



Standards Committee

Date: Thursday, 21 March 2019

Time: 10.30 am

Venue: Council Antechamber, Level 2, Town Hall Extension

Everyone is welcome to attend this committee meeting.

This is a **supplementary agenda** that contains additional information that was not available when the agenda was first published.

Access to the Council Antechamber

Public access to the Council Antechamber is on Level 2 of the Town Hall Extension, using the lift or stairs in the lobby of the Mount Street entrance to the Extension. That lobby can also be reached from the St. Peter's Square entrance and from Library Walk. **There is no public access from the Lloyd Street entrances of the Extension.**

Filming and broadcast of the meeting

Meetings of the Standards Committee are 'webcast'. These meetings are filmed and broadcast live on the Internet. If you attend this meeting you should be aware that you might be filmed and included in that transmission.

Membership of the Standards Committee

Councillors - O'Donovan, Andrews, Connolly, Cooley, Evans, Kilpatrick and Lanchbury

Councillor O'Donovan (Ringway Parish Council)

Independent Co-opted Members - Nicolé Jackson (Chair), Mr G Linnell

Independent Person

Ms S Beswick and Mr A Eastwood

Agenda

10. **Annual review of Use of Resources Guidance for Members, the Gifts and Hospitality Guidance for Members and the Member / Officer Relations Protocol** 3 - 22
A copy of the report appendices are enclosed

Further Information

For help, advice and information about this meeting please contact the Committee Officer:

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This agenda was issued on **Monday, 18 March 2019** by the Governance and Scrutiny Support Unit, Manchester City Council, Level 3, Town Hall Extension (Lloyd Street Elevation), Manchester M60 2LA

Section F

Member / Officer Relations Protocol

MEMBER / OFFICER RELATIONS PROTOCOL**SECTION F: MEMBER / OFFICER RELATIONS PROTOCOL****1. INTRODUCTION AND PRINCIPLES**

1.1 The purpose of this Protocol is to guide Members and Officers of the Council in their relations with one another in such a way as to ensure the smooth running of the Council.

1.2 Given the variety and complexity of such relations, this Protocol does not seek to be either prescriptive or comprehensive. It simply offers guidance on some of the issues which most commonly arise. It is hoped, however, that the approach which it adopts to these issues will serve as a guide to dealing with other circumstances.

1.3 This Protocol is to a large extent a written statement of current practice and convention. It seeks to promote greater clarity and certainty. If the Protocol is followed it should ensure that Members receive objective and impartial advice and that Officers are protected from accusations of bias and any undue influence from Members.

1.4 It also seeks to reflect the principles underlying the Code of Conduct for Members ("the Members' Code") and the Code of Conduct for Employees ("the Employees' Code"). The shared object of these codes is to enhance and maintain the integrity (real and perceived) of local government and the Codes, therefore, demand very high standards of personal conduct.

1.5 This Protocol should be read in conjunction with the Members' Code and the Employees' Code, the Council's Constitution and any guidance issued by the Standards Committee and/or Monitoring Officer.

2. GENERAL POINTS

2.1 Both Councillors and Officers are servants of the public and they are indispensable to one another. But their responsibilities are distinct. Councillors are responsible to the electorate and serve only so long as their term of office lasts. Officers are responsible to the Council. Their job is to give advice to Councillors and the Council, and to carry out the Council's work under the direction and control of the Council, the Executive, committees and subcommittees.

2.2 At the heart of this Protocol, is the importance of mutual respect. Member/Officer relationships should be conducted in a positive and constructive way. Therefore, it is important that any dealings between Members and Officers should observe reasonable standards of courtesy and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party. This standard of conduct should also be adhered to in Members' dealings with Officers employed by external organisations.

2.3 A Member should not raise matters relating to the conduct or capability of an Officer at meetings held in public or before the press. This is a long-standing

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tradition in public service as an Officer has no means of responding to such criticisms in public. If a Member feels they have not been treated with proper respect, courtesy or has any concern about the conduct or capability of an Officer, and fails to resolve it through direct discussion with the Officer, they should raise the matter with the respective Chief Officer. The Chief Officer will then look into the facts and report back to the Member. If the Member continues to feel concern, then they should raise the issue with the Chief Executive. Any action taken against an Officer in respect of a complaint will be in accordance with the provisions of the Council's Disciplinary Rules and Procedures.

2.4 An Officer should not raise with a Member matters relating to the conduct or capability of another Officer or to the internal management of a Section/Division/Department at or in a manner that is incompatible with the overall objectives of this Protocol. Such matters should be raised with the officer's immediate line manager or Chief Officer as appropriate.

2.5 Nothing in this protocol shall prevent an officer expressing a relevant concern under the Council's Confidential Whistle blowing Policy.

2.6 Failure to follow this protocol may be a breach of the Code of Conduct for Members, particularly of those obligations relating to bullying or abusive behaviour and bringing the Council or the Member's office into disrepute. Further information is set out in the Code of Conduct for Members.

2.7 Where an Officer feels that they have not been properly treated with respect and courtesy by a Member, they should raise the matter with their Chief Officer or the Chief Executive as appropriate. In these circumstances the Chief Officer or Chief Executive will take appropriate action including approaching the individual member concerned or discussing the matter with the Monitoring Officer where they consider there may be a breach of the Code of Conduct for Members.

3. OFFICER SUPPORT TO MEMBERS: GENERAL POINTS

3.1 Officers being employees of the Council must act in the best interests of the Council as a whole and must not give politically partisan advice.

3.2 Close personal familiarity between individual Members and Officers can damage professional relationships and can prove embarrassing to other Members and Officers. Situations should be avoided therefore that could give rise to the appearance of improper conduct or behaviour.

3.3 Certain statutory officers - the Chief Executive, the Chief Finance Officer and the Monitoring Officer have specific roles. These are addressed in the Constitution. Their roles need to be understood and respected by all Members. In particular members are reminded of the duty under the Members' Code to have regard to any relevant advice given by the Chief Finance Officer or Monitoring Officer.

3.4 The following key principles reflect the way in which officers generally relate to Members:

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- all officers are employed by, and accountable to the authority as a whole;
- support from officers is needed for all the authority's functions including full Council, Overview and Scrutiny, the Executive, Regulatory and other ordinary committees, Standards Committee, Joint Committees and individual Members representing their communities etc;
- day-to-day managerial and operational decisions should remain the responsibility of the Chief Executive and other officers.

3.5 On occasion, a decision may be reached which authorises named Officers to take action between meetings following consultation with a Member or Members. It should be recognised that in these circumstances it is the Officer, rather than the Member or Members, who legally takes the action and it is the Officer who is accountable for it.

3.6 Finally, it should be remembered that Officers within a Department are accountable to their Chief Officer and that whilst Officers should always seek to assist a Member, they must not, in so doing go beyond the bounds of whatever authority they have been given by their Chief Officer.

4. OFFICER SUPPORT TO THE EXECUTIVE

4.1 It is clearly important that there should be a close working relationship between Executive Members and the Officers who support and/or interact with them. However, such relationships should never be allowed to become so close, or appear to be so close, as to bring into question the Officer's ability to deal impartially with other Members and other party groups. Officers must ensure that even if they are predominantly supporting the Executive their political neutrality is not compromised.

4.2 Whilst Executive Members will routinely be consulted as part of the process of drawing up proposals for consideration on the agenda for a forthcoming meeting, it must be recognised that in some situations an Officer will be under a duty to submit a report. Similarly, the Chief Executive, Chief Officer or other Senior Officer will always be fully responsible for the contents of any report submitted in their name.

4.3 Where functions which are the responsibility of the Executive are delegated, the Executive will nevertheless remain accountable via the Overview and Scrutiny Committees, for both its decision to delegate a function and the discharge of those functions.

4.4 Under Executive Arrangements, individual Members of the Executive are allowed to take formal decisions. In Manchester the circumstances in which individual members of the Executive can take decisions are set out in the constitution. The Executive, Executive members and Officers must satisfy themselves that they are clear what exactly they can and cannot do.

5. OFFICER SUPPORT: OVERVIEW AND SCRUTINY COMMITTEES

5.1 Overview and Scrutiny Committees have the following roles:

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- to review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions;
- make reports and/or recommendations to the full Council and/or the Executive and/or any joint or area committee in connection with the discharge of any functions;
- consider any matter affecting the area or its inhabitants; and
- exercise the right to call-in, for reconsideration, decisions made but not yet implemented by the Executive and area committees exercising executive functions.

5.2 It is clearly important that there should be a close working relationship between Chairs of the Overview and Scrutiny Committees and the Officers who support and/or interact with them. However, such relationships should never be allowed to become so close, or appear to be so close, as to bring into question the Officer's ability to deal impartially with other Members and other party groups. Officers must ensure their political neutrality is not compromised.

5.3 It is not the role of Overview and Scrutiny committees to act as a disciplinary tribunal in relation to the actions of Members or Officers. Overview and Scrutiny Committees should not act as a 'court of appeal' against decisions or to pursue complaints by individuals (Councillors, Officers or members of the public) which are the subject of other procedures, e.g. the Corporate Complaints Procedure, the Local Government Ombudsman, complaints to the Standards Committee or legal action in the Courts.

6. OFFICER ADVICE TO PARTY GROUPS

6.1 It must be recognised by all Officers and Members that in discharging their duties and responsibilities, Officers serve the Council as a whole and not any political group, combination of groups or any individual Member of the Council. The assistance provided by Senior Officers can take many forms ranging from a briefing meeting with an Executive Member, Lead Member, Chair or other Members prior to a meeting, to a presentation, to a full political group meeting. It is an important principle that such assistance is available to all political groups and individual members

6.2 Attendance at Party Political Group Meetings

There is now statutory recognition for 'party groups' and these are recognised in the constitution. It is common practice for such groups to give preliminary consideration to matters of Council business in advance of such matters being considered by the relevant Council decision making body. Senior Officers may properly be called upon to assist and contribute to such deliberations by party groups but must at all times maintain political neutrality. All Officers must, in their dealings with political groups and individual Members, treat them in a fair and even-handed manner.

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6.3 Attendance at meetings of party groups is voluntary for officers and must be authorised by the Chief Executive (or in his absence the relevant Strategic Director) or the City Solicitor.

6.4 Certain points must, however, be clearly understood by all those participating in this type of process, Members and Officers alike. In particular:

6.4.1 Officer assistance must not extend beyond providing information and advice in relation to matters of Council business. Officers must not be involved in advising on matters of party business. Internal party debates and decision making should take place in the absence of officers.

6.4.2 Party group meetings, whilst they form part of the preliminaries to Council decision making, are not formal decision making bodies of the City Council and are not empowered to make decisions on behalf of the Council. Conclusions reached at such meetings do not therefore rank as Council decisions and it is essential that they are not interpreted or acted upon as such; and

6.4.3 Similarly, where Officers provide information and advice to a party group meeting in relation to a matter of Council business, this cannot act as a substitute for providing all necessary information and advice to the relevant Council decision making body when the matter in question is considered.

6.5 Special care needs to be exercised whenever Officers are involved in providing information and advice to a party group meeting which includes persons who are not Members of the Council. Such persons are not bound by the Members' Code (in particular, the provisions concerning the declaration of interests and confidentiality). Officers would not be able to provide the same level of information and advice as they would to a Member only meeting.

6.6 Officers must respect the confidentiality of any party group discussions at which they are present. When information is disclosed to an officer during discussions with a party group and that information should not be passed on to other groups. However, Members should be aware that this would not prevent officers from disclosing such information to other officers of the Authority so far as that is necessary to performing their duties.

6.7 Any particular cases of difficulty or uncertainty in this area of Officer advice to party groups should be raised with the Chief Executive who will discuss them with the relevant group leader(s).

7. USE OF COUNCIL RESOURCES

7.1 The use of the Councils resources including the use of computers provided to Members of the Council is governed by a guidance note 'Use of Council Resources Guidance for Members' which has been adopted by the Council and is contained in the Constitution.

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8. MEMBERS' ACCESS TO INFORMATION AND TO COUNCIL DOCUMENTS

8.1 The rights of members to inspect council documents are set out in the constitution in the Access to Information Procedure rules.

8.2 A Member must not disclose information given to **them** in confidence by anyone or information acquired which they believe is of a confidential nature, without the consent of a person authorised to give it, or unless they are required by law to do so and must not prevent another person from gaining access to information to which that person is entitled by law. A breach of these requirements is a breach of the Member's Code and actionable by way of referral by the Monitoring Officer of the matter to the Standards Committee. If the breach is serious a civil action may be brought against the Member and / or the Council for damages.

8.3 The Freedom of Information Act 2000 ("the 2000 Act") has brought additional rights and responsibilities regarding the disclosure of information. The right of access under the 2000 Act became fully operational in 2005, alongside the Environmental Information Regulations 2004. The Council is required to proactively publish information via its Publication Scheme and to provide information in response to specific requests, subject to certain conditions and exemptions. The provision relating to access to Council meetings and documentation were amended in 2006 to bring them into line with information rights legislation and those changes are reflected in the Council's constitution.

9. CORRESPONDENCE

9.1 Correspondence between an individual Member and an Officer should not normally be copied (by the Officer) to any other Member. Where it is necessary to copy the correspondence to another Member, (for instance where the Monitoring Officer considers this course of action is necessary to comply with the rules of natural justice), this should be made clear to the original Member. In other words, a system of 'silent copies' should not be employed.

9.2 Official letters on behalf of the Council should normally be sent in the name of the appropriate Officer, rather than in the name of a Member. It will, however, be appropriate in certain circumstances (e.g. representations to a Government Minister) for a letter to appear in the name of an Executive Member or the Leader. Letters which, for example, create legal obligations or give instructions on behalf of the Council should never be sent out in the name of a Member, Executive or otherwise.

10. PUBLICITY AND PRESS RELEASES

10.1 In recent years, all local authorities have increasingly used publicity to keep the public informed and to encourage public participation. The Government has issued a Code of Recommended Practice on Local Authority Publicity and all local authorities must have regard to the provisions of any such Code in coming to any decision on publicity. Further guidance on publicity and extracts from the Code are contained in the guidance note to members 'Use of Council Resources Guidance for Members'. In particular members and officers should note that during the election period special rules apply with regard to local authority publicity

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10.2 Officers and Members of the Council will, therefore, in making decisions on publicity, take account of the provisions of the Code of Recommended Practice on Local Authority Publicity and any further guidance issued by the Chief Executive. If in doubt Officers and /or Members should seek advice from the Chief Executive or the Monitoring Officer.

10.3 All press releases are issued through the Press Office on behalf of the Council. Press releases are not issued by the Council on behalf of political groups. They can contain the comments of Executive members and committee Chairs where they are speaking in connection with the roles given to them by Council. Officer's comments can be included on professional and technical issues.

11. INVOLVEMENT OF WARD COUNCILLORS

11.1 Whenever a public meeting is organised by the Council to consider a local issue, all the members representing the Ward or Wards affected should as a matter of course, be invited to attend the meeting. Similarly, whenever the Council undertakes any form of consultative exercise on a local issue, the Ward Members should be notified at the outset of the exercise. More generally, Officers should consider whether other policy or briefing papers, or other topics being discussed with an Executive Member, should be discussed with relevant Ward Members.

12. OFFICER/MEMBER PROTOCOL

12.1 This protocol forms part of the local framework for standards of behaviour approved by the Standards Committee and adopted by the Council as part of the Constitution.

12.2 Monitoring compliance with this protocol is the responsibility of the Standards Committee and the Monitoring Officer

12.3 Questions of interpretation of this Protocol will be determined by the Monitoring Officer.

13. REVIEW OF PROTOCOL

13.1 This protocol was last reviewed in 2019 and shall be reviewed every 3 years thereafter, or earlier where there is a change in the applicable law or circumstances warranting an earlier review.

LIST OF GIFTS RECEIVED BY LORD MAYOR COUNCILLOR EDDY NEWMAN 2017-18
(Office to complete when Lord Mayor presented with gift)

Date	Organisation/Group	Gift Description	Value	City/Personal	Recorded by Attendant/Office	Location
20/05/2017	Didsbury Festival	Bottle of Didsbury Gin	£30	Personal		
20/05/2017	Beijing 2022 delegation	Chinese Picture	£50	City		
01/06/2017	EIGA	Box of Chocolates	£30	Personal (Presented to Deputy Lord Mayor)		
16/06/2017	Israeli Disabled Veterans	Silver and Glass paperweight	£25	Personal		
27/06/2017	Fareena Khan	Book titled 'My Voice'	£12.99	Personal	Office	
28/07/2017	UK Versity	Sweatshirt/Yellow Tie/Cufflinks	£20	Personal		
29/07/2017	Mayor of Bradford	Paperweight	£15	City	Office	
31/07/2017	Vice Chairman, Liu Liyong, Wuhan People's Congress	Framed Picture	£25	City	Office	
31/07/2017	Participants in Wuhan Cultural Exhibition	Balsa Wood Pagoda/ Calligraphy Scrolls	£10	Personal		
31/07/2017	Participants in Wuhan Cultural Exhibition	Plate and Stand/ Miniature Wuhan Bells	£30	City		
11/09/2017	Mayor of Douglas, Isle of Man	Civic plaque	£10	City	Office	
19/09/2017	British American Business Council New England delegation	Paperweight Book of poems	£25	City Personal		
26/09/2017	Assistant High Commissioner of Bangladesh	Book of Bangladesh festivals	£10	Personal	Office	
27/09/2017	Children and Teachers	Pocket Watch and Imitation of an	£20	City	Office	

Date	Organisation/Group	Gift Description	Value	City/Personal	Recorded by Attendant/Office	Location
	from School 66, Beijing	Ancient Small Screen				
02/10/2017	Sports Authority Thailand	Small Flower Bracelet	£5	Personal (Presented to DLM)		
		Ornamental Gong	£50	City (Presented to DLM)		
02/10/2017	HE Mr Erlan Idrissov, Ambassador of Kazakhstan	Glass Vase	£50	City		
		History Book on Kazakhstan	£10	Personal		
		Astana Myths book	£10	Personal		
04/10./2017	HE Mr Sergei Aleinik, Ambassador of Belarus	Book of culture on Belarus	£10	Personal		
		Recipe book	£5	Personal		
19/10/2017	Delegation from Drug and Food Administration, China	Panda Scroll	£50	City		
23/10/2017	Chinese Football delegation	Football painting on a scroll	£50	City		
29/10/2017	Presented by Siddiq Juma at Muslim Lifestyle Expo	Original Bee painting by Artist Siddiq Juma	£2,500	City		On display in Meeting Room 2, Level 2, Central Library
31/10/2017	Delegation from St Petersburg	Book		City	Office	
24/11/2017	Delegation from Jiangsu International Forum for School Principals	Stamp book	£20	Personal		
13/12/2017	Assistant High Commissioner of Bangladesh	Book about Bangladesh	£10	Personal		
		Book on Climate Change	£10	Personal		
		Embroidered Picture	£75	City		
20/12/2017	Philip Butler, Author of book	Book titled 'Beequest'	£6.99	Personal		
25/02/2018	Culture of China Festival of Spring	2 bunches of flowers	£10	Personal		
20/04/2018	Chinese Consulate Open Day	Personalised framed scroll	£100	City		On display in Reception Room, LMS, Central Library
01/05/2018	UK Fast	Signed t-shirt by Ron Hill	£30	City		Storeroom 4, LMS,

Date	Organisation/Group	Gift Description	Value	City/Personal	Recorded by Attendant/Office	Location
						Central Library
02/05/2018	Peace delegation	2 x wooden peace stars	£20	City		
12/05/2018	Bike for Peace delegation from Norway	Book titled 'Pedal on for Peace World'	£10	City		Donated to Central Library - 12/07/2018
14/05/2018	Nicholas Franklin	Manchester Bee Tile framed	£50	City		Drawing Room Lord Mayor's Suite, Central Library
		Manchester Bee Tile unframed	£20	City		Storeroom 4, LMS, Central Library

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LIST OF GIFTS RECEIVED BY LORD MAYOR COUNCILLOR JUNE HITCHEN - 2018-2019

Office to complete when Lord Mayor presented with gift

Date	Organisation/Group	Gift Description	Value	City/Personal	Recorded by	Location
25/05/2018	Delegation from Belarus and Ukraine	Table cloth and napkins	£20.00	Personal		Given to LM
20/06/2018	Assistant High Commissioner of Bangladesh	Ornamental bicycle	£25.00	City		Drawing Room, Lord Mayor's Suite, Central Library
		Book		City		
20/06/2018	Pankhurst Trust	T-shirt - Deeds not Words	£10.00	Personal		Given to LM
22/06/2018	Katalin Szili	Book titled '100 Impressions of Almaty' by Gurzhiy T.	£10.00	City		Donated to Central Library
28/06/2018	Wythenshawe Community Housing Group	Bee scarf	£10.00	Personal		Given to LM
		Bee tie	£10.00	Personal		Given to LM
08/07/2018	ICCD Deaf Chess Olympiad	Pennant	£5.00	Personal		Given to LM
08/07/2018	Ukraine Deaf Chess Association	Pennant	£5.00	Personal		Given to LM
11/07/2018	Councillor Carmine Grimshaw presented at full council	Silver & gold ornament - 'Bee of Hope'		City		Drawing Room, Lord Mayor's Suite, Central Library
10/07/2018	Wuhan Little Diplomats	2019 CISM Mascot	£10.00	Personal		Given to LM
		Wuhan School pennant	£5.00	City		In Storeroom 4, LMS, Central Library
		Picture of sword	£10.00	City		In Storeroom 4, LMS, Central Library
19/07/2018	Governor of Kagoshima Prefecture, Japan –	Ornamental cup and saucer		City		Drawing Room, Lord Mayor's Suite, Central Library

	signing of Friendship Agreement	2 small goblets (possibly pewter)	£25.00	Personal		LM to take home at end of year
10/08/2018	Sports Authority Thailand	Traditional Mask	£30.00	Personal		LM to take home at end of year
		Sports Authority of Thailand metal decorative plate	£10.00	City		In Storeroom 4, LMS, Central Library
11/08/2018	Tropical Sun Foods (at Caribbean Carnival)	Basket of fruit	£5.00	Personal		Given to LM
20/08/2018	Lancashire Veterans Association	2 Aden Emergency commemorative pictures presented to Lord Mayor and Consort	£10 each	Personal		Given to LM and Consort
24/08/2018	Manchester Pride Festival	2 Pride Wristbands	£34 each	Personal		Given to Consort for Sons
30/08/2018	Consul General of Portugal	Large round porcelain hand painted box 'Rosa dos Ventos'	£50.00	City		Drawing Room, Lord Mayor's Suite, Central Library
05/09/2018	Mines Advisory Group	Framed black and white photograph	£15.00	Personal		LM to take home at end of year
17/09/2018	Federation of Indian Chambers of Commerce and Industry	Scarf	£10.00	Personal		Given to LM
21/09/2018	St Pauls Catholic High School, Wythenshawe	Framed picture	£5.00	Personal		Drawing Room, Lord Mayor's Suite, Central Library
27/09/2018	School 66, Beijing delegation	No.66 Middle School Badge	£10.00	Personal		Given to LM
		Tea	£20.00	City		Put in Kitchen
04/10/2018	Consul General of Pakistan	Diary and Calendar 2018	£7.00	Personal		Given to LM

11/10/2018	Consul General of Iraq	Decorative plate	£10.00	Personal		Given to LM
13/10/2018	WAZOBIA - International Business Event	Glass trophy	£10.00	Personal		Given to LM
14/10/2018	Geeta Havan, Gandhi Hall, Withington	Head Scarf red	£10.00	Personal		Given to LM
		Statuette of Krishna	£5.00	Personal		Drawing Room, Lord Mayor's Suite, Central Library
16/10/2018	Consul General Republic of China	Swellfun Bottle of Chinese Baijiu	£45.00	Personal		Given to LM
		E.Orilks Silk Scarf	£20.00	Personal		Given to LM
19/10/2018	WTF Taekwondo	Silk Scarf	£15.00	Personal		Given to LM
		Taekwondo Black Belt	£20.00	Personal		Given to LM
20/10/2018	Saint Kitts and Nevis 35 th Independence Day Celebration	Box of Thornton's Chocolates	£10.00	Personal		LM gave to office
24/10/2018	Ibn Al-Haytham Mysteries of How We See	Book – '1001 Inventions – The Enduring Legacy of Muslim Civilization' by Salim T S Al-Hassani, Chief Editor	£17.99	Personal		Given to LM
29/10/2018	Dr Durga Bahadur Subedi, Ambassador of Nepal	Book titled '200 Years of Nepal-Britain Relations" by Dr Durga Bahadur Subedi, Ambassador of Nepal	£20.00	City		Donated to Central Library
		Shawl	£15.00	Personal		Given to LM
		Ornamental teapot	£15.00	City		In Storeroom 4, LMS, Central Library
30/10/2018	Delegation from History Institute of St Petersburg State University	Painting of St Petersburg in the 1800's (artist unknown)	£15.00	Personal		Given to LM

06/11/2018	Hiroshima Peace Legacy Ambassadors	Book titled 'Black Butterfly – Memoirs of before and after the Atomic Bomb' by Tsuruji Matsuoka	£5.00	City		Donated to Central Library
		Orizuru Notebook	£2.00	Personal		Given to LM
08/11/2018	War Widows' Association	Mirror Compact	£5.00	Personal		Given to LM
13-16/11/2018	Civic Visit to Wuhan, People's Republic of China	Metal Plate – Crane Tower	£5.00	Personal		Given to LM
		Scrolls x 2	£20.00	Personal		Given to LM
		Doll of Lord Mayor	£10.00	Personal		Given to LM
		Tea	£5.00	Personal		Given to LM
		Framed photos x 2	£10.00	Personal		Given to LM
17/11/2018	Members of the SGI-UK in Greater Manchester (Peace Builders' Exhibition)	Book titled 'For the Leaders of the Future – Discussions on Youth' by Daisaku Ikeda	£7.99	City		Donated to Central Library
		Book titled 'Let's Move on the Right Path' by MM Geeta Manishi Swami Shri Gyananand Ji Maharaj	£1.99	City		Donated to Central Library
		Book titled 'Prabhupada Your Ever Well-Wisher' by Satsvarupa Dasa Goswami	£7.99	City		Donated to Central Library
		Ganesh Good luck charm	£2.00	Personal		Given to LM
18/11/2018	Preview of 'These Days – The Manchester Peace Song Cycle'	Framed poster	£20.00	City		In Storeroom 4, LMS, Central Library

20/11/2018	Exploring our Roots: Celebrating Somalia' part of MACFEST	Mug – MACFEST	£4.99	Personal		Given to LM
26/11/2018	Mr István Tarlós, Mayor of Budapest	Book titled 'Budapest - English/Deutsch/Italiano/Magyar' by Kolozsvári Ildikó and Hajni István	£23.37	City		Donated to Central Library
		Set of 3 silver proof coins - Sights of Budapest Series	£70.31	Personal		Given to LM
24/11/2018	Mancunian Way Ball - gift bag	Redken Diamond Oil Glow Dry Gift Set	£28.50	Personal		Given to LM
		Maybelline Coloursensational Matt Lipstick in Smoky Rose	£6.99	Personal		Given to LM
		Maybelline Dream Blender Foundation Blending Sponge	£4.99	Personal		Given to LM
		Maybelline Coloursensational Matt Lipliner in Sweet Pink	£3.99	Personal		Given to LM
		Garnier Ambre Solaire After Sun Tissue Mask	£3.49	Personal		Given to LM
27/11/2018	Montreal IUC Project	Silk scarf	£15.00	Personal		Given to LM
04/12/2018	Royal Mail (received in post)	Royal Mail Christmas 2018 stamp set	£9.95	Personal		Given to LM
07/12/2018	Afzal Khan MP	Box of Turkish Delight	£5.50	Personal		LM gave to office
08/12/2018	1st Blackley Holy Trinity Rainbows and Brownies	Decorated glass jar containing candle	£2.00	Personal		Given to LM
13/12/2018	Consulate General of Hungary opening ceremony	Red earrings	£25.27	Personal		Given to LM
		Red bangle	£41.51	Personal		Given to LM
18/12/2018	Assistant High Commissioner of	Bottle of wine - Borossa Drive Shiraz	£6.00	Personal		Given to LM

	Bangladesh (Delivered to FM)					
20/12/2018	Ambassador and High Commissioner of Switzerland	CD - Orion String Trio (received with Christmas card)	£5.00	Personal		Given to LM
10/01/2019	Assistant High Commissioner of Bangladesh	Diary 2019	£5.00	Personal		Received via mail. Given to LM
		Desk calendar 2019	£5.00	Personal		Received via mail. Given to LM
01/02/2019	Irish Community Care Volunteers	Notebook and pen x 2	£5.00	Personal		Given to LM
		Sticker/Badge/Raffia cross	£2.50	Personal		Given to LM
04/02/2019	Hainan Airlines (Manchester Airport)	Hainan Airlines' Kung Fu Panda Series Plane Model	£35.00	City		In Storeroom 4, LMS, Central Library
		Chinese Zodiac Pig Soft Toy	£8.00	Personal		Given to LM
		Chinese New Year Decorations and Money Envelopes	£7.00	Personal		Given to LM
		Chinese crackers, biscuits and sweets	£5.00	Personal		Given to LM
		Book - Peppa's Chinese New Year	£3.99	Personal		Given to LM
05/02/2019	Copenhagen City Council's Employment and Integration Committee	2 blue and white mugs of skyline	£15.00	Personal		Given to LM
05/02/2019	Mayor and Mayoress of Douglas, IOM	Hamper of Manx produce	£10.00	Personal		Given to LM
09/02/2019	Seamark dinner for Bangladesh High Commissioner	Engraved glass vase	£20.00	City		Drawing Room, Lord Mayor's Suite, Central Library
		Book titled 'King Prawn' by Iqbal Ahmed	£16.99	City		Donated to Central Library

09/02/2019	Czech Slovak Dinner Dance	Crystal ashtray	£20.00	City		In Storeroom 4, LMS, Central Library
		Book titled 'The Bloody Sonnets' by Pavol Országh Hviezdoslav	£9.00	City		Donated to Central Library
13/02/2019	Visit to Manchester Southern Cemetery	Signed 'Thank you Tommy Atkins!' Print by Jacqueline Hurley	£295.00	City		In Storeroom 4, LMS, Central Library
		Bunch of pink roses	£10.00	Personal		Given to LM

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