through collaborating on service improvement and future sustainability. GMCRO provides strategic leadership to the partnership.
- 1.5 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+ - nine 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 (NWFA)
- + Ahmed Iqbal Ullah RACE Centre (The University of Manchester)
- + Manchester and Lancashire Family History Society.
- + Manchester Histories

2.2 Archives + for everyone

Archives+ has pushed the boundaries of what archive services can do and how to engage. Each partner has their own knowledge and skills and working together, this enables us to offer an excellent service to Greater Manchester residents.

It is now nine years since Central Library re-opened following significant transformation. In the last 12 months, over 1.32 million people visited the library, an increase of over 10% on the previous 12 months. Prior to Covid 2 million people visited annually, 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 initiation of Archives+, each partner, not based at Central Library, reached only 15,000 people annually.

Audience development is about more than numbers through the door.

- The age of people engaged in the Archives+ activity programme is far wider and more evenly spread than is usual for an Archives service
- Peaks in the age of engagement with archives are now at ages 6–10 years (through educational visits) 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 the previous location for the Greater Manchester County Record Office.
- The numbers of families and young people engaging with archives is high
- The activity programme has returned to its pre-covid level, with increasing numbers of people engaging with activities.

2.3 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 an ongoing priority.

2.4 **Feedback and quotes about Manchester Central Library**

Manchester Central Library is as popular as ever for its visitors. It's currently number 10 visitor attraction on Tripadvisor. Central Library and Archives+ host and curate exhibitions that often bring Manchester and elements of its history, and its people, to life. Here are a couple of reviews that demonstrate this.

Tripadvisor June 2023

“A superb centre providing services to the citizens and visitors, the great Neo-Classical edifice was opened by King George V in 1934. ...It is tremendous within. A glamorous Reading Room with exquisite ornate features was full with studying and researchers....Over a number of storeys multitudes of volumes and collections are kept here in trust for the country.”

The following is a review from Google Dec 2022

“The architecture in/out is stunning, the facilities, the employees, the study room, and the kids spot is absolutely amazing. And obviously all the books you can possibly imagine. The best library I have ever been! ”

3.0 **Archives+ over the last 12 months**

- 3.1 This has been another very successful 12 months for the Archives+ partners individually and as a partnership. The partnership have worked together for several events and exhibitions, including Festival of Libraries 2023 and the exhibition celebrating the Queen that was joint between Manchester Archives and NWFA, plus the development of the Sound and Vision pods detailed below in 3.3.

3.2 Exhibitions

This has been a particularly rich year for Archives+ exhibitions, including Manchester Voices (analysing the accents of Greater Manchester), the various exhibitions in the Manchester Histories Hub, the Manchester Hip Hop Archive that was displayed in Spinningfields throughout August and September and the current Manchester Ship Canal exhibition. Curated by Martin Dodge from University of Manchester, the exhibition contains visually striking adverts created by commercial artists in the twentieth century to promote the Manchester Ship Canal and the Port of Manchester around the world.

3.3 Exhibition refresh area including Sound and Vision pods

An extensive refurbishment and refresh of the Archives+ area at Central Library has taken place this year. Using Manchester City Council capital funding much of the equipment has been replaced to ensure that the technology is fit for purpose for at least the next six years. The software that provides the content for the interactives has also been updated to enable content to be added more frequently. The film kiosks have been updated too. Now branded 'Sound and Vision' additional content can be accessed from each pod – including North West Film Archives, Sound archives, Manchester Voices, and the British Film Institute's BFI Replay website.



3.4 The Ahmed Iqbal Ullah RACE Centre (AIURC) and Education Trust has continued to experience increased demand for Anti-racism and Black/Global Majority History material and resources. The Centre continued to take in community led heritage project output collections from the heritage funded "Coming in from the Cold" project which was extended to March 2024. The last year also saw an increase in requests for Oral History training and project development support surpassing that of pre-pandemic levels demonstrating a thriving Global Majority Heritage sector across Greater Manchester.

In the last 12 months a full programme of events have included successfully partnering with Young Identity and KYSO youth organisations to co-deliver a "Carnival at 50" programme for Black History Month 2022. This was followed by the first Islamophobia awareness programme co-delivered with Muslim Writers North and featured workshops with poet Suhaiymah Mazroor Khan and a sold out vibrant event celebrating IWD 2023 in partnership with SAMOS CR a Latin American collective based in Manchester.

In June 2023, the Centre and Trust began the implementation of their new approach to community and public engagement that seeks to ensure Global Majority history and heritage is centred all year round and not just at certain calendar points of the year. It started with "Cultivating Compassion" which was launched in Refugee Week as the beginning of a year long conversation exploring how we can use our collections and resources to support formal and informal educators to encourage empathy driven and nuanced discourse with young people relating to refugeeism in the context of the increasingly hostile government and media narratives. This was followed with the launch of our South Asian Heritage Month programme for the year which will focus on exploring Sri Lankan diaspora history which is incredibly marginalised given the sizeable community we have across Greater Manchester, as well as working with young South Asian boys' groups to understand what safe spaces look like for them.

The Trust also built on the success of the report - "If nothing changes, nothing changes" published last year by presenting research findings at regional and national conferences. Furthermore, the Trust has been commissioned as Strategic Advisor on the Anti-Racist Wales national heritage support programme and has delivered several high profile commissions this year as a specialist advisor/consultant in the EDI and heritage sector.

3.5 The North West Film Archive has been busy with the final stages of the BFI Heritage 2022 project, submitting the last batches of metadata in May, bringing the total to 450 titles from NWFA available on BFI Replay. Three user toolkits have been produced for library staff nationally (Youth Culture through the Ages; Protest and Activism; and Liverpool '08: European Capital of Culture), highlighting NWFA content on Replay for educational and public learning sessions.

The new film scanners have enabled the team to begin a programme of digitisation for preservation, creating new 4K digital preservation masters from films affected with the vinegar syndrome.

Public access work in the year included screenings of local material in seven branch libraries across GM for Local and Community History Month in May, and a screening of BBC documentaries from the 'Long Live Our England' series to a sell-out audience at HOME Manchester – part of a joint project with the Yorkshire Film Archive called 'TV Time Machine'.

3.6 The Manchester & Lancashire Family History Society Helpdesk welcomed more than 3300 visitors in the last twelve months. Interest in the results of the 1921 Census Returns was sustained throughout the year, attracting many researchers from North America and Australia and New Zealand. Manchester Central Library continued to be one of only 3 places in the country to be able to offer access to the 1921 Census for free as The National Archives Northern Hub, digitally via Find My Past. The support of Archives+ partners and the growing bond with a range of local and community groups ensured the continued success of the annual local and

family history fair, Discovering Family Lives, held for the third successive year in the spring. Collaborations with local groups continued with joint projects to preserve archives. The projects with the Seashell Trust and the Lancashire & Yorkshire Railway Society in respect of the Victoria Station War Memorial have been completed. Long term projects begun in the year included one to transcribe, scan and index the employment records in the custody of Manchester Museum of Transport, and another to digitise the Horwich Locomotive Works records.

3.7 The Manchester Histories Hub in the lower ground floor of Manchester Central Library, has been developing as a centre for heritage & wellbeing within the Archives+ partnership. It has hosted several Come & Chat workshops where people have had the opportunity to come together and chat and learn from one another about Greater Manchester's history and heritage using archives & collections. Workshop feedback from those taking part suggests the sessions have had a positive impact on their mental health, and new friendships have been formed combating social isolation and loneliness. The hub has also hosted several small exhibitions & events over the past year. This has included the Manchester Histories Salon, archives from the HiDDEN network, Rooms of Our Own, which celebrated the story of the women who saved the Pankhurst Centre and Manchester City of Literature, International Mother Language Day Exhibition, showcasing their international connection to the other UNESCO Cities of Literature and celebrating Manchester's creative work.

3.8 The Heritage Lottery Funded Unlocking the UK Sound Heritage ran from 2019-2022. One of the legacies of the project is the installation earlier this year of a listening desk in Manchester Central Library. The listening desk pictured below features recordings from the project, which can be played and mixed together into unique soundscapes. Some of the sound archives digitised through Unlocking Our Sound Heritage are now available in our Sound and Vision kiosks.



3.9 The Greater Manchester Coalition of Disabled People were successful in their bid to the Wellcome Trust in 2021, in partnership with Archives+, to catalogue, digitise and make accessible their Disabled People's Archive. The project continues and highlights of the collection are now available at:

<https://disabledpeoplesarchive.com/in-the-archive/>.

3.10 The Royal Northern College of Music (RNCM) has been awarded over £200,000 from the National Lottery Heritage Fund for a new archive project, Throwing Open the Concert Doors. As the digitisation partner on the project, Archives+ will digitise over 1,350 concert tapes, host volunteers and help to continue the training and awareness work around at-risk sound archives that Unlocking Our Sound Heritage started.

3.11 Archives+ has been awarded £99.5k from the National Lottery Heritage Fund to develop a new website for the Manchester Local Image Collection and digitise 10,000 more images using local volunteers. The project will employ a Project officer who will lead on website development, volunteer management, and bring together online for the first time all the library's digitised local photographs.

4.0 Greater Manchester and Local Studies Partnership over the last 12 months

4.1 GMALSP Action Plan 2020-2023

GMALSP partners have continued to work effectively together, for the benefit of all 10 GM authorities.

4.1.1 Digital Preservation

The GMCRO Digital Preservation Archivist supported all partners 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 provided by GMCRO. GMALSP is working towards submitting a consortium funding bid to purchase hardware and software that will provide the tools necessary to collect digital archives and further digital preservation across greater Manchester. We are currently creating and implementing a process to collect Council created records across Greater Manchester. Manchester Archives are working on a project to migrate the Old Town Hall Photographers Images currently saved on CDs and collecting the relevant metadata. These will then be appraised, catalogued, and made available online.

4.1.2 Increasing the diversity of our collections

The Ahmed Iqbal Ullah Race Relations Resource Centre and Educational Trust have provided support to organisations across the region and country. This has intensified the need for each GMALSP's archives to be able to tell the story of its Global Majority residents and communities. Ensuring our collections more closely represent Greater Manchester's current communities remains a key priority for all GM Archives services.

4.1.3 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, four GM Authorities are live or will be soon with their Archives catalogues. It is possible more authorities will follow in 2024. 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 from The National Archives.

- 4.2 Here are a few examples of great developments in individual authority's archives services:
- 4.2.1 Trafford Local Studies & Archive's 75th Windrush anniversary celebrations included a commemorative blue plaque unveiling for legendary calypso singer Lord Kitchener (real name Aldwyn Roberts) at his former residence in Stretford, the event included several speakers and a special steel pan performance. The day also included a Caribbean buffet and special author talk by Lord Kitchener fictional biographer and 2022 TS Eliot poetry prize winner Dr Anthony Joseph in Old Trafford. A special exhibition featuring items on loan from the BBC Film Archives, Lancashire County Cricket Club, National Jazz Archives, and personal collections was on display at the Local Studies centre, with an online exhibition featuring articles about the history of Windrush.
- 4.2.2 Earlier this year Touchstones Rochdale was successful in its bid for Arts Council England NPO funding and was also successful in securing money for a capital development project. The Local Studies centre was the first part of the building to close and over a course of eight weeks the centre was packed up and relocated to its temporary home at the former Sparthbottoms Community Centre. The service aims to the public in October, welcoming back existing customers and attracting new ones.
- 4.2.3 Wigan & Leigh's state-of-the-art archive facilities opened in June 2021 at the newly renovated Grade II listed Leigh Town Hall., Archives: Wigan & Leigh has almost completed a two-year lottery-funded programme of community engagement targeting previously under-represented audiences, in which thousands of residents have participated. It included family fun days, child-friendly tours for families, Key Stage 2 school sessions, a writing competition for under 18s, placements for Wigan & Leigh College students, and English lessons for Leigh-based asylum seekers that are based on our 1914 *Belgian Refugees Committee* archives. Their volunteer team won a 'highly commended' award in the 'Championing the Community' category of the BeWigan Awards 2022.

- 4.2.4 Over the last 12 months, Oldham Local Studies and Archives has progressed its barcoding and CALM documentation work in preparation for relocating the collections to a new repository in 2025. Items from the collection were displayed in Gallery Oldham's Sam Fitton exhibition 'Finding the Funny' and in the Oldham Stories gallery in sections about Dame Marjory Lees and Oldham Rugby League Football Club. A new archives officer joined the service in June 2023. In July 2023, the service received a Records at Risk grant from TNA to document and preserve digital archives from the Oldham Coliseum collection. Recruitment to the Digital Assistant post will start in the new year.
- 4.2.5 Bolton Archives & Local Studies Service was re-accredited as a National Archives place of Deposit in November 2022. Bolton Central Library is currently undergoing a major refurbishment. The Bolton History Centre has continued to operate a full service in the temporary library space and is due to reopen with the library in early 2024.
- 4.3 The GMCRO is currently in the process of purchasing the Assheton collection. This collection of historical importance has long been deposited with us, but the owner of the collection wanted to take the collection back to sell it. We have managed to raise £100k to purchase it and to engage customers with it. The funding has been secured from National Lottery Heritage Fund, V&A Purchase Fund, Friends of National Libraries, and the Manchester Central Library Development Trust. It is the oldest Greater Manchester Archives collection, including material from the 12th Century and relates to the Assheton family of Middleton.

5.0 Future Priorities

5.1 Future Priorities for Archives+

- Archives+ partners will continue to work together, coming together particularly for resident engagements, events, and exhibitions.

- 2024 marks several anniversaries in the Archives+ partnership. It is the 10th anniversary of the re-opening of Manchester Central Library and therefore the Archives+ partnership. It is the 90th anniversary of the original opening of Central Library in its current location. It is the 25th anniversary of the Ahmed Iqbal Ullah RACE Centre, the 60th anniversary of Manchester and Lancashire Family History Society and the 40th anniversary of the Greater Manchester Coalition of Disabled People. The Archives+ partners will work together to ensure the anniversaries are celebrated and the power of archives is promoted. This will include at least one major event at Manchester Central Library.
- The Ahmed Iqbal Ullah RACE Centre (AIURC) will continue ongoing support for community heritage projects through Coming in from the Cold which is funded until March 2024. The Centre will continue the new approach to community and public engagement that seeks to ensure Global Majority history and heritage is centred all year round and not just at certain calendar points of the year.
- Due to the previous Unlocking Our Sound Heritage project, the Greater Manchester County Record Office is now equipped to digitise sound recordings on a wide range of formats, raise income from engagement and digitisation projects, and start to share Greater Manchester's neglected and fragile sound recordings more widely online and using exhibition kiosks. We will use TNA's Network for Change funding to take forward the digitisation of Sound Archive material across Greater Manchester and the North West. This will include the RNCM digitisation project mentioned in section 3.8.
- NWFA is embarking on two major projects across the year, thanks to BFI National Lottery Screen Heritage funding. The first, due to last three years, will allow NWFA to undertake a full audit of current holdings, identifying gaps in the collection with respect to equality, diversity, and inclusion, and laying the groundwork for targeted collection development and audience facing activities to address them. The second project, running over the next 12 months, is designed to improve accessibility to moving image heritage, working directly with disabled and neuro-diverse people, and increasing fully accessible content for all users. Both projects will include the recruitment of project staff.

- 2024 will be the 60th anniversary of the Manchester and Lancashire Family History Society and plans will include celebratory events throughout the year, whilst supporting similar anniversaries of our partners. The Helpdesk service will continue to serve the Manchester public as well as overseas visitors, providing guidance and advice to family historians worldwide. The project to digitise the 100,000 employment records held by the Transport Museum will be the cornerstone of the society's project programme.
- Manchester Histories will continue to use the histories and heritage hub at Central Library to deliver a series of workshops and informal social sessions exploring archives with people from marginalised communities or those facing mental health challenges, homelessness, or social isolation. Manchester Histories and partners are now working alongside a Research Associate from the University of Manchester to gather evidence on how heritage activity can improve well-being and to create a heritage toolkit that can be used in community & care settings across GM.
- The Disabled People's Archive will continue detailed cataloguing of the collection., alongside digitisation, transcription and more public outreach and supporting Archives+ events.

5.2 **Future Priorities for GMALSP**

5.2.1 A workshop was held with all GM authorities in February 2023 to decide on the priorities for the 2023-26. The priorities for the next 12 months include the items below. The action plan is included as appendix 1:

- **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, 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, and updating documentation regarding digital preservation.

- **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.

6.0 Recommendations

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

Appendix 1: GMALSP Action Plan 2023-26

Action no.	Workstream Priority	Action	Who	Status
1	Contemporary collecting / Digital	Produce guidance / process for collecting Council Records	MO / RH	
2	Contemporary collecting / Digital	Implement the process for collecting Council Records	ALL	
3	Digital	Use the Digital Preservation server space set up by Manchester	MO / ALL	
4	Digital	Draft bid to TNA Resilience Fund to create digital server space to help with digital preservation in each authority	MO	
5	Contemporary collecting / Digital	Progress TNA Pilot project to transfer relevant records from NHS to Places of Deposit in GM	DG / HK / MO / PC / TNA rep – MG	
6	Contemporary collecting / Digital	Take forward Newspaper audit and project, and digitisation proposal from Ancestry/newspapers.com	PC / MW / AC / JB / DM / RH	
7	Diversity in workforce	TNA apprentices project. Support TNA with bid, and host 2 apprentices if successful	PC / HK / JH	Bid unsuccessful. Work with TNA to evaluate and re-submit if possible

8	Events and Advocacy / Contemporary collecting / Digital	Identify bid writing skills across the consortium and develop a bid writing 'team'	PC / JW	
9	Events and Advocacy / Contemporary collecting / Digital	Submit joint bids and maximise income when opportunities arise – e.g. TNA Resilience Grant	ALL	
10	Events and advocacy	<p>Joint celebrations – linking with partners:</p> <ul style="list-style-type: none"> ○ Manchester Histories 24 (celebration of universities) ○ BBC Archives ○ Ongoing Libraries / Museums events ○ Local and Communities History Month ○ LGA 1974 	PC / DG / JH / DM	

This page is intentionally left blank



Greater Manchester Disaster Relief Fund

Annual Impact Report 2020 - 2021

Prepared for AGMA Statutory Functions Committee



CONTENTS

About Forever Manchester	3
The Greater Manchester Disaster Relief Fund	4
Financial Review of Investment	4
Fund Information	5
Awards Made 2020-21	5
Monitoring	5
Appendices	7

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.

This page is intentionally left blank

**Greater Manchester
Disaster Relief Fund
Annual Report 2022-2023
Prepared for
AGMA Statutory Functions Committee**

Contents

About Forever Manchester	3
The Greater Manchester Disaster Relief Fund	4
Financial Review of Investment	4
Fund Information	5
Awards Made 2022-23	5
Monitoring	5
Appendix 1	6
Greater Manchester Disaster Relief Fund Guidelines	6
Appendix 2	8
GMDRF Process	8

About Forever Manchester

Forever Manchester is the only charity that raises money to fund and support community activity across Greater Manchester. We believe that connected communities make stronger, happier communities, so we love any activity that brings people together.

In every neighbourhood across Greater Manchester there are thousands of people involved in community activity. In fact, at any given time there are an unbelievable 20,000 local grassroots projects of varying sizes and interests taking place. These activities are the lifeblood of our neighbourhoods, they are happening right now on our doorsteps, and they are being run by people who give up their precious time to make our communities happier and safer places to be.

Forever Manchester cares about those people who care enough to act. We champion local people doing extraordinary things together. And when advice, encouragement and funding is needed, Forever Manchester is there to provide a hand up to support them.

Since Forever Manchester was established in 1989 we have delivered over £59 million into local communities. All of the money raised for Forever Manchester is used to fund and support over 1,300 community projects each year. This means we will have supported community activity within one mile of your home or business if it's in Greater Manchester.

Forever Manchester is a charity for people round 'ere, supporting community activity year in and year out. But to do all this great stuff we need to raise money. So whether you are a company or individual, your generosity can create something special right across Greater Manchester, keeping it great.

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 current flow-through bank account balance) currently stands at £403,183, 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. Our current investment managers are Barclays Wealth.

In the last 12 months the value of the endowment has fluctuated, with recoveries from Covid-19 being counteracted by the impact of the war in Ukraine on the worldwide economy.

Date	Endowment Market value
31.03.2023	£195,987
31.03.2022	£210,159

Fund Information

Balance of distribution funds in the bank account at 31st March 2023 was £207,196 (31st March 2022 £203,559).

Awards Made 2022-23

No awards were made from the GMDRF in the financial year 2022-23.

In 2021 Forever Manchester entered into a Memorandum of Understanding with the National Emergencies Trust (NET), which means that if any future events occurring in or affecting Greater Manchester have the national profile to trigger a NET fundraising appeal (such as the Covid-19 pandemic did), 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 or national funding support.

Monitoring

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

There was no monitoring due in this reporting year.

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.



Forever Manchester

1st Floor, Phoenix House
45 Cross Street, Manchester, M2 4JF
0161 214 0940
info@forevermanchester.com
ForeverManchester.com



Company Limited by Guarantee
Registered in England and Wales under 2785133
Registered Charity No. 1017504

This page is intentionally left blank