

AGMA STATUTORY FUNCTIONS COMMITTEE

DATE: Wednesday 30 October 2024

TIME: 10.00 am to 11.00 am

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

VENUE: [GMCA, Boardroom, The Tootal Buildings - Broadhurst
House , 1st Floor, 56 Oxford Street, Manchester, M1
6EU](#)

AGENDA

- 1. Apologies for Absence**
- 2. Appointment of Chair and Vice-Chair for the
2024/25 Municipal Year**

The Committee is asked to appoint a Chair and Vice-Chair for the
2024/25 Municipal Year.

BOLTON	MANCHESTER	ROCHDALE	STOCKPORT	TRAFFORD
BURY	OLDHAM	SALFORD	TAMESIDE	WIGAN

3. To Note the Membership of the AGMA Statutory Functions Committee 2024/25

Member (Councillor)	District	Substitute (Councillor)
Nadeem Ayub (Lab)	Bolton	Akhtar Zaman
Charlotte Morris (Lab)	Bury	Vacancy
Tim Whiston (Lab)	Manchester	Leslie Bell
Peter Dean (Lab)	Oldham	Aftab Hussain
Janet Emsley (Lab)	Rochdale	Terrance Smith
Hannah Robinson-Smith (Lab)	Salford	Jack Youd
Frankie Singleton (Lib Dem)	Stockport	Jilly Julian
Vimal Choksi (Lab)	Tameside	Sangita Patel
Catherine Hynes (Lab)	Trafford	Rose Thompson
Paul Prescott (Lab)	Wigan	Dane Anderton

4. Member's Code of Conduct and Annual Declaration Form 1 - 12

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 2024/25 13 - 20

Ordinary Business

6. Chair's Announcements and Urgent Business

7. Declarations of Interest 21 - 28

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. Minutes of the Last Meeting held on 2 October 2023 29 - 34

To consider the approval of the minutes of the meeting of the AGMA Statutory Functions Committee held on 2 October 2023.

9. Greater Manchester County Record Office and Greater Manchester Archives and Local Studies Partnership 35 - 54

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

10. Forever Manchester, Greater Manchester Relief Fund Annual Impact Report 2023-24 55 - 64

To note the Annual Impact Report 2023-24 of the Greater Manchester Relief Fund.

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).

For Information

12. Gov Wifi Instructions

65 - 66

Committee Membership 2024/25		
Name	Organisation	Political Party
Councillor Nadeem Ayub	Bolton	Labour
Councillor Charlotte Morris	Bury	Labour
Councillor Tim Whiston	Manchester	Labour
Councillor Peter Dean	Oldham	Labour
Councillor Janet Emsley	Rochdale	Labour
Councillor Vimal Choksi	Tameside	Labour
Councillor Hannah Robinson-Smith	Salford	Labour
Councillor Frankie Singleton	Stockport	Liberal Democrats
Councillor Catherine Hynes	Trafford	Labour
Councillor Paul Prescott	Wigan	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 22 October 2024 on behalf of Julie Connor, Secretary to the Greater Manchester Combined Authority, Broadhurst House, 56 Oxford Street, Manchester M1 6EU

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 GMA 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 and The Greater Manchester Archives and Local Studies Partnership • GM Disaster Relief Fund (Annual Report for noting) <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>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.</p> <p>The SFC will receive reports from the Greater Manchester County Record Office and the Greater Manchester Archives and Local Studies Partnership.</p>
<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>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 referenced by job title/organisation.</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>The Committee has nominated deputies for each Member who may deputise at SFC and, in their absence, vote on his/her behalf.</p>
<p>Appointment of Chair (and Vice Chair)</p>	<p>Chair and Vice Chair to be appointed at the Annual Meeting.</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>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>The quorum of The SFC will be two thirds of participating parties 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>	

Meeting arrangements <i>Detail here the current meeting arrangements, i.e. frequency, location etc</i>	The Committee will meet at least twice a year in person with additional meeting as required.
Lead contact <i>Include here who is the main point of contact for the Committee / portfolio body</i>	
Date TOR were approved <i>Detail the date that these terms of reference were approved</i>	30.10.24

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.

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.

SHORT GUIDE

GMCA CODE OF CONDUCT FOR MEMBERS

1. WHO

Mandatory for

The Mayor

Members of GMCA

Substitute Members of GMCA

Voting Co-opted Members of GMCA's committees

Appointed Members of Joint Committees

Voluntary for

Non-voting Co-opted Members of GMCA's committees

Elected members from GM districts when they represent GMCA

2. WHEN

Acting in your official capacity, and

In meetings of:

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

3. CONDUCT

General Principles

Selflessness: the public interest not personal gain

Integrity: avoid undue influences

Objectivity: decisions made on merit

Accountability: scrutiny is the norm

Openness: transparent decisions with reasons

Honesty: declare interests and avoid conflicts

Leadership: lead by example.

DO NOT

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

DO

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

INTERESTS

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

Register within 28 days

- Employment or other paid office
- Sponsorship – payment in respect of expenses as a Member of GMCA, or election expenses.
- Contracts – between you/your partner (or a body in which you or your partner has a beneficial interest) and GMCA:

- Land you have an interest in within Greater Manchester
- Corporate Tenancies – where GMCA is the landlord you/your partner (or a body in which you or your partner has a beneficial interest) is the tenant
- Securities – you have a beneficial interest in securities of a body which has a place of business or land in the area of the GMCA

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

Disclose the interest at the meeting

Withdraw from the meeting

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

B. Other Interests

Personal Interests

You have a personal interest -

- If your well-being or financial position would be affected (i.e. more so than other ratepayers)
- If the well-being or financial position of somebody close to you would be affected or the organisations in which they are employed
- If the well-being or financial position of body referred to below would be affected
 - A body of which you are in a position of general control or management and to which you are appointed or nominated by GMCA;
 - A body of which you are in a position of general control or management which
 - i. exercises functions of a public nature;

- ii. is directed to charitable purposes; or
- iii. one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union),
- the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £100.

Disclose the interest at the meeting

You may speak and vote

C Prejudicial Interests

You have a prejudicial interest -

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

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

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

Disclose the interest at the meeting

Withdraw from the meeting

Agenda Item 8

**MINUTES OF THE MEETING OF THE AGMA STATUTORY FUNCTIONS COMMITTEE
ANNUAL GENERAL MEETING HELD ON 2 OCTOBER 2023
AT 10:30 AM**

MEMBERS PRESENT:

Councillor Nadeem Ayub	Bolton Council
Councillor Charlotte Morris	Bury Council
Councillor Tim Whiston	Manchester City Council
Councillor Peter Dean	Oldham Council
Councillor Janet Emsley	Rochdale Council
Councillor Neil Emmott (Chair)	Rochdale Council
Councillor Hannah Robinson-Smith	Salford Council
Councillor Frankie Singleton	Stockport Council
Councillor Sangita Patel	Tameside Council
Councillor Catherine Hynes	Trafford Council
Councillor Paul Prescott	Wigan Council

LEAD CHIEF EXECUTIVE

Alison McKenzie-Folan	Wigan Council
-----------------------	---------------

OFFICERS IN ATTENDANCE:

Neil MacInnes	Manchester City Council
Jenny Hollamby	GMCA
Helen Davies	GMCA

SFC/01/23 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Vimal Choksi, Tameside Council, Councillor Sangita Patel was substituting.

**SFC/02/23 APPOINTMENT OF THE CHAIR AND VICE-CHAIR FOR THE
2023/24 MUNICIPAL YEAR**

A nomination for Councillor Janet Emsley to be appointed as Vice-Chair was received and approved.

RESOLVED/-

1. 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.
2. To note that Councillor Janet Emsley, Rochdale Council, be the Vice-Chair of the AGMA Statutory Functions Committee for the 2023/24 Municipal.

**SFC/03/23 TO NOTE THE MEMBERSHIP OF THE AGMA STATUTORY
FUNCTIONS COMMITTEE 2023/24**

RESOLVED/-

That the Membership for the 2023/24 municipal year be noted as below:

Councillor Nadeem Ayub	Bolton Council
Councillor Charlotte Morris	Bury Council
Councillor Tim Whiston	Manchester City Council
Councillor Peter Dean	Oldham Council
Councillor Janet Emsley	Rochdale Council
Councillor Hannah Robinson-Smith	Salford Council
Councillor Frankie Singleton	Stockport Council
Councillor Vimal Choski	Tameside Council
Councillor Catherine Hynes	Trafford Council
Councillor Paul Prescott	Wigan Council

SFC/04/23 MEMBER'S CODE OF CONDUCT AND ANNUAL DECLARATION FORM

In respect of agenda item nine, Greater Manchester County Record Office and Greater Manchester Archives and Local Studies Partnership, Councillor Tim Whiston declared a personal interest by virtue of working as a Library Assistant for Manchester Metropolitan University, Manchester M15 6BH.

RESOLVED/-

1. That the GMCA's Code of Conduct be noted.
2. That it be noted that all Members be requested to complete an annual register of interest form and return it to the Governance Officer.

SFC/05/23 TO NOTE THE COMMITTEE'S TERMS OF REFERENCE 2023/24

RESOLVED/-

That the Terms of Reference for the Committee be noted.

SFC/06/23 CHAIR'S ANNOUNCEMENTS AND URGENT BUSINESS

There were none.

SFC/07/23 DECLARATIONS OF INTEREST

The Chair noted that Councillor Tim Whiston had made a declaration at agenda item four.

RESOLVED/-

There were no further declarations of interest received at the meeting.

**SFC/08/23 TO NOTE THE MINUTES OF THE LAST MEETING HELD ON
22 JANUARY 2022**

The Committee noted, that at the last meeting as part of the Greater Manchester County Record Office and Greater Manchester Archives and Local Studies Partnership, part of the resolution had been:

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.

an update on this was requested.

Officers noted that free of charge access to the 1921 census could currently be viewed at:

- The National Archives in Kew
- National Library of Wales; and
- Manchester Central Library

The request to expand free of charge access points had been given to the National Archive and this was currently under consideration.

RESOLVED/-

That the Committee approved the minutes of the last meeting held on 22 January 2022 be received as a correct and accurate record.

**SFC/16/22 GREATER MANCHESTER COUNTY RECORD OFFICE AND
GREATER MANCHESTER ARCHIVES AND LOCAL STUDIES
PARTNERSHIP**

A report was presented by Sam Elliott, Head of Service, Bolton Council

Neil MacInnes, Head of Libraries, Galleries and Culture, Manchester City Council, and Phillip Cooke, Citywide Services Manager, Libraries and Archives, Manchester City Council.

The report provided an update on the progress of Archives+ and the Greater Manchester Archives and Local Studies Partnership.

The Committee noted that it was 9-years since Manchester Central Library re-opened to the public following significant transformation, and in the last 12-months there had been over 1.3 million visitors to the library, an increase of 10% on the previous year. Pre-Pandemic, over 2-million people visited annually making Manchester Central Library the most visited public-library in the country.

Key areas of focus from the report were highlighted to the Committee, it was noted that 2024 saw some significant anniversaries in the Archive+ Partnership and planned projects across GM.

The Committee asked for an update on the Royal Northern Digitisation and the Project Officer for Image Collection. Officers agreed to update on that area of work at the next meeting. Clarity was sought on the four GM Authorities that have gone live with archives catalogues, Officers agreed to provide further information at the next meeting.

The Committee was advised that the Assheton Collection, was to be housed within Manchester Central Library in the Archive. Officers agreed to circulate a presentation to Members that gave further information on the collection and the significant external funding that had been levered in as a result of this acquisition.

The Committee queried if any of the contents of the archives were accessible to library users in district libraries across Greater Manchester. Officers noted that the British Film Institute (BFI) Weekly was a scheme available in all district libraries across the UK. There were 134 libraries across GM and accessibility was considered across the network, alongside promotion of the unique resources in each of the ten districts within archives and collections, with particular emphasis on the growing popularity of family, social and local history for residents. Further information on this area of work would be brought back to the next meeting. Officers noted the significant benefit of the GM archive partnership both to residents and reputationally for the region.

RESOLVED/-

That the report be received and noted.

**SFC/17/22 TO NOTE THE FOREVER MANCHESTER, GREATER MANCHESTER
RELIEF FUND, ANNUAL IMPACT REPORT 2022-23**

RESOLVED/-

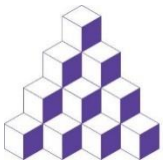
That the report be received and noted.

SFC/18/22 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.



AGMA Statutory Functions Committee

Date: 30 October 2024

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, Libraries and Archives Lead, 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 (neil.macinnes@manchester.gov.uk)

Sam Elliott (samantha.elliott@bolton.gov.uk)

Philip Cooke (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 move 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. Ten years later it is again the most visited public library in the United Kingdom. We celebrated the library's 90th anniversary this year of the opening of the library on 17th July 1934. GMCRO is a National Archives accredited Place of Deposit, and had its accreditation extended in 2023, being commended for its excellent facilities and its approach to engagement and partnership work. We received our accreditation certificate during a national TNA event to celebrate its accreditation scheme that was held at Manchester Central Library as Archives+ is considered to be such a model of best practice.

- 1.3 The Archives+ partners are the Northwest 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
- + Northwest 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 1.5 million people visited the library, an increase of over 10% on the previous 12 months.

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.

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.

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

3.1 GMALSP Action Plan 2020-2023

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

3.1.1 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 in recent years by storing records on backed-up server space provided by GMCRO. Our Digital Preservation work has progressed significantly this year. GMALSP were successful in their bid to The National Archive's Resilience Fund. We received £13,622 to purchase necessary equipment to process digital archives for long term storage. We have created two 'Greater Manchester Digital Kits' which each contain a laptop, floppy disk reader, cd drives, internal hard drive docking station, memory card reader and write blocker as well as a 2TB Hard Drive for each authority archive. The laptop has lots of open-source software loaded to it which collect vital metadata about digital collections. The project started in April 2024, giving each authority the kit for some time and receive training enabling them to start to process their digital collections. Oldham and Stockport have benefitted so far with the other authorities receiving it before April 2025. At the end of the project a celebration will be held at Manchester Central Library where GMALSP can reflect on how digital preservation has improved through this project

and where we can go next. The kit can then be booked out to use by each authority archive as and when required.

3.1.2 Health Records

GMALSP has been selected by The National Archives as their national pilot to maximise the amount of health records being transferred to Places of Deposit – Greater Manchester County Record Office and most GM archives services are Places of Deposit. In January we hosted a workshop attended by our archives services and NHS information officers. This has led to plans for an increased number of health records to be transferred and TNA are currently writing guidance and support notes as a result of the project.

3.1.3 Digital Kiosk

In 2023 we purchased a kiosk which displays audio-visual clips from our archives to be used in each authority. In 2024 it has been travelling between each authority, with relevant content to that area loaded on each time it moves. By the end of 2025, customers of every authority will have benefitted from a few months with the kiosk. Feedback has been excellent with residents fascinated by clips of Greater Manchester and their specific authority.

3.1.4 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.

3.1.5 GM Lives Replacement

GM Lives, which is the web portal for GM Archives, is not fit for purpose, and for a number of years we have been investigating an alternative solution to showcase GM Archives in a much more effective, customer focused way. Using our Greater Manchester Library Management System contract, three GM Authorities are live or will be soon with their Archives catalogues. It is possible more authorities will follow in 2025; at which time a web portal will 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.

3.1.6 Assheton Collection

In 2023, we raised £100k to purchase the Assheton Collection and to run engagement sessions using the material. 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. The Assheton Collection is of historical importance, and is the oldest Greater Manchester Archives collection, including material from the 12th Century. The archives relate to the Assheton family of Middleton and also includes material relating to Bury. Material from the collection is currently being re-boxed and preserved. The engagement sessions will take place before March 2025 and will include sessions with schools in Middleton, Bury and Manchester. A video describing the collection and its importance is here: <https://youtu.be/IVLrYIF5SY4>.

3.2 Here are highlights of each individual authority's archives services:

3.2.1 Bolton

Bolton Library & Archive service reopened in the newly refurbished and transformed Bolton Central Library in January 2024. The new positioning of the Bolton History Centre has attracted new users, and the service has seen an increase in archive productions. An episode of 'Who Do You Think You Are?' featuring Paddy McGuinness was researched and filmed at the archives and the History Centre has recently been used as filming location for another episode.

We have hosted multiple events with different themes which have opened up the archives and local studies service to a wider audience.

3.2.2 Bury

Bury Archives successfully bid for The National Archives Research and Innovation Grant in October 2023, receiving £5000. - <https://www.nationalarchives.gov.uk/archives-sector/grants-and-funding/research-and-innovation-grants/current-projects>. The details of the project is: *"Bury Archives is full of fascinating information that they want as many people as possible to know about. To increase people's engagement with these collections they will be working with local artists to breathe new life into their collections. The outcome of this will be multiple creative digital publications, inspired by their collections, that will be freely available via Bury Libraries BorrowBox platform."*

3.2.3 Manchester – See Archives+ section in 4.1

3.2.4 Oldham

Oldham Local Studies and Archives is moving into its new archive centre in 2025. Much of the work carried out over the last 12 months has been in preparation for moving the collections and developing the service delivery, working with the construction company, The National Archives, and colleagues from across the Northwest archives.

A pop-up service point was set up within Oldham Library in March 2024, and new users have accessed our resources as a result of us being in the library.

In November 2024, we retained our provisional Archive Service Accreditation at the mid-point review, receiving praise from The National Archives' assessors for progress made in core service areas during a period of staffing changes and a brought forward relocation of the collections.

The Records at Risk-funded 'Capturing the Coliseum' project was delivered successfully between February and July, with born-digital records catalogued and metadata created that will make this important collection more accessible to the residents of Oldham. In April and May, the archives officer worked with the Community Champions at the Northern Roots Urban Farm and Eco Park in the town to develop heritage research skills on a NLHF community engagement project. The 'One Seven Five' exhibition celebrating the 175th anniversary of Oldham becoming a Metropolitan Borough opened in June and included material from the archive and local studies collections, such as the council's first minute book. The archives officer has given talks and tours in the exhibition, including events delivered with Audio Description and British Sign Language support.

3.2.5 Rochdale

Rochdale Local Studies Centre re-opened at its new location in October 2023, the move from Touchstones to Sparth Community Centre went smoothly. The GMALSP sound kiosk was positioned in Rochdale for our re-opening. The kiosk was loaded with clips related to Rochdale, as well as other material from the Northwest Sound Archive. The kiosk also included a Touchstones podcast, which highlighted what we offer as a service and detailed some of the wonderful books and archives we have in our collection.

We have tied in with the reopening of Rochdale Town Hall, hosting Town Hall volunteer workshops and sourcing material from our unique Town Hall archive, some of which is now on permanent display in the magnificent building. We have also taken part in outreach activities as part of Touchstones 'Collections on Tour' programme and attended Rochdale Feel Good Family Picnics in various parks across the Borough.

3.2.6 Salford

We have been working toward providing better access to our collections, along with modernising how visitors can access these important resources. Our Digital Salford volunteers continue to scan our collection of around 70,000 images, with some 30,000 now scanned. This year saw the photographing of some 200 volumes of rate books from our collection, to be included on Find My Past along with the other GM authority archives records.

Our most important achievement this year was through the additional staff hours provided by both the Council and Salford Community Leisure. This has enabled us to provide drop-in access to the library on Tuesdays and Wednesdays, meaning researchers no longer need to book on these days, as well as opening the library for drop in on a Saturday afternoon every four weeks for researchers who cannot access our service on weekdays. These have been immensely popular, with between fifteen and twenty visitors for each four-hour session.

3.2.7 Stockport

Work is ongoing on Stockroom, the new town centre premises, with a projected opening date of Spring 2025. The new development will increase footfall significantly for the Heritage and Archive service, as it will be located at the heart of the Merseyway shopping centre.

The service has stopped offering a public service for the last few months to enable staff to prepare items for the move through rationalisation and repackaging, processing uncatalogued items and some light touch conservation work. The service's digital presence has increased through the use of social media campaigns, improving existing catalogue records and adding items to our digital assets. We have used the digital kit purchased via the GMALSP consortium, outlined in 3.1.1, to help with this.

The Find My Past scanning programme recommenced recently and all of the team attended a Red Rot workshop run by the GM Conservator which has been very useful.

3.2.8 Tameside

Tameside Local Studies Library and Archives Centre has continued to develop and strengthen its volunteer programme. The service currently supports 22 volunteers who have contributed 1,457 hours over the past financial year. Notable accomplishments include cleaning over 1000 documents belonging to the Stamford Estate collection and helping to improve access to information through the completion of a database containing the names of soldiers who died in the First World War, collated from various newspapers. They have significantly contributed to the service by handling tasks that would otherwise be unmanageable alongside daily operations. Volunteers have also provided feedback on the benefits that they have received stating '*volunteering at the centre is very rewarding and educational, it is great way to feel involved with local history*' and '*I enjoy giving something back and meeting new people.*'

3.2.9 Trafford

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, a Caribbean buffet and a 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.

3.2.10 Wigan

In March 2024, the National Archives awarded us Accredited status for the second time and congratulated the team on 'delivering a service which works effectively in all areas'. We relaunched a programme of reminiscence workshop which takes archive collections to care homes to inspire memories. These have proven popular and we have run nine sessions so far.

2024 is the 50th anniversary of Wigan Borough, and the Archives service has been central to the Council's marking of this date. We have contributed material to, and helped curate, a new exhibition space in Leigh called 'Forward, Together' which showcases the borough's recent history through art, photography and audio-visual material. The exhibition is co-curated with Wigan and Leigh College students. We have created a series of five oral histories from residents who remember the change. Our research into the evolution of the Wigan crest has influenced the redesign of the Council's logo.

We have run a successful programme of work placements, hosting eighteen young people this calendar year, and have benefitted from over 1,500 hours of volunteer time from 50 active volunteers in the past quarter.

4. Archives+ over the last 12 months.

4.1 This has been another very successful 12 months for the Archives+ partners who are based at Manchester Central Library, individually and as a partnership. The partnership have worked together for several events and exhibitions, including anniversaries of Manchester Central Library. In March, all Archives+ partners held a joint event to celebrate 10 years since re-opening and on 17th July we celebrated the 90th birthday of the library, which was attended by many people in their 90s including somebody who was present at the original opening of the library on 17th July 1934.

4.2 This has been a particularly rich year for Archives+ exhibitions, including Central Library exhibition to celebrate its 90th anniversary, Greater Mancunian photo exhibition, Manchester Voices (analysing the accents of Greater Manchester), the various exhibitions in the Manchester Histories Hub, Rochdale Canal posters and the current exhibition on Polish heritage from the Polish Consulate.

4.3 The Ahmed Iqbal Ullah Education Trust (AIUET) concluded its National Lottery Heritage Funded (NLHF) project, 'Coming in from the Cold', which collected and made accessible previously hidden histories of Greater Manchester's communities. This project has made the Ahmed Iqbal Ullah RACE Centre (AIURC) one of the largest collections of Global Majority community history in the UK. The project ended with a showcase event and an exhibition developed in collaboration with some of the community groups.

In April, AIUET began a new NLHF funded project, 'Community Led Collecting: Fit for the Future', aimed at improving digital resilience and accessibility of collections.

The Centre and Education Trust saw increased demand for anti-racism and Black/Global Majority History resources, with a significant increase in archive use by students, academics and community groups, both in guided workshops and through independent study. We have worked in-depth with youth groups and schools and will be expanding our youth-focused initiatives in the coming year.

In the last year we have delivered a full engagement programme. Highlights included Black History Month-related activity, which began with an online consultation exercise on how Black histories are commemorated and celebrated, followed by an event for young people. This has resulted in the creation of a Black History Manifesto which was launched this October. <https://www.racearchive.org.uk/working-ethically-with-black-histories-a-manifesto/>

The AIUET continued to support and participation in sector-wide EDI and anti-racism in collections and organisational development work, continuing its partnership with the Association of Independent Museums (AIM) to deliver a grants programme as part of the Welsh Government's Anti-racism plan. They were also commissioned to support the North West's Doctoral Training Partnership Consortium) to develop its strategy to embed EDI and to work ethically with Global Majority communities in research, and to contribute to The National Archives' Archive Accreditation framework review in relation to embedding EDI more robustly in the national standards.

4.4 The Northwest Film Archive has welcomed three new members of project staff over the last year, funded by the BFI National Lottery Heritage Fund - two new Development Officers and a new Accessibility Officer started. All three posts are looking at how the NWFA collection reflects the diversity of the NW region, working with local communities to improve representation in, and access to, moving image heritage for under-represented groups. The Development Officers have been working on a full audit of all NWFA's current holdings, to identify gaps in the collection, and to uncover collections that have potential for inspection, acquisition and/or cataloguing and reinterpretation. They have been reviewing NWFA

cataloguing and indexing processes, in consultation with community groups and colleagues across the sector; and identifying areas for targeted audience and collection development activities. The Accessibility Officer is focussing on how the collection reflects the lives and experiences of disabled people and developing ways of improving access for disabled and neuro-divergent users to their moving image heritage.

Access work in the year included participating in the 10th Anniversary celebrations for Archives+, and the 90th birthday of Central Library, showcasing our service and creating a special compilation of films from the collection.

Finally, NWFA footage was used by Sofia Coppola in December to promote the much lauded Chanel Fashion Show in Manchester, promoting the archive and the city to an international audience.

4.5 In addition to running the Manchester and Lancashire Family History Society helpdesk at Manchester Central Library, the Society continued to work with Archives+ and local bodies to make more records available. The society's experience of handling large projects has made several large projects possible. This year the society completed the transcription of 11,189 employees details from Horwich Locomotive Works; indexed 6,696 names from admission registers of Chetham's Hospital; transcribed and indexed eight Catholic baptism registers for the Salford diocese, now available as downloads in the Society shop and completed transcription of letters from WW1 servicemen associated with the Zion institute.

The large project of indexing Mother's maiden names for births registered at Manchester Register Office is nearly complete.

Current large projects include a project in partnership with the Manchester Museum of Transport to transcribe records of an estimated 30,000 employees and the transcription of announcements from early Manchester newspapers with over 76,000 now completed. New projects include the Admission Register for Bolton Royal Infirmary.

4.6 Manchester Histories this year ran its biannual Manchester Histories Festival which featured a range of events, including the Open Mic Extravaganza, "It Started with a Seed" International Storytelling Festival with Manchester Met. The ever popular Histories & Heritage Marketplace was held at Manchester Central Library from June 7-9. These

events celebrated Greater Manchester's rich and diverse histories, engaging over 1,000 attendees. The popular Celebration Day included the Histories & Heritage Marketplace, bringing together over 50 museums, archives, and projects.

Throughout the year, Manchester Histories Hub at Central Library has promoted heritage and well-being through workshops and community engagement, such as with the Victoria Square elders group. The hub also hosted exhibitions like International Mother Language Day, attracting over 600 visitors. Upcoming projects include creative sessions on the Tootal scarf's history and the Migration Stories Northwest exhibition, exploring migration histories from the Roman period to today.

In collaboration with Dr. Erin Beeston and Archives+, the hub developed a heritage and well-being toolkit for older people, aligning with Greater Manchester's Creative Health Strategy. The toolkit offers step-by-step guidance for group activities using historical resources, aiming to boost confidence and community connections.

4.7 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/>.

4.8 In 2023, Archives+ was awarded £99.5k from the National Lottery Heritage Fund to develop a new website for the Manchester Local Image Collection and to digitise 10,000 more images using local volunteers. The project which will be completed by the end of 2025 is well underway with a team of volunteers digitising 1000s of photographs with the new website due to go live in early 2025. This will enable a wide range of historic photographs of Manchester to be showcased and made accessible in one place for the first time.

4.9 The Royal Northern College of Music (RNCM) was awarded over £200,000 from the National Lottery Heritage Fund for its Throwing Open the Concert Doors project. As the digitisation partner on the project, Archives+ has digitised over 1,600 concert tapes, trained 5 digitisation volunteers (two of whom are now working in heritage) and hosted several events for local community groups in the sound studio at Central Library. The project is now on track to digitise over 1,800 tapes by December 2024, 130% of the original target.

4.10 In 2021 we took in material, now called the Rashford collection, that was the public response to the criticism Marcus Rashford received after he missed a penalty in Euro 2020. Messages of support were posted on his mural on a wall in Withington. We retrieved and preserved this material and have started to engage people with it, including children from Beaver Road Primary School. We plan more engagement over the next few years. <https://manchesterarchiveplus.wordpress.com/2024/05/20/marcus-rashford-mural-tributes-school-visit/>



4.11 Manchester Central Library has been awarded over £100,000 from the National Lottery Heritage Fund and the Manchester Libraries Trust for a new archive project which will digitise and transform access to the library's large Piccadilly Radio archive, starting in January 2025. Piccadilly Radio was Greater Manchester's pioneering independent commercial radio station when it launched in 1974. The station, which was based at Piccadilly Plaza, holds a very special place in the hearts of several generations of people from around Greater Manchester for its output of news, features, music, sport and drama covering the city region. The project will train up volunteers to help with digitising, describing, and curating the unique archive and will work with the Manchester Digital Music Archive, the Manchester Hip Hop Archive and a local community radio station to run skill-building workshops which will re-use the audio in creative ways. Since the project's announcement, the library has taken in over 600 tapes from former Piccadilly Radio staff that had been stored in offices and attics into the library's secure vaults for safekeeping. https://www.manchester.gov.uk/news/article/9534/piccadilly_radio_archives_turn_digital_with_99k_national_lottery_grant

4.12 Archives+ have supported several partner organisations with successful National Lottery Heritage Fund Bids over the last year. The George House Trust received £151k to celebrate 40 years of HIV activism in Greater Manchester. The project will result in their archive being preserved, made accessible with engagement activities. Manchester Histories & Queer Up North have been awarded £248,500 from The National Lottery Heritage Fund. This funding, with additional support from the Granada Foundation, will preserve and celebrate the Queer Up North (QUN) festivals held between 1992 and 2002. Both of these projects will be included in Manchester Central Library exhibition programme over the next couple of years.

5. Future Priorities

5.1 Future Priorities for GMALSP

5.1.1 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.

- **Diversity and Inclusion and contemporary collecting.** Ensure we make our archives more representative of the diverse populations within Greater Manchester. Consider a consortium bid to The National Archives, Archives Revealed funding stream, around increasing the amount of material relating to diverse populations and cataloguing of those collections. Diversify our volunteer base and increase the diversity of audiences. Develop approaches to contemporary collecting, working together on certain collections for example Local Authority records, Health Records etc.
- **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 10 authorities to reduce the risks to their archives including digitally preserving material using the kit purchased through the TNA resilience fund bid outlined in 3.1.1. We also plan to update documentation regarding digital preservation, including preserving Council records.

- **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.

5.2 Future Priorities for Archives+

- Archives+ partners will continue to work together, coming together particularly for resident engagements, events, and exhibitions.
- The Ahmed Iqbal Ullah RACE Centre (AIURC) will continue the National Lottery Heritage Funded 'Community Led Collecting: Fit for the Future' project, aimed at improving digital resilience and accessibility of collections. They will continue their anti-racist and educational work which is more relevant than ever following the recent riots this summer.
- The Greater Manchester County Record Office will continue to use its fully equipped sound recordings digitisation studio, that enables us to deliver digitisation projects and raise income from engagement and digitisation projects. We will continue to share Greater Manchester's neglected and fragile sound recordings more widely online and using exhibition kiosks across Greater Manchester. This includes the RNCM digitisation project mentioned in section 4.9 and the Piccadilly Radio project mentioned in section 4.11.
- NWFA is continuing its BFI National Lottery Screen Heritage project. This 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.
- The Manchester and Lancashire Family History Society will continue to operate the family history helpdesk in Manchester Central Library and work with Archives+ Partners and other local bodies to preserve records. The project to digitise the employment records held by the Transport Museum continues to be the cornerstone of the society's project programme.
- ManchesterHistories will continue to use the histories and heritage hub at Central Library to host exhibition, hold events and deliver a series of workshops. Upcoming projects include creative sessions on the Tootal scarf's history and activities relating to the current exhibition - Migration Stories Northwest exhibition, exploring migration histories from the Roman period to today. Manchester Histories will roll out the toolkit that allows staff and volunteers to deliver activities with heritage resources to improve well-being. The toolkit can be used in libraries,

community & care settings across GM. Projects include Queer Up North and Rocket 2030.

- The Disabled People's Archive will continue detailed cataloguing of the collection., alongside digitisation, transcription and more public outreach and supporting Archives+ events.

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	Identify bid writing skills across the consortium and develop a bid writing 'team'	PC / JW	

	collecting / Digital			
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	Joint celebrations – linking with partners: <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	

**Greater Manchester
Disaster Relief Fund
Annual Report 2023-2024
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 2023-24	5
Monitoring	5
Process Review	6
Appendix 1	7
Greater Manchester Disaster Relief Fund Guidelines	7
Appendix 2	9
GMDRF Process	9

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 £60 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 £401,026 from the Fund, however the combined Fund value (endowment investment and current flow-through bank account balance) currently stands at £392,953, 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.

This year the value of the endowment has stayed broadly the same and whilst ongoing global events have impacted expected growth, negative variations levelled out by the year end. Dividends remain competitive against the industry standard benchmark, which is satisfactory given external issues affecting the market value of the stocks.

Date	Endowment Market value
31.03.2024	£196,966
31.03.2023	£195,987

Fund Information

Balance of distribution funds in the bank account at 31st March 2024 was £185,596 (31st March 2023 - £207,196).

Awards Made 2023-24

The following award was made through the GMDRF in the 2023-24 financial year.

Recipient	Purpose	Amount Awarded
Tameside MBC	Supporting those affected by the tornado which hit the Stalybridge area of Tameside on 27/12/2023 during Storm Gerrit.	£33,750

Monitoring

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

Tameside MBC Monitoring Information

Following Storm Gerrit on 27/12/2023, Tameside MBC applied to the GMDRF to support those affected by the tornado, which impacted more than 130 households. An award of £33,750 was made, equating to approximately £250 per household.

All residents advised of a section 77/78 notice on their property following the Tornado were eligible to apply to Tameside MBC to access the GMDRF award. A letter was sent out to all affected properties asking residents for proof of address and their bank details. Payments of £250 per household were then issued via a bank transfer, using the same verification checks that the Council uses for administering the Household Support fund to ensure all payments were correctly distributed.

- Numbers of households supported through the GMDRF award - 134
- Numbers of individuals supported through the GMDRF award - 191

Tameside MBC report that this was “welcome and needed support for residents that had property and personal items destroyed” by the tornado.

Many residents contacted the Council after receiving their awards to pass on their thanks. The funding allowed them to replace essential household and personal items, especially where there were waits for insurance payments and for those residents who were unable to return to their property immediately due to safety issues. Comments received included:

'We really appreciate any support, as we have really struggled with the damage caused to our property, we have only just confirmed works to begin on our home, due to struggling with the insurance company.'

Process Review

In late 2023 and early 2024, Forever Manchester worked with the Greater Manchester Resilience Unit (GMRU) to review the GMDRF criteria, process and panel membership. It was concluded that the criteria and process were still fit for purpose, with one update made to the personnel who could confirm that an incident had met the eligibility criteria.

Panel membership has been reviewed as several members of the panel had stepped down or no longer held relevant positions. Panel members with appropriate background and experience were identified and approached by the GMRU and an updated panel is now in place.

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 confirmed as meeting the eligibility criteria below by the Chief Resilience Officer or a strategic commander within the Greater Manchester Resilience Unit, Resilience Directorate, GMCA.

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 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 GMRU directly.
- Dependent upon the obvious scale of the incident, Forever Manchester may wish to open an appeal.
- As per the guidelines one of the 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 GMRU, 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



GovWifi is a new guest wireless service which is designed to work across many public sector locations. GMCA has decided to adopt the service which will provide an improved Guest wireless service across all GMFRS and GMCA locations.

Registering with GovWifi

To use the service you need to register for an account.

You can do this by sending a blank email to signup@wifi.service.gov.uk using a .gov email address or anyone can text 'Go' to **07537 417 417**.

You will be sent a username and password unique to either your email address or mobile number that you can use to login to GovWifi on any of your devices.

Connecting to GovWifi

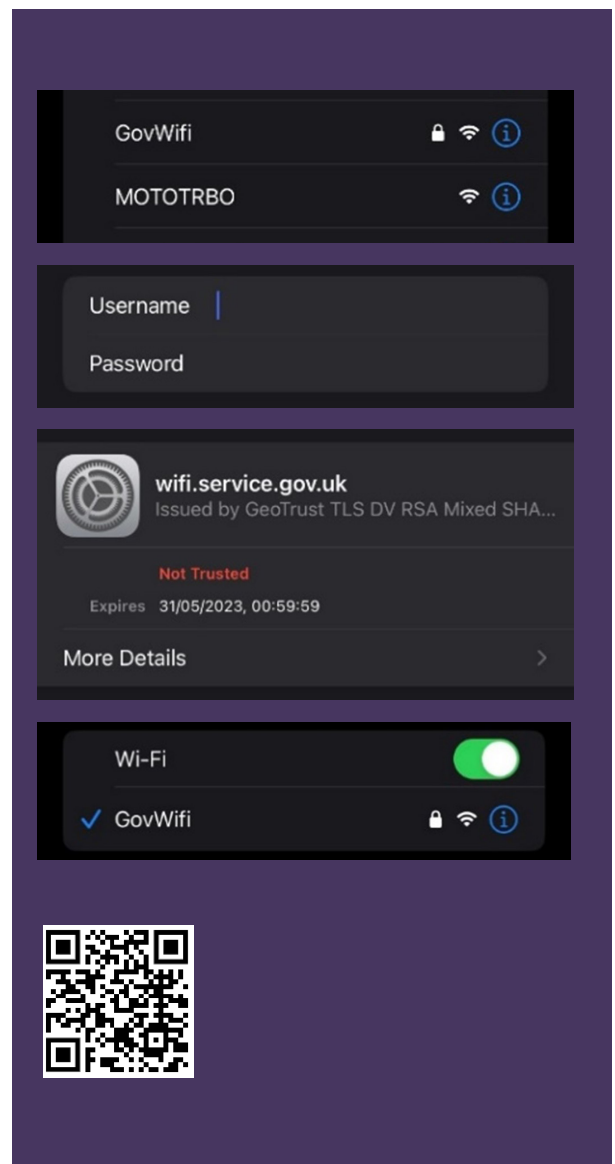
After you have received your username and password open your Wifi settings menu to select the GovWifi option.

Enter the username and password you were sent during registration.

You will be presented with a certificate screen you will need to validate. Check the issuing service is 'wifi.service.gov.uk' and then select the certificate is valid and that it is trusted.

You will then connect to GovWifi this can take a few seconds to complete.

Guidance on how to connect on specific devices can be found here:



Internet access is passing through the GMCA content filtering as per the standard corporate internet access with one exception that personal email is permitted.

In accepting the terms of connection to the GovWifi service you will be agreeing to the acceptable use policy.

If you require any further assistance, please contact the ICT Service Desk on 0161 608 4425 or log your call via the Self Service Portal

The GovWifi Terms of Service can be found here:



This page is intentionally left blank