



## **Standards Committee**

Date: Thursday, 18 March 2021  
Time: 10.30 am  
Venue: Virtual Meeting - livestream link -  
<https://vimeo.com/514251484>

**The Local Authorities and Police and Crime Panels (Coronavirus)  
(Flexibility of Local Authority and Police and Crime Panel Meetings)  
(England and Wales) Regulations 2020.**

Under the provisions of these regulations the location where a meeting is held can include reference to more than one place including electronic, digital or virtual locations such as Internet locations, web addresses or conference call telephone numbers. To attend this meeting it can be watched live as a webcast. The recording of the webcast will also be available for viewing after the meeting has ended.

## **Membership of the Standards Committee**

**Councillors** - Andrews, Evans, Kilpatrick, Lanchbury and A Simcock

**Independent Co-opted Members:** Nicolé Jackson and Mr G Linnell

**Independent Person** - Ms S Beswick and Mr A Eastwood

## Agenda

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**1. Urgent Business**

To consider any items which the Chair has agreed to have submitted as urgent.

**2. Appeals**

To consider any appeals from the public against refusal to allow inspection of background documents and/or the inclusion of items in the confidential part of the agenda.

**3. Interests**

To allow Members an opportunity to [a] declare any personal, prejudicial or disclosable pecuniary interests they might have in any items which appear on this agenda; and [b] record any items from which they are precluded from voting as a result of Council Tax/Council rent arrears; [c] the existence and nature of party whipping arrangements in respect of any item to be considered at this meeting. Members with a personal interest should declare that at the start of the item under consideration. If Members also have a prejudicial or disclosable pecuniary interest they must withdraw from the meeting during the consideration of the item.

**4. Minutes**

To approve as a correct record the minutes of the meeting held on 16 January 2020.

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**5. Standards Committee - Annual Report**

The report of the City Solicitor is enclosed.

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**6. Members' Update on Ethical Governance**

The report of the City Solicitor is enclosed.

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**7. Social Media Guidance for Members Update**

The report of the City Solicitor is enclosed.

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**8. Local Government Association (LGA) Model Code of Conduct for Members**

The report of the City Solicitor is enclosed.

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**9. Member Development and Training**

The report of the City Solicitor is enclosed.

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**10. Standards Committee Work Programme**

The report of the Governance and Scrutiny Support Unit is enclosed.

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## Information about the Committee

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The Standards Committee comprises five city councillors, one parish councillor and two independent members and is chaired by an independent member. The Committee deals with matters relating to the conduct of city and parish councillors and the promotion of ethical standards.

The Independent Persons are appointed by the Council to assist the Council in the consideration of any complaints made against councillors. They are not members of the Standards Committee but they are invited to attend the meeting if they wish to.

It is the Council's policy to consult people as fully as possible before making decisions which affect them. Members of the public do not have a right to speak at meetings but may do so if invited by the Chair. If you have a special interest in an item on the agenda and want to speak, tell the Committee Officer, who will pass on your request to the Chair. Members of the public are requested to bear in mind the current guidance regarding Coronavirus (COVID-19) and to consider submitting comments via email to the Committee Officer rather than attending the meeting in person. The contact details of the Committee Officer for this meeting are listed below.

Agenda, reports and minutes of all Council meetings can be found on the Council's website [www.manchester.gov.uk](http://www.manchester.gov.uk)

Joanne Roney OBE  
Chief Executive,  
3<sup>rd</sup> Floor, Town Hall Extension,  
Lloyd Street,  
Manchester, M60 2LA

## Further Information

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

Andrew Woods  
Tel: 0161 234 3011  
Email: [andrew.woods@manchester.gov.uk](mailto:andrew.woods@manchester.gov.uk)

This agenda was issued on **Wednesday, 10 March 2021** by the Governance and Scrutiny Support Unit, Manchester City Council, Level 3, Town Hall Extension (Lloyd Street Elevation), Manchester M60 2LA

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## Standards Committee

### Minutes of the meeting held on 16 January 2020

#### Present

Independent Co-opted Member: G Linnell – In the Chair  
Councillors Andrews, Evans, Kilpatrick, Lanchbury and A. Simcock  
Ringway Parish Council: Councillor O'Donovan

#### Apologies

Independent Co-opted Member: N Jackson  
Independent Person: A Eastwood and S Beswick

#### ST/20/01 Minutes

The minutes of the meeting held 31 October 2019 were submitted for approval.

#### Decision

To approve the minutes of the meeting held on 31 October 2019 as a correct record.

#### ST/20/02 Membership of the Standards (Hearing) Sub-Committee

The Committee considered the report of the City Solicitor which set out proposals for a review of the membership of the Standards (Hearing) Sub-Committee in light of changes to the membership of the Standards Committee.

The report highlighted that membership of the Sub-Committee was last reviewed at the September 2016, however since then the membership of Standards Committee had changed and additionally political balance rules now applied.

In light of this, the Committee agreed to align membership of the Hearing Sub-Committee as follows:

| Members of the Sub-Committee   | Substitute Members   |
|--|--|
| The Independent Member who has been appointed as Chair of the Standards Committee, who will act as Chair of the Standards (Hearing) Sub-Committee – currently Nicolé Jackson | The other Independent Member of the Standards Committee, who will act as substitute Chair of the Standards (Hearing) Sub-Committee – currently Geoff Linnell |
| Councillor Andrews   | Councillor Lanchbury   |
| Councillor Evans   | Councillor A Simcock   |
| Councillor Kilpatrick  |  |

It was also agreed that where the Standards (Hearing) Sub-Committee is asked to consider a complaint against a member of Ringway Parish Council, the Parish Member of the Standards Committee (currently Councillor O'Donovan) shall also be a member of the Sub-Committee.

## Decisions

1. To appoint the following members make appointments to the Standards (Hearing) Sub-Committee as set out below:

| <b>Members of the Sub-Committee</b>  | <b>Substitute Members</b>  |
|--|--|
| The Independent Member who has been appointed as Chair of the Standards Committee, who will act as Chair of the Standards (Hearing) Sub-Committee – currently Nicolé Jackson | The other Independent Member of the Standards Committee, who will act as substitute Chair of the Standards (Hearing) Sub-Committee – currently Geoff Linnell |
| Councillor Andrews   | Councillor Lanchbury   |
| Councillor Evans   | Councillor A Simcock   |
| Councillor Kilpatrick  |  |

2. To agree that where the Standards (Hearing) Sub-Committee is asked to consider a complaint against a member of Ringway Parish Council, the Parish Member of the Standards Committee (currently Councillor O'Donovan) shall also be a member of the Sub-Committee.
3. To agree that an annual review of the membership of the Standards (Hearing) Sub-Committee shall be added to the Standards Committee's Work Programme.

**Manchester City Council  
Report for Information**

**Report to:** Standards Committee – 18 March 2021

**Subject:** Standards Committee – Annual Report

**Report of:** City Solicitor

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**Summary**

The purpose of this report is to update members of the Standards Committee on the matters within the remit of the Committee since the beginning of October 2019.

**Recommendations:**

1. To report on the matters within the remit of the Standards Committee since the last annual report in October 2019 and the work done by the Council's Monitoring Officer during the period to promote and maintain high standards of conduct by Councillors.
  2. To seek the views of the Committee regarding whether this report should be forwarded to full Council for assurance on standards issues.
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**Wards Affected** All

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**Financial Consequences – Revenue** None directly

**Financial Consequences – Capital** None directly

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**Contact Officers:**

Name: Fiona Ledden  
Position: City Solicitor  
Telephone: 0161 234 3087  
E-mail: fiona.ledden@manchester.gov.uk

Name: Poornima Karkera  
Position: Head of Governance Legal Services.  
Telephone: 0161 234 3719  
E-mail: poornima.karkera@manchester.gov.uk

**Background documents (available for public inspection):**

The following document disclose important facts on which the report is based and have been relied upon in preparing the report. Copies of the background documents

are available up to 4 years after the date of the meeting. If you would like a copy please contact one of the contact officers above.

Annual Report to Standards Committee – October 2019



## **1.0 Introduction**

- 1.1 The purpose of this report is to report on the matters within the remit of the Standards Committee since the last annual report in October 2019 and to summarise the work undertaken by the Council's Monitoring Officer since the last annual report in October 2019 to 31 January 2021.

## **2.0 The Roles of the Standards Committee and the Council's Monitoring Officer**

- 2.1 The role and functions of the Standards Committee and the Council's Monitoring Officer ('MO') are set out in the Council's Constitution and reproduced for ease of reference in Appendix 1 to this Report. The Standards Committee generally meets 3 times a year, in March, June and October /November.

## **3.0 Update on matters within the remit of the Standards Committee since its last Annual Report**

- 3.1 Due to Covid-19 there have been no meetings of the Standards Committee since January 2020. At its last meeting in January 2020 the Committee refreshed the membership of the Standards (Hearing) Sub Committee. The sub- Committee met to consider a Standards complaint the outcome of which was reported to, and received by, full Council on 25 March 2020. The Hearing procedure sets out that a hearing should be held within three months of the Monitoring Officer's decision to refer the complaint to a hearing. The hearing in question was held within the timeframe provided for in the Member Complaints Hearing Procedure. The Arrangements and Hearing Procedure for dealing with Complaints against Members are being reviewed following this Hearing and a report on proposals for revising these procedures will be brought to a future meeting of this Committee.

## **4.0 Operation of Codes and Guidance.**

- 4.1 As there were no meetings of the Standards Committee since January 2020 it was not possible for the committee to conduct its normal review of member related Codes and Protocols that sit in the Council's Constitution prior to the annual review of the Constitution by full Council on 3 February 2021. Minor changes were approved by full Council to the Planning Protocol and the Use of Resources Guidance on 3 February 2021 as set out below:

- Minor changes were made to the Planning Protocol for Members and Officers in Part 6, Section B of the Council's Constitution, for the purposes of clarity. The operation of this Protocol was considered in a report to this Committee in June 2019. Officers continue to be of the view that the Protocol is effective. There continue to be very few occasions when the Protocol has had to be referred to, and there have been no complaints that it has been breached.

- The Use of Council Resources Guidance for Members, which also sits in Part 6 of the Council's Constitution, was updated to reflect the current position that in addition to a mobile phone Members will be provided with such IT equipment as the Director of ICT considers appropriate to enable them to undertake their Council duties. In addition, the reference to the "Transport for Greater Manchester Committee" was amended to read "The Greater Manchester Transport Committee" to accurately reflect the name of this joint committee.

- 4.2 The Member/Officer Protocol and Gifts and Hospitality Guidance are part of the Council's Constitution. They were last reviewed by this committee in March 2019, and by the MO, prior to the annual review of the constitution in February 2021. No further revisions were considered necessary at the time of the annual review of the Constitution. There is a report elsewhere on the Agenda in relation to the Operation and efficacy of the Social Media Guidance for Members.
- 4.3 It is the view of the MO that the codes and guidance are well understood by Members and is not aware of any queries or issues that have not been addressed through existing procedures.

## **5. Register of Interests and Gifts and Hospitality**

- 5.1 The operation of the Register of Members' Interests and Gifts & Hospitality was last considered by this Committee at its October 2019 meeting. Members will be aware that whilst officers do provide advice to Members, if asked, on Members' interests it is the responsibility of individual Members to comply with the requirements of the Code of Conduct. Reminders to Members regarding updating their Register of Interests are contained in the Ethical Governance Update sent to all Members and in email reminders sent to Members during the course of the year. 28 Members updated their registers between 1 October 2019 and 31 December 2020. One member updated their register of gifts or hospitality during this period which will not be surprising given the covid lockdown. The Committee will recall that the current threshold for registration of gifts and hospitality is £100. It is the view of the Monitoring Officer that the Register of Interests requirements are understood by Members. As a matter of good practice specific guidance would continue to be provided to Members regarding declaration of interests at meetings where necessary.

## **6. Dispensations**

- 6.1 A report on the operation and efficacy of dispensations was last considered by this Committee at its meeting on 31 October 2019. No further dispensations have been sought since the date of that report. It is the Monitoring Officer's view that there are no issues regarding requests for dispensations that give rise to concern.

## **7. Councillor Training and Awareness**

- 7.1 There is a separate report on this agenda relating to Member Training and Development. An edition of the Ethical Guidance for Members was circulated to all members in August 2020.

## **8. Complaints against Councillors**

- 8.1. There are 3 potential stages through which a complaint may proceed:

*Stage 1 - Initial Assessment stage where the Monitoring Officer, in consultation with the Council's Independent Person, will decide whether to reject the complaint, seek informal resolution of the matter or refer the complaint for formal Investigation.*

*Stage 2 - Where a complaint is referred for Investigation, the Monitoring Officer will appoint an Investigating Officer to investigate the matter.*

*Stage 3 - If the Investigating Officer's final report concludes that there is sufficient evidence of a failure by the Member to comply with the Code, the Monitoring Officer will consult with the Independent Person before either seeking a local resolution to the matter or sending the allegation before the Hearing Panel for determination.*

- 8.2 The Monitoring Officer has received 23 complaints about Manchester City Councillors between 1 October 2019 and 31 January 2021.

- 8.3 Of the 23 complaints received:

- 3 were withdrawn by the complainant;
- 1 was not pursued by the complainant;
- 10 were rejected at Stage 1 as set out in the table below;
- 2 were resolved informally;
- 7 (two of which related to one incident generating 2 complaints) were sent for investigation. Of these:
  - Investigations are ongoing in relation to the one incident which generated 2 complaints;
  - In relation to the other 5 the circumstances of the subject member changed such that these investigations were discontinued. In each case it was not considered in the public interest to expend further public resources in relation to the matter and/or the complainants did not wish to pursue their complaints in the circumstances.

- 8.4 The timeframes within the Council's Arrangements for dealing with complaints that Council Members have failed to comply with the Council's Code of Conduct for Members ("the Arrangements") are as follows:

- (a) The Monitoring Officer will acknowledge receipt of the complaint within 10 working days of all required information being provided and at the

same time, the Monitoring Officer will write to the Subject Member with a copy of the complaint

- (b) The Subject Member may, within 10 working days of being provided with a copy of the complaint, make written representations to the Monitoring Officer
- (c) A decision regarding whether the complaint merits formal investigation or another course of action will normally be taken within 20 working days of either receipt of representations from the Subject Member or where no representations are submitted 20 working days of the expiry of the period mentioned in paragraph (b) above.

8.5 As indicated in the last annual report to this committee the process for handling complaints under the stage 1 phase has been reviewed by the MO to address this including for example ensuring that additional diarising and monitoring is undertaken. There has been an improvement in the timeliness of processing complaints once received with 21 of the 23 complaints received being acknowledged and forwarded to the subject member for comment within the 10 working day timeframe. The other two only slightly exceeded the timeframe (by 3 and 5 working days respectively).

8.6 8 of the 23 complaints received exceeded the 20 working day timeframe for taking an initial assessment decision following receipt of the subject member's response to the complaint. However, five of those led to a decision to investigate the complaint. It is expected that the additional diarising and monitoring that is now undertaken will help further reduce any such delays in the future.

#### **8.7 Complaints Summary: Decisions on Complaints made between 1 October 2019 and 31 January 2021**

| Complaint No.          | Provision of the code alleged to have been breached  | Outcome  |
|------------------------|--|--|
| <b>2019 Complaints</b> |  |  |
| CCM2019.23             | Not known  | Complaint not pursued by complainant. Complainant did not complete a complaint form as requested   |
| CCM2019.24             | Cause the Council to breach the Equality Act 2010<br>Bullying / Being Abusive<br>Intimidating a complainant/ witness<br>Bringing office into disrepute | Complaint rejected at Stage 1 following consultation with the Council's Independent Person (IP). The alleged misconduct did not amount to a breach of the Members' Code of Conduct (the Code).<br>The Member was entitled to accept the view of the service on |

|                        |  |   |
|------------------------|--|---|
|                        |  | service provision over that of the complainant  |
| CCM2019.25             | Bringing office into disrepute                                       | Sent for investigation  |
| CCM2019.26             | Bringing office into disrepute                                       | Complaint withdrawn before initial assessment decision  |
| CCM2019.27             | Bullying / Being Abusive<br>Bringing office into disrepute           | Complaint rejected at Stage 1 following consultation with IP. Wholly disproportionate and not in the public interest to expend further resources on carrying out an investigation. The alleged misconduct occurred a significant time ago and the complaint was politically motivated |
| CCM2019.28             | Bringing office into disrepute                                       | Sent for investigation  |
| CCM2019.29             | Bringing office into disrepute                                       | Resolved informally, at the initial assessment stage, on the basis of the apology provided by the Subject Member and their assurance that they would ask the Neighbourhood Manager to advise the Complainant if the Council is able to do anything to assist the complainant          |
| CCM2019.30             | Bringing office into disrepute<br>Failed to give reason for decision | Complaint rejected at Stage 1 following consultation with IP. Wholly disproportionate and not in the public interest to expend further resources on carrying out an investigation. The Member had reasonably asked the Council's officers to respond to the complainant's query       |
| <b>2020 Complaints</b> |  |   |
| CCM2020.01             | Bringing office into disrepute                                       | Complaint rejected at Stage 1 following consultation with the IP. The alleged misconduct did not amount to a breach of the Code. The Member had treated the complainant with respect and had tried their best to provide  |

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|            |   | assistance and help   |
| CCM2020.02 | Bullying / Being Abusive<br>Intimidating a complainant/<br>witness<br>Disclose information given in<br>confidence<br>Bringing office into disrepute<br>Failed to give reason for<br>decision                | Complaint rejected at Stage 1<br>following consultation with the IP.<br>The alleged misconduct did not<br>amount to a breach of the Code.<br>The complainant behaved in such<br>a way that they caused the<br>Member anxiety and distress and<br>to be fearful for their safety |
| CCM2020.03 | Use position improperly to<br>confer a disadvantage on<br>another person  | Complaint rejected at Stage 1<br>following consultation with the IP.<br>The Member was not acting in<br>their official capacity as a<br>member of the Council at the time<br>of the alleged failure to comply<br>with the Code  |
| CCM2020.04 | Bringing office into disrepute<br>Use position improperly to<br>confer a disadvantage on<br>another person<br>Use Council resources<br>improperly for political<br>purposes                                 | Complaint rejected at Stage 1<br>following consultation with IP.<br>The Member was not acting in<br>their official capacity as a<br>member of the Council at the time<br>of the alleged failure to comply<br>with the Code.   |
| CCM2020.05 | Bringing office into disrepute  | Referred for investigation.<br>Complaint discontinued following<br>change in circumstances of the<br>subject member   |
| CCM2020.06 | Bringing office into disrepute  | Referred for investigation.<br>Complaint discontinued following<br>change in circumstances of the<br>subject member   |
| CCM2020.07 | Bringing office into disrepute  | Referred for investigation.<br>Complaint discontinued following<br>change in circumstances of the<br>subject member   |
| CCM2020.08 | Bullying / Being Abusive<br>Compromise the impartiality<br>of those who work for the<br>Council<br>Bringing office into disrepute<br>Use position improperly to<br>confer an advantage on<br>another person | Complaint rejected at Stage 1<br>following consultation with the IP.<br>The alleged misconduct did not<br>amount to a breach of the Code.<br>The Member had done everything<br>they possibly could to assist the<br>complainant   |

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|            | Not using Council resources in accordance with the Council's reasonable requirements  |   |
| CCM2020/09 | Bullying / Being Abusive<br>Bringing office into disrepute  | Complaint discontinued, prior to initial assessment, following change in circumstances of the subject member  |
| CCM2020/10 | Bringing office into disrepute  | Complaint discontinued, prior to initial assessment, following change in circumstances of the subject member  |
| CCM2020/11 | Bullying / Being Abusive<br>Intimidating a complainant/ witness<br>Use position improperly to confer an advantage on another person   | Resolved informally at initial assessment, with the agreement of the complainant, on the basis of further information being provided to all members   |
| CCM2020/12 | Cause the Council to breach the Equality Act 2010<br>Bullying / Being Abusive<br>Intimidating a complainant/ witness<br>Compromise the impartiality of those who work for the Council<br>Bringing office into disrepute | Complaint rejected at Stage 1 following consultation with IP. Wholly disproportionate and not in the public interest to expend further resources on carrying out an investigation. Even were it the case that the facts alleged may have disclosed a potential breach, the Member had already apologised, which was the remedy sought |
| CCM2020/13 | Cause the Council to breach the Equality Act 2010<br>Bullying / Being Abusive<br>Intimidating a complainant/ witness<br>Compromise the impartiality of those who work for the Council<br>Bringing office into disrepute | Complaint rejected at Stage 1 following consultation with IP. Wholly disproportionate and not in the public interest to expend further resources on carrying out an investigation. Even were it the case that the facts alleged may have disclosed a potential breach, the Member had already apologised which was the remedy sought  |
| CCM2020/14 | Bringing office into disrepute<br>Use position improperly to confer an advantage on another person  | Complaint withdrawn prior to initial assessment   |

|            |  |   |
|------------|--|---|
| CCM2020/15 | Bringing office into disrepute<br>Use position improperly to confer an advantage on another person | Complaint withdrawn prior to initial assessment |
|------------|--|---|

- 8.8 A number of complaints alleged that the subject member bullied or was abusive. Whilst this may seem to raise a theme in all of those cases the alleged bullying/being abusive was only one of a number of provisions of the code that were alleged to have been breached. One of those complaints was resolved informally with the consent of the complainant. The complaints that did proceed were rejected by the MO following consultation with the Independent Person for the reasons stated above. There were a number of cases where the view of the Monitoring Officer (in consultation with the Independent Person) complainants had unrealistic expectations or made unreasonable demands
- 8.9 As the Committee will be aware complaints about failure to register a DPI are subject to criminal sanction. The Monitoring Officer is not aware of any action having been taken by the Police in relation to DPI requirements regarding Manchester Councillors.

## 9. Recommendations:

The recommendations appear at the front of this report.



## Appendix 1

### The role of the Standards Committee

Promoting and maintaining high standards of conduct by Councillors, Co-opted Members and church and parent governor representatives;

Assisting Councillors, Co-opted Members and church and parent governor representatives to observe the Council's Code of Conduct for Members;

Advising the Council on the adoption, revision or replacement of the Council's Code of Conduct for Members and the Council's Arrangements for dealing with Complaints that Council Members and Co-opted voting members of the Health and Wellbeing Board have failed to comply with the Council's Code of Conduct for Members ("the Council's Arrangements");

Monitoring the operation of the Council's Code of Conduct for Members and the Council's Arrangements;

Advising, training or arranging to train Councillors and Co-opted Members and church and parent governor representatives on matters relating to the Council's Code of Conduct for Members and other issues relating to Standards and Conduct;

To take decisions in respect of a Council Member who is found on a hearing held in accordance with the Council's Arrangements to have failed to comply with the Council's Code of Conduct for Members ("the Subject Member") following referral by the Monitoring Officer for a Hearing conducted by a subcommittee of the Standards Committee;

To grant dispensations from section 31(4) of the Localism Act 2011 (after consultation with one of the Council's Independent Persons) if having had regard to all relevant circumstances, the Standards Committee:

- considers that granting the dispensation is in the interests of persons living in the Council's area; or
- considers that it is otherwise appropriate to grant a dispensation.

To determine appeals against the Monitoring Officer's decision on the grant of dispensations;

To deal with any reports from the Monitoring Officer on any matter which is referred to it for determination;

To deal with reports of the Monitoring Officer regarding breaches of the protocols/guidance to Members accompanying the Council's Code of Conduct for Members which do not in themselves constitute a breach of that Code;

To report from time to time to Council on ethical governance within the City Council;

To consider the Code of Corporate Governance and the Annual Governance Statement.

### **The Responsibilities of the Council's Monitoring Officer**

The Monitoring Officer role is to support the Standards Committee, to handle complaints about Members and promote and maintain high standards of conduct. She has delegated authority under the Council's constitution:

- To act as the Council's Proper Officer to receive complaints that Council members have failed to comply with the Council's Code of Conduct for Members;
- To determine, after consultation with the Independent Person and in accordance with the Council's Arrangements for dealing with complaints that Council Members have failed to comply with the Council's Code of Conduct for Members ("the Council's Arrangements") whether to reject or informally resolve or investigate a complaint;
- To seek informal resolution of complaints that Council Members have failed to comply with the Council's Code of Conduct for Members wherever practicable;
- To refer decisions dealing with a complaint against a Council Member to the Standards Committee in exceptional circumstances;
- To arrange for the appointment of an Investigating Officer to investigate a complaint where the Monitoring Officer (in consultation with the Independent Person) determine that a complaint merits formal investigation;
- To issue guidance to be followed by an Investigating Officer on the investigation of complaints;
- To determine, after consultation with the Independent Person and in accordance with the Council's Arrangements, to confirm an Investigating Officer's finding of no failure to comply with the Council's Code of Conduct for Members;
- Where an Investigating Officer's report finds that the Subject Member has failed to comply with Council's Code of Conduct for Members, to determine, after consultation with the Independent Person and in accordance with the Council's Arrangements, either to seek a local resolution or to send a matter for local hearing;
- To make arrangements to advertise a vacancy for the appointment of:
  - i Independent Persons; and
  - ii Co-Opted Independent Members

- To make arrangements, in consultation with the Chair of the Council's Standards Committee for short-listing and interviewing candidates for appointment as Independent Persons and to make recommendations to Council for appointment;
- To prepare and maintain a Council Register of Member's Interests to comply with the requirements of the Localism Act 2011 and the Council's Code of Conduct for Members, and ensure that it is available for inspection and published on the Council's website as required by the Act;
- To prepare and maintain a register of Member's interests for Ringway Parish Council to comply with the Localism Act 2011 and the Code of Conduct adopted by Ringway Parish Council and ensure that it is available for inspection as required by the Act;
- To grant dispensations from Section 31(4) of the Localism Act 2011 if, having had regard to all relevant circumstances, the Monitoring Officer:
  - (i) considers that without the dispensation the number of persons prohibited by section 31(4) of the Localism Act from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business; or
  - (ii) considers that without the dispensation each member of the Council's Executive would be prohibited by section 31(4) of the Localism Act from participating in any particular business to be transacted by the Council's Executive;
  - (iii) considers that without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business.

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## Manchester City Council Report for Resolution

**Report to:** Standards Committee – 18 March 2021

**Subject:** Members' Update on Ethical Governance

**Report of:** City Solicitor

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### Summary

To seek the Standards Committee's comments on and approval of the draft Members' Update on Ethical Governance for March 2021.

### Recommendation

To approve the content of the draft Members' Update on Ethical Governance set out in the Appendix for circulation to all members.

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### Wards Affected - All

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**Financial Consequences – Revenue** None directly

**Financial Consequences – Capital** None directly

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### Contact Officers:

Name: Fiona Ledden  
 Position: City Solicitor  
 Telephone: 0161 234 3087  
 E-mail: f.ledden@manchester.gov.uk

Name: Poornima Karkera  
 Position: Head of Governance  
 Telephone: 0161 234 3719  
 E-mail: p.karkera@manchester.gov.uk

### Background documents (available for public inspection):

The following documents disclose important facts on which the report is based and have been relied upon in preparing the report. Copies of the background documents are available up to 4 years after the date of the meeting. If you would like a copy, please contact one of the contact officers above.

None

## **1.0 Introduction**

- 1.1 The Council's Annual Governance Statement includes reference to the Members' Update on Ethical Governance ('the Members' Update') within its governance framework section. The Members' Update is used as an example of how the Council develops the capability of people with governance responsibilities and the organisations understanding of governance.
- 1.2 At its meeting on 3 November 2016 the Standards Committee agreed that going forward updates would be produced on a six monthly basis providing there are sufficient newsworthy items of interest to Members. The Members' Update now forms part of the Standards Committee Work Programme.

## **2.0 Background**

- 2.1.1 The last Members' Update was disseminated directly to all Members in August 2020 as the Standards Committee for October 2020 was cancelled.
- 2.2. A draft of the Members' Update for March 2021 is set out in the Appendix to this report. Members are asked to provide comments on the draft and to approve its content for circulation to all members by e-mail.

## **Ethical Update – March 2021**

**‘Helping to promote high standards of conduct’**

### **Welcome to the March 2021 issue of Manchester City Council’s Ethical Governance Update**

This newsletter contains details of the following:-

- Former councillor jailed for electoral offences
- Handforth Parish Council meeting.
- Members of an East Devon district council suffered a data breach when more than half had passwords made available to other Councillors
- Cyber security training
- 6 month rule
- Social Media Guidance
- Reminder: Register of Interests.

To save paper this newsletter is distributed via e-mail, if you would like a hard copy or want further information about any of the issues raised please contact the Democratic Legal Services team.

### **Former councillor jailed for electoral offences**

A former councillor at London Borough of Redbridge Council has been jailed for electoral offences and banned from holding elected office for five years. The former councillor had previously pleaded guilty to three counts of causing or permitting a false statement to appear on a nomination form and one count of conspiracy to pervert the course of justice.

The individual was sentenced in January 2021 for making false statements in candidate nomination papers, contrary to Section 65A(1A) of the Representation of the People Act 1983, and perverting the course of justice. As well as receiving a prison sentence, the individual was also ordered to pay prosecution costs and to pay compensation of around £28,000 to the Council for the by-election costs, as well as for the allowances paid to him.

The individual was reminded of Section 173 of the Representation of the People Act 1983 setting out the requirements of a person convicted of a corrupt practice in relation to his current elected post and the five year ban on holding elected office.

The details can be found at [https://news.met.police.uk/news/former-redbridge-borough-councillor-has-been-jailed-for-electoral-offences-419078?utm\\_source=rss&utm\\_medium=rss&utm\\_campaign=Subscription&utm\\_content=news](https://news.met.police.uk/news/former-redbridge-borough-councillor-has-been-jailed-for-electoral-offences-419078?utm_source=rss&utm_medium=rss&utm_campaign=Subscription&utm_content=news)

### **Handforth Parish Council meeting “descends into chaos”**

It has been reported that Cheshire East Council has received complaints regarding the conduct and behaviour of Handforth Parish Council after a meeting went viral.

Problems at the local parish council had been ongoing for some time. Cheshire East Council had previously given notice to Handforth Parish Council that multiple complaints about Handforth Parish councillors' behaviour, as well as other complaints regarding issues of governance and member/officer engagement had been received.

The official notice can be found on the Handforth Parish Council website at <https://www.handforth.org.uk/>,

Nevertheless, Handforth Council came to widespread attention following the circulation of an online extraordinary meeting of 10 December 2020 in which it was reported that some councillors' were heard to mutter swear words, laugh hysterically, shout at and insult others present before the meeting started, despite calls from one member for civility. The footage has been viewed more than a million times online and has led to national media attention.

A Cheshire East Council spokesperson said: "All matters relating to complaints to the monitoring officer about a parish council or elected member, remain confidential until all processes have been followed. The outcome of any formal investigation is published on the council's website."

In the meantime, Handforth Parish Council serves as an example of what can happen when meetings get out of hand and the risks of bringing the office of Councillor or the Council into disrepute.



## **East Devon District Council suffered a data breach when more than half of councillors had passwords made available to other councillors**

A data breach in November 2020 affected more than half of the Council's 60 members. It is understood that the Council's IT provider added Airwatch and Microsoft 365 passwords to individual councillors' profiles which could be briefly accessed by other councillors. This represented a clear risk in terms of information security and data protection compliance. Swift action was taken to rectify the breach with councillors' required to reset their passwords.

Where password data is compromised, data within the affected account, including emails could potentially be accessed by others. Any compromised data could include sensitive, confidential information such as electoral registration data, criminal offence data such as probation reports, and special category data such as medical information and political opinions.

It is understood that following an investigation by the Council and its IT provider, the likelihood of councillor passwords and other information being compromised by other councillors' appeared to be very low on this occasion.

The Information Commissioner's Office had also been made aware of the breach and, after their investigation, provided recommendations and closed the matter. The Council noted that the incident had served as a wake up call for more regular reviews of security procedures, including independent audits.

This serves as a reminder about the importance of information security. If you believe that your account or any other member or officer's account has been compromised, please raise your concerns with Member Services or ICT.

## **Cyber security training**

Cyber Security e-learning was rolled out to all members in January 2021. The ICT Cyber Security team have compiled a bespoke training package designed to support councillors in their roles but also to provide knowledge and principles that can be applied more widely to prevent becoming a victim of a Cyber-attack. All members are recommended to complete the training as soon as possible, as such training is considered an important element in helping to protect the Council and individuals against the very real and evolving risk of a Cyber-attack.

Members will have received an invite to the training from the MCC compliance team and further information from Members Services. If you have any difficulties accessing the training, please contact Members Services.

## **Disqualification of Councillors under the 6 month rule- a reminder.**

A reminder to all members that section 85 of the Local Government Act 1972 states that if a member of a local authority fails throughout a period of six consecutive months from the date of their last attendance to attend any meeting of the authority, they shall cease to be a member of the authority. The only exception is if their non-attendance has been approved by the authority before the expiry of the six month period.

Attendance can be at any committee or sub- committee, joint committee, joint board or other body where the functions of the Council are discharged, or appointments to advise the Council on any matter relating to the discharge of their functions and can be by attendance at remote meetings..

Once any member loses office, through failure to attend in a six month period, the disqualification cannot be overturned by subsequently resuming attendance. Retrospective approval of the Council cannot be given for any extension of time requested.

Lawyers in Local Government has said it was aware of a handful of cases where councillors had been disqualified for non-attendance under s85 of the Local Government Act 1972.

## **Social Media guidance**

The Council's social media guidance is provided to assist members when using social media. Members are bound by the Council's Code of Conduct for Members when using social media to conduct council business or to represent the Council, and should be aware that they may be open to allegations that their actions have breached the code if giving the impression when using social media that they are acting in an official capacity.

Although social media is a useful communication tool, there are risks with identities, or perceptions, becoming "blurred" between your own personal opinion in a private capacity, whether you are speaking as a member of the Council or as a member of your political party. Such "blurred identities" may have implications on whether your views have breached the Council's Code of Conduct for Members and associated legislation. It is therefore important for you to make sure that your social media accounts and profiles are as clear as possible as to whether you are speaking in your private capacity, as a Member of the Council, or as a member of your political party.

The Council's social media guidance for members is appended to this newsletter.

## **Register of Interests- keeping it up to date**

Members ordinarily complete their register within the 28 day period of being elected.

However, members are reminded that this is a live document and therefore needs to be reviewed regularly to ensure it is up to date. Failure to keep your register of interests up to date could lead to a complaint being received that it is not accurate and also misleading.

If any member is unsure if something should be registered then please contact the Democratic Services Legal Team via [DemServ@manchester.gov.uk](mailto:DemServ@manchester.gov.uk), or 0161 234 3336.

To update your register please contact the Governance and Scrutiny Support team on 0161 234 3034.

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## **Social Media guidance for Members**

### **1. Purpose**

This guidance is provided to assist Members when using social media. Members are bound by the Council's Code of Conduct for Members when using social media to conduct council business or to represent the Council and should be aware that they may be open to allegations that their actions have breached the code if giving the impression when using social media that they are acting in an official capacity. Where Members are using any "council resources" in order to access social media, they must also comply with the Use of Council Resources Guidance for Members which can be found in the Council's Constitution. This guidance assumes that most use of social media by Members will not involve the use of "council resources".

### **2. What is social media?**

The term 'social media' is used to describe websites and applications for social networking, where people create, share and exchange content and ideas in virtual networks and communities. The content shared may include (but is not limited to) personal information, opinions, research, commentary, video, pictures, or business information.

For the purposes of this guidance, the term applies, but is not limited to: blogs, Facebook, Twitter, Flickr, LinkedIn, YouTube, Vimeo, Snapchat, Instagram, discussion forums, special interest forums, user communities and any other personal web space where content is created, manipulated and shared. There are many more examples of social media and this guidance is relevant in relation to any social media a Member may use.

Social media is an incredibly useful tool for Members; it can increase engagement reaching a wider audience; enabling active and potentially instantaneous conversations with your communities. It can also support increased participation, stimulating debate about services, campaigns and local issues and often at a fraction of the cost of many traditional means of communication.

This guidance is intended to assist Members on how to use social media responsibly and effectively. It also indicates how risks and pitfalls may be minimised and managed.

### **3. Guidelines for using social media**

#### **3.1 The Members Code of Conduct and "Blurred identities"**

It is important for Members to be aware of the fact that they may have "blurred identities" online. This means that you may have a social media account where you comment both as a Member and as an individual. For example, a Facebook account where you post about a great night out (personal) and another time explain the Council's position on recycling (Member). While it may be clear to you when you are posting in your private capacity or as a Member, this may be less clear to others. Such "blurred identities" may have implications where your views are taken as those

of the Council or your political party, rather than your own personal opinion. It is therefore important for you to make sure that your social media accounts and profiles are as clear as possible as to whether you are speaking in your private capacity, as a Member of the Council, or as a member of your political party.

How you use your online identity will also determine how online content will be treated in respect of the Council's Code of Conduct for Members. The key to whether your online activity is subject to the Code of Conduct is whether you are giving the impression that you are acting as a Member of the Council.

This may be less than clear if you have a private blog or a Facebook profile and it is generally safest to assume that any online activity can be linked to your official role. (Unless you have gone to significant effort to keep an online persona completely separate from your Member identity, you are unlikely to be able to claim that you were acting in a completely private capacity).

Where you have a private blog or Facebook account that identifies you as a Member of the Council, you should state that the views expressed are your own and may not represent the views of the Council. Do not use the Council's logo, or any other council-related emblems on a personal account or website.

Where you are held to be acting as a Member of the Council, the Council's Code of Conduct for Members will apply to your online activity in the same way it does to other written or verbal communication you undertake. Members should therefore comply with the general principles of the Code of Conduct in what they publish and in what they allow others to publish.

You will need to be particularly aware of the following sections of the Council's Code of Conduct for Members:

- *You must not:*
  - (a) *do anything which may knowingly cause the Council to breach the Equality Act 2010;*
  - (b) *bully or be abusive to any person;*
- *You must not:*
  - (a) *disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature*
- *You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or the Council into disrepute.*

### **3.2 Think before you publish**

Social media sites are in the public domain and it is important to ensure you are confident of the nature of the information you publish. Once published, content is almost impossible to control and may be manipulated without your consent, used in different contexts, or further distributed. Be aware of your own safety when placing information on the internet and do not publish information which could leave you or

others vulnerable. This is in all social media posts or groups that you may be a member of, not just those in your own accounts.

Be aware that historical social media posts made prior to taking office, or being 'tagged' into certain posts/content may potentially give rise to complaints. Where possible, you should take steps to review such posts and remove/'un-tag' controversial content from your social media page.

### **3.3 Choose appropriate privacy settings**

Make use of stringent privacy settings if you don't want your social media to be accessed by the press or public. Read the terms of service of any social media site accessed and make sure you understand their confidentiality/privacy settings. Be careful about accepting people as 'friends' on social media sites, as this allows greater access to your personal social media content/information.

### **3.4 Make your commenting policy clear**

You will need to take note of the comments that other people make on your site, as if you allow offensive comments to stand on your site it can upset members of your community and may constitute a breach of the Code of Conduct for Members. For blogs the easiest way to handle this is to moderate comments and to state clearly on your site that you are doing so and reasons why comments may be rejected. For Facebook or other social media networks, including multi-media sites like YouTube and Flickr where people can post public or semi-public messages to your profile, you will need to regularly check on your messages.

## **4. Principles for using social media**

The following five "guiding principles" offer assistance on how to approach any social media activities:

### **Be respectful**

Set the tone for online conversations by being polite, open and respectful. Use familiar language and be honest and professional at all times. Make sure that you respect other people's confidentiality – do not disclose non-public information or the personal information of others.

### **Be credible and consistent**

Be accurate, fair and transparent. Encourage constructive criticism and debate. Make sure that what you say online is consistent with your other communications.

### **Be honest about who you are**

It's important that any accounts or profiles that you set up are clear about your own personal role (see the advice on "blurred identities" above).

### **Be responsive**

Respond to questions and comments in an appropriate timely manner.

**Be confident**

Don't be scared of participating. Seek further guidance from the Council's Members' Services or the Council's Central Communications Team if you need it. If you are about to publish something that makes you even the slightest bit uncomfortable, pause to think about it. Feel confident in what you say before you say it – and say it as clearly as you can.

**5. Responsibilities of Members**

In general, Members have the same legal duties online as anyone else. There are some additional duties around Members' use of their websites for electoral campaigning and extra care needs to be taken if Members are writing on planning, licensing and quasi-judicial matters.

**5.1 Libel**

Members are personally responsible for the content they publish on any form of social media. Publishing, or allowing to be published an untrue statement about a person which is damaging to their reputation may incur a libel action. A successful libel claim against you may result in an award of damages against you.

**5.2 Copyright**

Placing images or text on your site from a copyrighted source (for example extracts from publications or photos) without permission is likely to breach copyright. Avoid publishing anything you are unsure about, or seek permission in advance. Breach of copyright may result in an award of damages against you.

**5.3 Data Protection Legislation**

Avoid publishing the personal data of individuals unless you have their express written permission.

**5.4 Confidential Information**

Do not publish or report on meetings which are private or internal (where no members of the public are present or the meeting is of a confidential nature). Do not publish or report on "Part 2 reports" (which contain confidential information or exempt information as defined in the Council's Access to Information Procedure Rules at Part 4, Section B of the Council's Constitution).

**5.5 Bias and pre-determination**

If you are involved in determining planning or licensing applications or other quasi-judicial decisions, avoid publishing anything on your blog that might suggest you don't have an open mind about a matter you may be involved in determining. If not, the decision runs the risk of being invalidated.



## **5.6 Electoral periods**

The Electoral Commission requires that candidates provide a return of expenditure on any form of advertising or campaign literature and that includes web advertising. And there are additional standards for materials which can be downloaded from a website. Full guidance for candidates is published on the Electoral Commission's website.

## **6. Malware and online crime prevention**

Social media can be used by the online criminal community to deliver malware and carry out schemes designed to damage property or steal confidential information. To minimise risk related to such threats, adhere to the following guidelines. While these guidelines help to reduce risk, they do not cover all possible threats and are not a substitute for good judgment.

- Do not use the same passwords for social media that you use to access Council computing resources.
- Do not follow links or download software on social media pages posted by individuals or organisations that you do not know.
- If any content you find on any social media web page looks suspicious in any way, close your browser and do not return to that page.
- Configure social media accounts to encrypt sessions whenever possible. Facebook, Twitter and others support encryption as an option. This is extremely important for roaming users who connect via public Wi-Fi networks.

## **7. Use of social media and smart devices during meetings and events**

Increasingly hand held devices, such as smartphones or tablet devices like ipads are used to access social media during internal and external Council meetings and events to share information, views or comment.

Devices need to be used with care and in line with the above guidance for social media accounts. Alongside this, Members are asked to ensure that devices are silent during meetings and are used without disturbing others.

## **8. Compliance**

The guidance in this document is in addition to the Council's Code of Conduct for Members, and Use of Council Resources Guidance for Members (adopted as Part 6, Section A and Section C of the Council's Constitution), the Council's 'Email Policy' and the Council's 'Internet/Intranet Policy'.

It should be noted that any breach of this guidance may also constitute a breach of the Member Code of Conduct

## **9. Review**

These arrangements were last reviewed in 2017 and shall be reviewed every 3 years thereafter, or earlier where there is a change in the applicable law or circumstances warrant an earlier review.

**Manchester City Council  
Report for Information**

**Report to:** Standards Committee – 18 March 2021

**Subject:** Social Media Guidance for Members update

**Report of:** City Solicitor

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**Summary**

To update the Committee on the operation and efficacy of the Social Media Guidance for Members ('the Guidance') as well as the provision of training for members on the Guidance.

**Recommendations**

That the Committee note the report.

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**Wards Affected:** All

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**Financial Consequences – Revenue** None

**Financial Consequences – Capital** None

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|---|
| <b>Environmental Impact Assessment</b> - the impact of the issues addressed in this report on achieving the zero-carbon target for the city |
|---|

|                         |
|-------------------------|
| Not directly applicable |
|-------------------------|

| Our Manchester Strategy outcomes  | Summary of how this report aligns to the OMS |
|---|--|
| A thriving and sustainable city: supporting a diverse and distinctive economy that creates jobs and opportunities | Not directly applicable                      |
| A highly skilled city: world class and homegrown talent sustaining the city's economic success                    | Not directly applicable                      |

|  |   |
|--|---|
| A progressive and equitable city: making a positive contribution by unlocking the potential of our communities | This report contributes towards promoting and maintaining high standards of conduct among members and towards promoting fairness by members in their conduct towards members of the public and other Members. |
| A liveable and low carbon city: a destination of choice to live, visit, work                                   | Not directly applicable   |
| A connected city: world class infrastructure and connectivity to drive growth                                  | Not directly applicable   |

**Contact Officers:**

Name: Fiona Ledden  
 Position: City Solicitor  
 Telephone: 0161 234 3087  
 Email: fiona.ledden@manchester.gov.uk

Name: Poornima Karkera  
 Position: Head of Governance Legal Services.  
 Telephone: 0161 234 3719  
 E-mail: p.karkera@manchester.gov.uk

**Background documents (available for public inspection):**

The following documents disclose important facts on which the report is based and have been relied upon in preparing the report. Copies of the background documents are available up to 4 years after the date of the meeting. If you would like a copy, please contact one of the contact officers above.

None

## 1.0 Introduction

- 1.1 The Committee last received a report on the operation and efficacy of the Social Media Guidance for Members ('the Guidance') at its meeting in March 2019. As requested by the Standards Committee at that meeting the Social Media Guidance for Members was circulated to all Members and to candidates prior to the local Elections in 2019. The Guidance is also available on the Members' Google Drive.
- 1.2 At the meeting on 15 March 2018 the Committee agreed a very minor revision to the wording in paragraph 5.3 of the Guidance to take account of changes to data protection law which came into effect on 25 May 2018. On review in 2019 it was not considered that further revision of the Guidance was required. A copy of the Guidance is contained in the Appendix to this report. It is not considered that further amendments are required to the Guidance at this stage.

## 2. Operation of the Guidance

- 2.1 In terms of the operation of the Guidance there were 23 complaints relating to Manchester City Councillors between October 2019 and 31 January 2021, 7 of which related to social media use. Excluding cases that were withdrawn or were discontinued only one complaint proceeded to initial investigation and following consultation with the Council's Independent Person the Monitoring Officer took the view that the Member in question was not acting in an official capacity.
- 2.2 In the circumstances use of social media by Members is not considered to be of particular current concern. However as this is an area where care is needed a further copy of the Social Media Guidance will be sent to all Members again shortly and is proposed to be sent as part of their information pack to all candidates for the forthcoming local elections.

## 3. Training

- 3.1 The Members Development Working Group ('MDWG') established to champion, develop and improve members' development is responsible for sourcing training on the main types of social media as part of its annual training programme. As highlighted in the report on member training elsewhere on the Agenda Training on Social Media is intended to form part of the Training Programme for 2021.

## 4. Recommendation

That the Committee note the report.

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## **9. Review**

These arrangements were last reviewed in 2017 and shall be reviewed every 3 years thereafter, or earlier where there is a change in the applicable law or circumstances warrant an earlier review.

**Manchester City Council  
Report for Resolution**

**Report to:** Standards Committee – 18 March 2021

**Subject:** Local Government Association (LGA) Model Code of Conduct for Members

**Report of:** City Solicitor

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**Summary**

To update the Committee on the publication of the LGA Model Code of Conduct for Members

**Recommendations**

- 1 To note the report.
  2. To support discussions by the Greater Manchester Chief Legal Officers on implementation of the LGA Model Code.
  3. That there be a further report to the November meeting of this Committee on the position.
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**Wards Affected – all**

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**Financial Consequences – Revenue** None

**Financial Consequences – Capital** None

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**Contact Officers:**

Name: Fiona Ledden  
Position: City Solicitor  
Telephone: 0161 234 3087  
Email: [fiona.ledden@manchester.gov.uk](mailto:fiona.ledden@manchester.gov.uk)

Name: Poornima Karkera  
Position: Head of Governance Legal Services.  
Telephone: 0161 234 3719  
E-mail: [p.karkera@manchester.gov.uk](mailto:p.karkera@manchester.gov.uk)

**Background documents (available for public inspection):**

The following documents disclose important facts on which the report is based and have been relied upon in preparing the report. Copies of the background documents are available up to 4 years after the date of the meeting. If you would like a copy, please contact one of the contact officers above.

Report to Standards Committee March 2019

## **1.0 Introduction**

- 1.1 Members will recall that, as reported to this Committee in March 2019, the Committee on Standards in Public Life (“the CSPL”) published its report on its review of local government ethical standards on 30 January 2019. This report focuses on recommendation 1- ‘that the Local Government Association (‘LGA’) should create an updated code of conduct in consultation with representative bodies of councillors and officers of all tiers of local government’.

## **1.0 Background**

- 1.2 The new LGA Model Code is attached as Appendix 1 to this report. For ease of reference our Code of Conduct for Members is attached as Appendix 2. The Manchester code was drafted in collaboration with the other 9 Councils in Greater Manchester.

## **2.0 Comments on the LGA Model Code.**

- 2.1 The City Solicitor is of the view that in general the new LGA Model code is well set out and relatively straightforward to follow. It is probably fair to say that the draft code has had a lukewarm response from some Monitoring Officers who have indicated they do not propose to adopt it as published as they prefer their own code.
- 2.1 Key points to note from the Standards Section of the LGA model code include that it:
- aims to clarify when the code will apply
  - introduces the concept of treating other Councillors, members of the public, staff and representatives of partner organisations with ‘respect’ whilst acknowledging the need to be able to engage in debate in a civil manner.
  - makes it a requirement to comply with any sanction imposed following a finding that the code has been breached. At present as members will be aware sanctions for breach of the Members Code of Conduct are very limited. The CSPL recommended the Government change the law to allow Local Authorities the power to suspend councillors, without allowances, for up to six months (exercisable only where the authority's Independent Person agrees both with the finding of a breach and that suspending the councillor would be a proportionate sanction). As indicated above the government has yet to respond to this proposal.
  - Sets the threshold for registration of Gifts and hospitality at £50 (the threshold in our code is £100 although some GM Councils retained the original £25 threshold).
- 2.2 Appendix B of the LGA Model Code sets out the requirements in relation to registration and declaration of Interests. Whist on the face of it the LGA Code

simplifies the rules the code there are a number of issues in relation to this part of the LGA Model code:

- arguably does not explicitly deal with declaration on interests outside of formal Council Committee meetings e.g. consultation with members or member decision making and
- Departs from narrower wording in s 31 of the Localism Act 2011 (which relates to Disclosable pecuniary interests) and introduces a distinction between things that "directly relate" to an interest and things that "affect" an interest. This is probably because it assumes the change to the law recommended by the CSPL report to repeal s 31 of the Localism Act 2011 but until such time as s31 is repealed departing from (narrowing) the wording currently in the Localism Act is not recommended given the criminal sanctions for failure to disclose a DPI .

### **3.0 Next Steps.**

- 3.1 There are benefits in constancy of approach across Greater Manchester Councils. If the stronger sanctions recommended by the CSPL were to be introduced and if the majority of Councils in England were to adopt the model code then there would be additional advantages in our Council adopting the LGA model code ( subject to the changes mentioned in paragraph 2.2 above) as is, so as to benefit from any developing practice / case law around the LGA model code.
- 3.2 It is therefore proposed that Chief Legal Officers in Greater Manchester are requested to discuss the adoption of the LGA model code ( either as is or with minor amendments ) throughout Greater Manchester and that the outcome of these discussions be reported to this Committee's November meeting.

### **4.0 Recommendations**

The recommendations appear at the front of this report.



## **Local Government Association**

### **Model Councillor Code of Conduct 2020**

#### **Joint statement**

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

## **Introduction**

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

## **Definitions**

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

## **Purpose of the Code of Conduct**

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

## **General principles of councillor conduct**

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

## **Application of the Code of Conduct**

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when:

- you are acting in your capacity as a councillor and/or as a representative of your council
- you are claiming to act as a councillor and/or as a representative of your council
- you are giving the impression that you are acting as a councillor and/or as a representative of your council
- you refer publicly to your role as a councillor or use knowledge you could only obtain in your role as a councillor.

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

## **Standards of councillor conduct**

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

### **General Conduct**

#### **1. *Respect***

##### **As a councillor:**

**1.1 I treat other councillors and members of the public with respect.**

**1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

## **2. *Bullying, harassment and discrimination As***

**a councillor:**

**2.1 I do not bully any person.**

**2.2 I do not harass any person.**

**2.3 I promote equalities and do not discriminate unlawfully against any person.**

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

## **3. *Impartiality of officers of the council As a***

**councillor:**

**3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

**4. Confidentiality and access to information As**

**a councillor:**

**4.1 I do not disclose information:**

- a. given to me in confidence by anyone
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless
  - i. I have received the consent of a person authorised to give it;
  - ii. I am required by law to do so;
  - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
  - iv. the disclosure is:
    - 1. reasonable and in the public interest; and
    - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and
    - 3. I have consulted the Monitoring Officer prior to its release.

**4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.**

**4.3 I do not prevent anyone from getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

**5. Disrepute**

**As a councillor:****5.1 I do not bring my role or local authority into disrepute.**

As a councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/it's functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

**6. *Use of position* As a councillor:****6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a member of the local authority provides you with certain opportunities, responsibilities and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

**7. *Use of local authority resources and******facilities* As a councillor:****7.1 I do not misuse council resources.****7.2 I will, when using the resources of the local or authorising their use by others:**

- a. act in accordance with the local authority's requirements; and
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers • transport

- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

## **8. *Complying with the Code of Conduct As a councillor:***

**8.1 I undertake Code of Conduct training provided by my local authority.**

**8.2 I cooperate with any Code of Conduct investigation and/or determination.**

**8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**

**8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

## **Protecting your reputation and the reputation of the local authority**

### **9. *Interests***

#### **As a councillor:**

**9.1 I register and declare my interests.**

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should declare an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be declared by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or declare a disclosable pecuniary (i.e. financial) interest is a criminal offence under the Localism Act 2011.



Appendix B sets out the detailed provisions on registering and declaring interests. If in doubt, you should always seek advice from your Monitoring Officer.

**10. Gifts and hospitality As a councillor:**

**10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**

**10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**

**10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

## **Appendices**

### **Appendix A – The Seven Principles of Public Life** The principles

are:

#### **Selflessness**

Holders of public office should act solely in terms of the public interest.

#### **Integrity**

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

#### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### **Honesty**

Holders of public office should be truthful.

#### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## Appendix B

### Registering interests

1. Within 28 days of this Code of Conduct being adopted by the local authority or your election or appointment to office (where that is later) you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) and Table 2 (Other Registerable Interests). Disclosable Pecuniary Interests means issues relating to money and finances.
2. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
3. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor/member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.
4. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

### Declaring interests

5. Where a matter arises at a meeting which directly relates one of your Disclosable Pecuniary Interests, you must declare the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest, just that you have an interest.
6. Where a matter arises at a meeting which directly relates to one of your Other Registerable Interests, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', again you do not have to declare the nature of the interest.
7. Where a matter arises at a meeting which *directly relates* to your financial interest or well-being (and is not a Disclosable Pecuniary Interest) or a financial interest or well-being of a relative or close associate, you must

declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

8. Where a matter arises at a meeting which *affects* –
  - a. your own financial interest or well-being;
  - b. a financial interest or well-being of a friend, relative, close associate; or
  - c. a body included in those you need to declare under Disclosable Pecuniary Interests you must disclose the interest.
  
9. Where the matter affects the financial interest or well-being:
  - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
  - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

**Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

| Subject  | Description   |
|--|---|
| <b>Employment, office, trade, profession or vocation</b> | Any employment, office, trade, profession or vocation carried on for profit or gain.<br>[Any unpaid directorship.]  |
| <b>Sponsorship</b>                                       | Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.<br>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992. |

|                            |  |
|----------------------------|--|
| <b>Contracts</b>           | Any contract made between the councillor or his/her spouse or civil partner or the person with whom the  |
|                            | councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —<br>(a) under which goods or services are to be provided or works are to be executed; and<br>(b) which has not been fully discharged. |
| <b>Land and Property</b>   | Any beneficial interest in land which is within the area of the council.<br>'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.             |
| <b>Licences</b>            | Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer   |
| <b>Corporate tenancies</b> | Any tenancy where (to the councillor's knowledge)—<br>(a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.   |

|                   |   |
|-------------------|---|
| <b>Securities</b> | Any beneficial interest in securities* of a body where—<br>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and<br>(b) either—<br>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or<br>(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 the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were |
|                   | spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.   |

\* 'director' includes a member of the committee of management of an industrial and provident society.

\* '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.

**Table 2: Other Registerable Interests**

| <b>Any Body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council;</b> |   |
|---|---|
| Any Body -  | (a) exercising functions of a public nature;  |
|   | (b) directed to charitable purposes; or   |
|   | (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) |
| of which you are a member or in a position of general control or management.  |   |

## **Appendix C – the Committee on Standards in Public Life**

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council as a whole, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities



should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

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**CODE OF CONDUCT FOR MEMBERS**

**PART 6**

**CODES AND PROTOCOLS**

CODE OF CONDUCT FOR MEMBERS

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**CODE OF CONDUCT FOR MEMBERS**

# **Section A**

## **Code of Conduct for Members**

## CODE OF CONDUCT FOR MEMBERS

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|---|
| <b>SECTION A: CODE OF CONDUCT FOR MEMBERS</b> |
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**(ADOPTED BY THE COUNCIL ON 11 JULY 2012)**

### **Pre-amble to Code of Conduct for Members**

#### **1. Introduction**

The Council is determined to provide excellent local government for the people of the City. It promotes and maintains high standards of conduct by Members and Voting Co-opted Members and has adopted a Code of Conduct for Members, in line with its obligations under section 27(2) of the Localism Act 2011.

#### **2. General Principles of Conduct for Members and Voting Co-opted Members**

The Code and the Guidance are based on the following General Principles.

##### **2.1 General Principles**

Members and Voting Co-opted Members must behave according to the highest standards of personal conduct in everything they do as a Member. In particular they must observe the following principles of conduct, some of which are set out in law.

##### **2.2 Selflessness**

Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

##### **2.3 Honesty and Integrity**

Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

##### **2.4 Objectivity**

Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

##### **2.5 Accountability**

Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-

## **CODE OF CONDUCT FOR MEMBERS**

operate fully and honestly with any scrutiny appropriate to their particular office.

### **2.6 Openness**

Members should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.

### **2.7 Personal Judgement**

Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

### **2.8 Respect for Others**

Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers, and its other employees.

### **2.9 Duty to Uphold the Law**

Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

### **2.10 Stewardship**

Members should do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law.

### **2.11 Leadership**

Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

## **3. Training**

- 3.1** Each Member must attend training on the Code of Conduct/ethical standards, in addition to any current requirements to receive training for specific Committees, for example Planning or Licensing Committees.

## CODE OF CONDUCT FOR MEMBERS

# THE CODE OF CONDUCT

## Part 1 General provisions

### 1. Introduction and interpretation

- 1.1 This Code applies to you as a Member of the Council.
- 1.2 It is your responsibility to comply with this Code. Failure to do so may result in a sanction being applied by the Council. Failure to take appropriate action in respect of a Disclosable Pecuniary Interest may result in a criminal conviction and an unlimited fine and /or disqualification from office for a period of up to 5 years. In this Code - “meeting” means any meeting of:
- (a) the Council;
  - (b) any of the Council’s Committees or Sub-Committees, Joint Committees or Joint Sub-Committees;
  - (c) the Executive or any committee of the Executive.
- 1.3 “Member” includes a Voting Co-opted Member and an Appointed Member.

### 2. Scope

- 2.1 Subject to sub-paragraphs (2) and (3), you must comply with this Code whenever you are acting as a Member or Voting Co-opted Member of the Council or an Appointed Member of a Joint Committee, and, references to your official capacity are construed accordingly.
- 2.2 This Code does not have effect in relation to your conduct other than where it is in your official capacity.
- 2.3 Where you act as a representative of the Council—
- (a) on another relevant authority, including the Greater Manchester Combined Authority, the Greater Manchester Fire & Rescue Authority and the Greater Manchester Waste Disposal Authority, you must, when acting for that other authority, comply with that other authority’s code of conduct; or
  - (b) on any other body, you must, when acting for that other body, comply with this Code, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

### 3. General obligations

- 3.1 You must not:



## CODE OF CONDUCT FOR MEMBERS

- (a) do anything which may knowingly cause the Council to breach the Equality Act 2010;
- (b) bully or be abusive to any person;
- (c) intimidate or attempt to intimidate any person who is or is likely to be:
  - (i) a complainant,
  - (ii) a witness, or
  - (iii) involved in the administration of any investigation or proceedings,
 in relation to an allegation that a Member (including yourself) has failed to comply with his or her authority's code of conduct; or
- (d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Council.

4. You must not:

- (a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:
  - (i) you have the consent of a person authorised to give it;
  - (ii) you are required by law to do so;
  - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
  - (iv) the disclosure is:
    - (a) reasonable and in the public interest; and
    - (b) made in good faith and in compliance with the reasonable requirements of the Council; or
- (b) prevent another person from gaining access to information to which that person is entitled by law.

5. You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or the Council into disrepute.

6. You:

- (a) must not use or attempt to use your position as a Member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage; and

## **CODE OF CONDUCT FOR MEMBERS**

- (b) must, when using or authorising the use by others of the resources of your authority:
    - (i) act in accordance with the Council's reasonable requirements; and
    - (ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and
  - (c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.
7. (1) When reaching decisions on any matter you must have regard to any relevant advice provided to you by
- (a) The Council's Chief Finance Officer; or
  - (b) The Council's Monitoring Officer,
- where that officer is acting pursuant to his or her personal statutory duties.
- (2) You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.

## CODE OF CONDUCT FOR MEMBERS

### Part 2 - Disclosable pecuniary interests

#### 8. Notification of disclosable pecuniary interests

- 8.1 Within 28 days of becoming a Member or Voting Co-opted Member, you must notify the Monitoring Officer of any 'disclosable pecuniary interests'.
- 8.2 A 'disclosable pecuniary interest' is an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in the table below.
- 8.3 "Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

| Subject   | Description  |
|---|--|
| Employment, office, trade, profession or vocation | Any employment, office, trade, profession or vocation carried on for profit or gain  |
| Sponsorship                                       | Any payment or provision of any other financial benefit (other than from the Council) made or provided within the 12 month period prior to notification of the interest in respect of any expenses incurred by you in carrying out duties as a Member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation Act) 1992 (a). |
| Contracts   | Any contract which is made between you or your partner (or a body in which you or your partner has a beneficial interest) and the Council -<br>(a) under which goods or services are to be provided or works are to be executed: and<br>(b) which has not been fully discharged.   |
| Land  | Any beneficial interest in land which is within the area of Manchester City Council.   |
| Licences  | Any licence (alone or jointly with others) to occupy land in the area of Manchester City Council for a month or longer.  |
| Corporate Tenancies                               | Any tenancy where (to your knowledge) -<br>(a) the landlord is the Council: and<br><br>(b) the tenant is a body in which you or your partner has a beneficial interest.  |
| Securities  | Any beneficial interest in securities of a body where -<br>(a) that body (to your knowledge) has a place of business or land in the area of Manchester   |

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|--|--|
|  | City Council; and<br>(b) either -<br>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or<br>(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. |
|--|--|

For the purposes of the above table -

- (a) "a body in which you or your partner has a beneficial interest" means 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 has a beneficial interest.
- (b) "director" includes a member of the committee of management of a registered society within the meaning given by section 1(1) of the Co-operative and Community Benefit Societies Act 2014, other than a society registered as a credit union.
- (c) "land" excludes an easement, interest or right in or over land which does not carry with it a right for you or your partner (alone or jointly) to occupy the land or receive income, and
- (d) "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.

### **9 Non participation in case of disclosable pecuniary interest**

- 9.1 If you are present at a meeting and you have a disclosable pecuniary interest in any matter to be considered or being considered at the meeting,
- 1. You must not participate in any discussion of the matter at the meeting.
  - 2. You must not participate in any vote taken on the matter at the meeting.
  - 3. If the interest is not registered, you must disclose the interest to the meeting.
  - 4. If the interest is registered, you are also required by Council Procedure Rule 29.3 and Executive Procedure Rule 3 to disclose it to the meeting.

## CODE OF CONDUCT FOR MEMBERS

5. If the interest is not registered and is not the subject of a pending notification, you must notify the Monitoring Officer of the interest within 28 days.
  6. You are also required by Council Procedure Rule 30 and Executive Procedure Rule 4 to withdraw from the room of the meeting whilst the matter is being considered.
- 9.2 Where an Executive Member may discharge a function alone and becomes aware of a disclosable pecuniary interest in a matter being dealt with or to be dealt with by her/him, the Executive Member must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter.

### 10 Offences

#### 10.1 It is a criminal offence to

- Fail to notify the Monitoring Officer of any disclosable pecuniary interest within 28 days of election.
- Fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register.
- Fail to notify the Monitoring Officer within 28 days of a disclosable pecuniary interest that is not on the register that you have disclosed to a meeting.
  - Participate in any discussion or vote on a matter in which you have a disclosable pecuniary interest.
  - As an Executive Member discharging a function acting alone, and having a disclosable pecuniary interest in such a matter, failing to notify the Monitoring Officer within 28 days of the interest.
  - As an Executive Member discharging a function acting alone, and having a disclosable pecuniary interest in a matter, taking any steps in relation to such a matter.
  - Knowingly or recklessly providing information that is false or misleading in notifying the Monitoring Officer of a disclosable pecuniary interest or in disclosing such interest to a meeting.

#### 10.2 The criminal penalties available to a court are to impose an unlimited fine and disqualification from being a councillor for up to 5 years.

## CODE OF CONDUCT FOR MEMBERS

### Part 3 - Other interests

#### 11 Notification of personal interests

- 11.1 In addition to the disclosable pecuniary interests notifiable under the Localism Act 2011, you must within 28 days of your election or appointment to office (where that is later) notify the Monitoring Officer in writing of the details of your other personal interests, where they fall within the categories set out in paragraph 11(2) below for inclusion in the register of interests.
- 11.2 You have a personal interest in any business of your authority where it relates to or is likely to affect -
- (a) any body of which you are in a position of general control or management and to which you are appointed or nominated by your authority;
  - (b) any body -
    - (i) exercising functions of a public nature;
    - (ii) 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),
 of which you are in a position of general control or management;
  - (c) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £100.

#### 12 Disclosure of interests

- 12.1 Subject to paragraphs 12.4 to 12.7, where you have a personal interest described in paragraph 11.2 above or in paragraph 12.2 below in any business of your authority, and where you are aware or ought reasonably to be aware of the existence of the personal interest, and you attend a meeting of your authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.
- 12.2 You also have a personal interest in any business of your authority where a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well being or financial position of a *relevant person* to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the electoral ward, affected by the decision.
- 12.3 In paragraph 12.2, a *relevant person* is -
- (a) a member of your family or any person with whom you have a close association; or

## CODE OF CONDUCT FOR MEMBERS

- (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
  - (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
  - (d) any body of a type described in paragraph 11.2(a) or (b).
- 12.4 Where you have a personal interest in any business of the Council which relates to or is likely to affect a body described in paragraph 11.2(a) or 11.2(b)(i), you need only disclose to the meeting the existence and nature of that interest when you address the meeting on that business.
- 12.5 Where you have a personal interest in any business of the Council of the type mentioned in paragraph 11.2(c), (gifts and hospitality) you need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.
- 12.6 Where you have a personal interest but, by virtue of paragraph 16, sensitive information relating to it is not registered in your authority's register of members' interests, you must indicate to the meeting that you have a personal interest, but need not disclose the sensitive information to the meeting.
- 12.7 Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.

### **13 Non participation in case of prejudicial interest**

- 13.1 Where you have a personal interest in any business of your authority you also have a prejudicial interest in that business where 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 and where that business -
- (a) affects your financial position or the financial position of a person or body described in paragraph 12.3; or
  - (b) relates to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 12.3.
- 13.2 Subject to paragraphs 13.3 and 13.4, where you have a prejudicial interest in any business of your authority -
- (a) You must not participate in any discussion of the matter at the meeting.

## CODE OF CONDUCT FOR MEMBERS

- (b) You must not participate in any vote taken on the matter at the meeting.
  - (c) You must disclose the interest to the meeting.
  - (d) If the interest is not registered and is not the subject of a pending notification, you must notify the Monitoring Officer of the interest within 28 days.
  - (e) You are also required by Council Procedure Rule 30 and Executive Rule 4 to withdraw from the room of the meeting whilst the matter is being considered.
- 13.3 Where you have a prejudicial interest in any business of the Council, you may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise and you leave the room where the meeting is held immediately after making representations, answering questions or giving evidence.
- 13.4 Subject to you disclosing the interest at the meeting, you may attend a meeting and vote on a matter where you have a prejudicial interest that relates to the functions of your authority in respect of—
- (a) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;
  - (b) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay; and
  - (c) any ceremonial honour given to members.
- 13.5 Where, as an Executive Member, you may discharge a function alone, and you become aware of a prejudicial interest in a matter being dealt with, or to be dealt with by you, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter, or seek improperly to influence a decision about the matter.

## 14 Interests arising in relation to Scrutiny Committees

In any business before a Scrutiny Committee of the Council (or of a Sub-Committee of such a Committee) where—



## **CODE OF CONDUCT FOR MEMBERS**

- (a) that business relates to a decision made (whether implemented or not) or action taken by the Executive or another of the authority's Committees, Sub-Committees, Joint Committees or Joint Sub-Committees; and
- (b) at the time the decision was made or action was taken, you were a member of the Executive, Committee, Sub-Committee, Joint Committee or Joint Sub-Committee mentioned in paragraph (a) and you were present when that decision was made or action was taken,

you may attend the meeting of the Scrutiny Committee for the purpose of explaining the reasons for the decision, or answering questions or giving evidence relating to the business, but you cannot participate otherwise in the discussion or in any vote on the matter.

**CODE OF CONDUCT FOR MEMBERS****Part 4 - General Matters relating to Parts 2 and 3****15 Register of interests**

Subject to paragraph 16 any disclosable pecuniary interests or personal interests notified to the Monitoring Officer will be included in the register of interests. A copy of the register will be available for public inspection and will be published on the authority's website.

**16 Sensitive interests**

This paragraph applies where you consider that disclosure of the details of a disclosable pecuniary interest or a personal interest could lead to you, or a person connected with you, being subject to violence or intimidation, and the Monitoring Officer agrees. In these circumstances, if the interest is entered on the register, copies of the register that are made available for inspection and any published version of the register will exclude details of the interest, but may state that you have a disclosable pecuniary interest, the details of which are withheld under Section 32(2) of the Localism Act 2011.

**17 Dispensations**

The Council may grant you a dispensation, but only in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest or a prejudicial interest.

## Manchester City Council Report for Resolution

**Report to:** Standards Committee – 18 March 2021

**Subject:** Member Development and Training

**Report of:** City Solicitor

### Summary

To update Standards Committee on the operation and efficacy of the Member Development Strategy and training delivered since May 2019.

This report is divided into 2 parts. The first part reflects Member Development and Training delivered between May 2019 and February 2020, in line with our Member Development Strategy. The second part reflects training held since the start of the Covid pandemic between February 2020 and January 2021 and proposals for the induction programme for new Councillors for May 2021.

### Recommendation

That the Committee note the report.

**Wards Affected** All

**Financial Consequences – Revenue** None

**Financial Consequences – Capital** None

### Contact Officers:

Name: Fiona Ledden  
Position: City Solicitor  
Telephone: 0161 234 3087  
E-mail: Fiona.ledden@manchester.gov.uk

Name: Jonathan Kershner  
Position: Head of Business Support and Development (Legal Services)  
Telephone: 0161 600 8599  
E-mail: j.kershner@manchester.gov.uk

### Background documents (available for public inspection):

The following documents disclose important facts on which the report is based and have been relied upon in preparing the report. Copies of the background documents

are available up to 4 years after the date of the meeting. If you would like a copy please contact one of the contact officers above.

Standards Committee – 21 March 2019 – Member Development Strategy

## 1.0 Background

- 1.1 The Member Development Strategy 2019 – 21 was approved by Standards Committee at its meeting of 21 March 2019.
- 1.2 The strategy sets out a clear direction for delivering on Member development - focusing on the following key objectives:
- Ensure all Members are well equipped with the skills, knowledge and behaviours to enable them to fulfil their various roles effectively and to the best of their ability.
  - Ensure that all members have equal access to training and development opportunities, providing extra resources to accommodate those with special requirements.
  - Support a consistent approach to learning and development for Members
  - Ensure that new Members are fully supported during induction and beyond to allow them to carry out their duties effectively, as quickly as possible.
  - Broaden knowledge around Council business and areas of changing priorities.
  - Encourage a supportive environment where Members help to develop their colleagues.
  - Ensure that the learning and development of Members is recognised as crucial to the Council's success and to the success of the Our Manchester Strategy.
  - Facilitate regular assessment of training needs and the learning and development programme by members.
  - Evaluate the effectiveness of the training programme and the Member Development strategy.
  - Facilitate a planned and strategic approach to member development
  - Establish an effective Member Development Group
  - Develop and deliver (with Member involvement and engagement) an effective Member Learning and Development Programme.
- 1.3 The Strategy (a copy of which is at Appendix C) also sets out the roles of the Monitoring Officer, Standards Committee and Member Development Working Group (MDWG) in relation to Member development and training as well as setting out the role of individual Members and group officers for each Group. This report sets out progress in relation to implementation of these objectives to date. Due to the continuing impact of the pandemic it is proposed to extend the period of operation of the Strategy until 2022 when a full review will be conducted.
- 1.4 This report is divided into 2 parts. The first part reflects Member Development and Training delivered between May 2019 and February 2020, in line with our Member Development Strategy. The second part reflects training held since the start of the Covid pandemic between February 2020 and January 2021 and proposals for the induction programme for new Councillors for May 2021.

## **2.0 Part 1 (May 2019 – February 2020) – Member Development and Training**

- 2.1 The MDWG is tasked with providing strategic direction to formulate, implement and evaluate the quality of training, promoting development opportunities, being responsive to training needs and to review the Member Development budget, attendance and feedback as standard agenda items.
- 2.2 The MDWG met 3 times in the municipal year 2019/20 and in addition to considering the standard items above contributed to the production of a training programme for 2019/20, reviewed feedback from the new member Induction of 2019 and began discussions on the new member induction proposals for 2020.
- 2.3 At its February 2020 meeting the MDWG reviewed progress made against the strategy, with specific focus on the variety of training provided in 2019/20, attendance levels, evaluation feedback and the training programme. The group was encouraged by the levels of attendance (set out in paragraph 7.0 below) and positive feedback (see 8.0 below) but agreed to a small change to the in-house evaluation form (paragraph 8.2 below). There were also discussions around training which members may be undertaking as part of other roles they may hold and how the group could be better sighted on this.

## **3.0 New Member Induction 2019**

- 3.1 The New Member Induction programme 2019 was split into 2 sessions. The first session focused on legal and constitutional matters, including code of conduct for members, gifts and hospitality guidance, data protection, member / officer relations, access to information/need to know, use of Council resources guidance, Social Media guidance and governance and decision making. There was also an interactive session where members worked through a case study. The afternoon focused on an introduction to Members Services, a tour of members' facilities, general housekeeping and the allocation of devices by ICT. Session 1 was offered to all new and returning members. All 6 new members plus 3 returning members attended the morning part of this session.
- 3.2 The second session, held three weeks later, focused on key information, including 'Our Manchester', 'listening in action' events and an invitation to attend the 'Our Manchester Experience', Budget and key strategies, Equality, Health and Safety and training for Councillors. There was also a presentation on casework. The first part was delivered by a neighbourhood team strategic lead focusing on their service and how they can support members. The second part was delivered by an experienced Councillor and focused on practical advice and tips. This session was opened up to all members and repeated to increase opportunities to attend. All 6 new members, plus 3 returning members and 3 current members attended session 2.
- 3.3 New members and other attendees were also provided with a Member Handbook. This guide covers basic information on how the Council is organised, decision making, the role of officers and directorate responsibilities

as well as more practical matters such as claiming allowances and health and safety. Each section signposts members to the appropriate contact in the Council, where further information can be obtained. The handbook is a digital document which is held on a team drive and can be accessed by all members. This allows it to be regularly refreshed and updated.

#### **4.0 Induction Feedback**

- 4.1 A feedback evaluation form was sent out to all Members who attended Sessions 1 and 2. 5 responses were received. 4 out of 5 responses were from new members. 100% rated the induction programme with an overall satisfaction rating of 4 out of 5. Positive comments included – ‘excellent on both days’, ‘there was lot of useful information’. 3 out of 4 of the new members rated it as 4 out of 5 in terms of relevance to their role. The 4th one gave a score of 3 out of 5.
- 4.2 In relation to session 1, all who responded felt that the level of information provided on the following was just right - code of conduct, member/officer protocol, interactive session, data protection and freedom of information.
- 4.3 In relation to session 2, all 5 respondents felt the level of information provided on the following was just right - finance, key strategies, equality.
- 4.4 2 Members commented that there was a lot of information to cover during sessions 1 and 2.

#### **5.0 Proposals for New Member Induction 2020**

- 5.1 The MDWG considered the feedback from 2019. The content of Session 1 relates to legal matters which need to be shared with members from the outset. On that basis it was not felt appropriate to reduce the content provided in 2019.
- 5.2 It was therefore proposed that Session 1 would mirror what was provided in 2019 – see 3.1 above.
- 5.3 However, the group felt that there was scope in relation to session 2 to spread the content out and hold a further session.
- 5.4 It was proposed to hold a session covering casework, member safety and member development – allowing members to focus on these related topics. With a separate session covering the more varied topics of ‘Our Manchester’ Finance, Key Strategies and Equality.
- 5.5 It was proposed to spread the 3 sessions over a four-week period. The sessions would again be offered to all new and returning members. There would also be discussions with Group Officers regarding opportunities for mentoring for new members by existing members.

#### **6.0 Member training May 2019 – Feb 2020**

- 6.1 A record of member training delivered May 2019 – Feb 2020, including attendance levels, can be found in appendix A.
- 6.2 The Member Development Strategy determined that training and development would be classified as follows
- Mandatory.
  - General - suitable for all, to ensure members are able to fulfil their roles.
  - Specific - promoted to further develop skills/knowledge in a particular area.

The mix of training provided against these categories can be found in Appendix A

- 6.3 29 different, non-mandatory, training and development opportunities were offered and attended in the period 1 May 2019 – 11 February 2020, compared to 23 for a similar period in the previous municipal year.
- 6.4 In addition to the training highlighted in paragraph 6.3 above, and the new member induction training discussed above, there was specialist training for new members of licensing, highways and planning committees and employee appeal panels. Drop-in sessions were offered to support members with their 'register of interests' and the 'Caseworker' case management system. 5 members have attended the 'Our Manchester' experience and 8 participated in the 5 'Listening in Action' sessions held during this municipal year. E-learning was also made available on Information Governance, Equality and Diversity, Health and Safety and a wide variety of courses on softer skills such as effective communication, handling difficult situations etc. As members will be aware Ethical Guidance Newsletters are circulated to members twice a year.
- 6.5 All members had access to the 'Our Members' team drive. The drive hosted a variety of information - content included Code of Conduct, Gifts and Hospitality, Member/Officer relations, Members Handbook, Key contacts, GDPR guidance, use of council resources, Social Media guidance, scrutiny guides, Member Development (including the Member Development Strategy and training programme), Personal safety and Members updates on Ethical Governance from 2016 onwards. Members were notified as new content was added.
- 6.6 A variety of approaches have been used to deliver training including formal sessions, e-learning, drop-in and one on one sessions.
- 6.7 A training programme for September 2019 - May 2020 was agreed by the MDWG and circulated to all members in September 2019, to highlight the training opportunities available to them for the remainder of the municipal year. A copy of the programme can be found at Appendix B.

## **7.0 Attendance**

- 7.1 Attendance levels at non-mandatory training events compared to the number



who booked on, remained relatively high at 81%. This compares to 88% for a similar period in the previous municipal year.

- 7.2 One specific training event (a budget briefing held early evening in June) was particularly poorly attended with only 2 out of 11 attending. This has impacted the overall figures and if removed would see the figures adjusted towards 86% for the remaining events. There does not appear to be a specific reason why this event was so poorly attended – late apologies were received from 6 members. The morning session saw 3 out of 3 attend. An LGIU event on Local Government finance, held in November, saw 6 out of 7 attend.
- 7.3 In line with the Member Development Strategy, email reminders were sent to members 7 days prior to training events. Members were also able to utilise a training calendar which allows them to view training events as part of their own calendars. Where possible training is provided in afternoon/early evening sessions to suit member preferences and encourage attendance.
- 7.4 Where there has been non-appearance by members to training which they were expected to attend, they have been contacted in order to understand the reasons for non-attendance. Reasons given were varied and included 'Illness', 'urgent ward matter', 'pressing work commitments'. Group officers have also been informed of non-attendance of members of their groups, which allows them to focus on any who are regularly not attending. Attendance at training is also considered by the MDWG at each meeting.
- 7.5 Use of sanctions for non-attendance at training was considered in the March 2019 report to Standards Committee on member training. It was agreed at that meeting not to impose sanctions but to keep the situation under review. As attendance levels remained generally good, the Monitoring Officer did not feel that further consideration of sanctions was necessary at the time of this report. It would appear that the measures being utilised are encouraging regular attendance. However, attendance levels will continue to be closely monitored. Should levels deteriorate then further consideration will be given to asking the committee to reconsider this option.

## **8.0 Evaluation of training**

- 8.1 Feedback from members is a crucial element in evaluating the quality of training being provided. For in-house training we used the evaluation form agreed by the group and adopted as part of the Member Development strategy. Where possible, members are encouraged to complete an evaluation form. Where training is provided externally e.g. Local Government Association, we request a copy of their evaluation. Analysis of feedback provided using our in-house form shows. 98% felt that the training had met the aims and objectives whilst 100% would recommend the training to others.
- 8.2 The MDWG agreed to amend the in-house training form to add a further question with an 'overall satisfaction rating' (eg. score out of 5). This aligns the feedback more closely to the overall satisfaction rating obtained from the

induction feedback which uses a more detailed form due to the variety of topics covered.

- 8.3 The MDWG continued to work closely with internal and external training providers to maximise the rate of return.
- 8.4 Analysis has shown that 60% of members have attended one or more of the training events referred to in 6.1 above. The MDWG was keen to ensure that the varied needs of members are reflected in the training being offered.

## **9.0 Part 2 (February 2020 – January 2021) Member Development and Training**

- 9.1 The Covid pandemic impacted significantly on the training programme planned for 2020 and beyond, with most training initially cancelled and then, where possible, migrated to a virtual on-line offer. There was also no new Member induction in 2020 following the cancellation of the local elections.
- 9.2 The primary effort has been focused on supporting members with the challenges of working remotely, especially in relation to participation in virtual meetings and with the move to Microsoft 365. The training offered has included separate sessions in the use of Zoom and Teams meeting platforms and an externally delivered session on hosting on-line surgeries and community meetings. There have also been sessions to support Members in key areas such as budget and Covid support packages for residents and businesses. Cyber Security and Unconscious bias e-learning modules have also recently been rolled out to all Members.
- 9.3 The MDWG formally reconvened in November 2020 and met again in January 2021. The group has worked alongside colleagues in ICT to support members with their migration from Google to Microsoft products, offering virtual group training sessions and also one to ones for any requiring more focused support.
- 9.4 Officers have reviewed the Member Development Strategy 2019 – 2021 and made minor changes to the section, including new Member induction and the training list, highlighted in bold italics in the Strategy.

## **10.0 Proposals for New Member Induction 2021**

- 10.1 At its January 2021 meeting, the MDWG decided to implement the proposals agreed in 2020 (see 5.0 above) for the new member induction 2021. In line with current restrictions, plans are being made for both socially distanced sessions to be held in the Council chamber or alternatively virtual sessions held remotely. Due to the uncertainty around this, the sessions will not be opened up to all members this year. It was also agreed that new members should be encouraged to complete cyber security and unconscious bias e-learning modules as part of their induction.

## **11.0 Member training Feb. 2020 – Jan. 2021**

- 11.1 Training opportunities have been limited during this period. A record of training held can be found in Appendix D. Attendance levels at non-mandatory training events compared to the number who booked on is 63%. This reflects a significant drop compared to 81% in 2019/20. However due to the small number of training events held the attendance figures are inevitably skewed as one or two less well attended events will have a significant impact on the overall figure.
- 11.2 The virtual nature of these events has also made obtaining feedback more challenging as there is no opportunity to provide a physical form at the end of the session which can be easily completed and handed in. Despite this, the submission of feedback has been encouraged in electronic form where possible.

## **12.0 Training Programme - May 2021- April 22**

- 12.1 Work is now taking place to produce a training programme for the 2021/22 municipal year. The programme will be considered by the MDWG before being circulated to members and chief officers. It is likely that this programme will continue to be restricted to virtual on-line sessions which may limit the appeal.
- 12.2 Consideration will be given to ensure that the mix of training reflects the mandatory, general and specific categories as referred to in paragraph 6.2 above. It is also intended to include subjects which have not been offered since 2018/19, such as Social Media and Media skills, the Voluntary Sector and Mental Health awareness.
- 12.3 The MDWG will also continue to promote attendance at the 'Our Manchester' experience and 'listening in action' events and participation in Carbon literacy training, subject to availability.
- 12.4 The MDWG is mindful that members may be undertaking relevant training as part of their external roles which may be similar to that being offered by the Council. The MDWG proposes to write out to all members in the next municipal year to better understand what training they may be receiving elsewhere and also any skills and knowledge they may be willing to share with others.

## **13.0 Recommendation**

The committee is asked to note this report

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## Appendix A – Member training 1 May 2019 – 11 February 2020

| Event  | Category  | Provider    | Date/Time   | Expected/Actual Attendance | External Cost/Officer Time |
|--|-----------|-------------|---|----------------------------|----------------------------|
| New Member Inductions  | Mandatory | Session One | 7 May 19  | 9 / 9                      | 4 Officers x 6 hours       |
| New Member Inductions  | Mandatory | Session Two | 11 Jun 19   | 7 / 6 *                    | 3 Officers x 2 hours       |
| New Member Inductions  | Mandatory | Session Two | 12 Jun 19   | 7 / 6 *                    | 3 Officers x 2 hours       |
| Licensing  | Mandatory | In-house    | 3 Jun 19  | 1 / 1                      | 1 Officer x 2 hours        |
| Licensing  | Mandatory | In-house    | 9 Jul 19  | 3 / 3                      | 1 Officer x 2 hours        |
| Planning and Highways  | Mandatory | In-house    | 30 May 19   | 3 / 3                      | 1 Officer x 2 hours        |
| Employee Appeals   | Mandatory | In-house    | July 19   | 4 / 4                      | Not provided               |
| Council Tax, Business Rates, Universal Credit                  | General   | In-house    | 4 Jun 19<br>5:30 – 7.00                               | 12 / 7                     | 2 Officers x 1.5 hours     |
| Effective Scrutiny   | General   | LGA         | 3 Jun 19<br>5.00 – 7.00<br>5 Jun 19<br>2.00 – 4.00    | 9/14<br>14 / 15            | LGA funded                 |
| Civic Coaching Programme                                       | General   | Link UK Ltd | 8 May 19<br>Full Day                                  | 1 / 1                      | £1,635.00                  |
| Budget Briefing  | General   | In-house    | 27 Jun 19<br>9:00 – 10.00<br>5:30 – 6:30              | 3 / 3<br>11 / 2            | 1 Senior Officer x 2 hours |
| Hitting the Ground Running                                     | Specific  | LGA         | 27 Jun 19<br>10:15 – 1:00                             | 1 / 1                      | LGA funded                 |
| Rebuilding Capacity – The Case for Insourcing Public Contracts | Specific  | APSE        | 30 May 19<br>Full Day                                 | 1 / 1                      | £348.39                    |
| Public Speaking  | Specific  | NWEO        | 25 Jun 19<br>10:00 – 4:30<br>1 Jul 19<br>10:00 – 4:30 | 7 / 6<br>7 / 5             | £5,016.86                  |

| Event  | Category | Provider | Date/Time  | Expected/Actual Attendance | External Cost/Officer Time              |
|--|----------|----------|--|----------------------------|---|
| Viability Assessments                              | General  | In-house | 15 Jul 19<br>5:30 – 6:30                             | 12 / 7                     | 1 Officer x<br>1 hour                   |
| Being An Effective Councillor                      | Specific | LGIU     | 18 Jul 19<br>10:00 – 3:00                            | 1 / 1                      | £400.69                                 |
| Corporate Property Access Database                 | General  | In-house | 25 Jul 19<br>10:00 - 11:00                           | 3 / 2                      | 1 Officer x<br>1 hour                   |
| Resilience   | Specific | NWEO     | 12 Sept 19<br>2:00 – 5:00                            | 5 / 4                      | £600                                    |
| Intro to the knowledge & skills of Audit Committee | General  | CIPFA    | 19 Sept 19<br>10:00 – 4:00                           | 2 / 2                      | £46.90                                  |
| Unconscious Bias                                   | Specific | NWEO     | 12 Nov 19<br>2:00 – 4:30<br>13 Nov 19<br>5:30 – 8:00 | 8 / 7<br>7 / 4             | £1,100.00                               |
| Suicide Prevention                                 | Specific | In-house | 19 Nov 19<br>2:00 – 4:00                             | 10 / 6                     | 1 Lead Member<br>1 Officer x<br>2 hours |
| Local Government Finance                           | General  | LGIU     | 4 Nov 19<br>1:00 – 3:30                              | 7 / 6                      | £992.70                                 |
| Speedreading & Retention                           | Specific | LGIU     | 16 Dec 19<br>Full Day                                | 1 / 1                      | £365.79                                 |
| Guide to Planning (S106) Obligations               | General  | In-house | 11 Feb 20  | 6 / 6                      | 2 Officers x<br>1.5 hours               |
| Leadership Academy (3 modules)                     | Specific | LGA      | Various<br>dates/times                               | 2 / 2                      | £2,474.80                               |
| Effective Scrutiny                                 | General  | LGA      | 22-23 Jan 20<br>Full Weekend                         | 2 / 2                      | £775.00                                 |
| Women Councillors                                  | Specific | LGA      | 11/12 Jan 20<br>Full Weekend                         | 2 / 2                      | £400.00                                 |
| Young Councillors                                  | Specific | LGA      | 23/24 Nov 19<br>Full Weekend                         | 3 / 3                      | £795.00                                 |

| Event   | Category | Provider | Date/Time  | Expected/Actual Attendance | External Cost/Officer Time     |
|---|----------|----------|--|----------------------------|--------------------------------|
| Homelessness                                    | General  | LGA      | 5/6 Dec 19<br>Full Weekend                             | 1 / 1                      | £105.85                        |
| Getting Your Message Across                     | Specific | LGA      | 25/26 Jan 20<br>Full Weekend                           | 1 / 1                      | £250.00                        |
| Effective Opposition                            | Specific | LGA      | 14/15 Nov 19<br>Full Weekend                           | 2 / 2                      | £304.70                        |
| Commercial Skills Masterclass                   | Specific | LGA      | 15 Jan 20  | 3 / 3                      | Funded by LGA                  |
| Creating Better High Streets & Towns            | General  | LGA      | 30/31 Jan 20   | 1 / 1                      | £78.50                         |
| Carbon Literacy Part One (Mixed Member/Officer) | General  | In-house | 9 Jan 20<br>9:30 – 11:30                               | 2 / 2 (Member only)        | 2 Officers x 2 hours           |
| Carbon Literacy Part Two (Mixed Member/Officer) | General  | In-house | 20 Jan 20<br>1:15 – 4:45                               | 2 / 2 (Member only)        | 2 Officers x 3.5 hours         |
| Channel Programme                               | General  | In-house | 7 Feb 20.  | Open to all/12             | 1 Officer x 4 hours            |
| Caseworker (Formal Sessions)                    | General  | In-house | 29 Jul 19<br>5:00 – 7:00<br>30 Jul 19<br>10:00 – 12:00 | 7 / 4<br>4 / 4             | Training included in contract. |

\*All new members attended Session 2 of the Induction programme.

### **Summary figures**

#### **Budget**

**Annual Training Budget = £28,567**

**Total spend in this period = £16,557**

**(1 May 2019 – 11 Feb. 2020)**

**57% of budget has been spent to date with a further £ 3,233 currently committed until the end of the municipal year.**

#### **Attendance**

**Attendance at non mandatory training events compared to number of bookings = 81%**

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# Members Training and Development Programme

September 2019 to May 2020

## **Social Media**

Aims to train councillors in how to craft and communicate effective messages to convey useful and essential information in order to build confidence among residents in the Council's commitment and ability to make a positive contribution to the well-being and happiness of the community. To provide advice on how to deal with criticism and abuse, and, as much as possible, to avoid provoking it.

***Please register your interest to be placed on the waiting list - date(s) to be confirmed for early 2020***

## **Testimonials**

*"This course gave me more confidence using the various platforms in social media. I was encouraged to use Twitter more effectively to get positive messages out. The tutors were very encouraging, friendly and helpful."*

*"I liked it that it was an informal session and we were able to talk openly and share our own experiences."*

## **Local Government Finance**

This half day session gives a very good grounding in how local government finance works in practice and sets the basics as part of the bigger picture of current developments and longer-term trends.

- An understanding of how local govt finance works
- The emergency budget
- Funding plans for the next five years
- Implications of devolution, Brexit and business rates
- Expectation of councils generating local economic growth to help fund services
- The impact on council budgets of welfare reform changes; the Localism Act, and
- Any fresh or recent government initiatives and announcements will also be assessed

***Please register your interest to be placed on the waiting list - date to be confirmed for late autumn 2019***

## **Testimonials**

*"I really liked the tutor's style. It was very engaging and informative and got the topic across really well."*

*"A good overview of the funding situation for local government. I found the capital and revenue part of the session particularly helpful"*

*"There was clear, detailed delivery and straightforward responses to questions"*

## **Public Speaking**

Aims to equip councillors with the public speaking techniques that will help them overcome nerves, project their voice effectively in order to capture the attention of the audience.

***Please register your interest to be added to the waiting list - date(s) to be confirmed for spring 2020***

## **Testimonials**

*"Excellent coaching and a fun day. Analysing my own and others speaking techniques together was very useful."*

*"This was a very useful refresher that I would recommend for even the most experienced speaker. A couple of new points came out for me; the power of killer facts and the power of three. Plus "think about the picture first."*

**Media Skills****Open to all Members \*\*6 places available\*\***

Will focus on techniques for dealing with the media. The day will involve looking at who the media are, structures of radio and TV interviews, what do the media want, types of story, their "agenda", how and how not to answer their questions, and making the most of what you have to say.

***Please register your interest to be placed on the waiting list - date(s) to be confirmed for spring 2020***

**Testimonials**

*"Excellent training!!! The practical elements were very welcome and I would definitely recommend this to anybody wanting to either learn media techniques from scratch or to those wanting to enhance their current skills".*

**Being an Effective Councillor : Making a Difference****Open to all Members \*\*20 places available\*\***

This session is aimed at new councillors finding their feet - and more experienced councillors wanting to review and develop their roles. The session starts by exploring day-to-day ward and community issues: how do you focus? keep your head above water? and then looks at the different roles - and skills - that you, as a councillor, can identify and focus on for you to 'make a difference'. The session then moves on to case study work, and prompts personal planning/prioritisation - led with an interactive approach encouraging peer learning, to help you develop and progress.

***Please register your interest to be added to the waiting list - date to be arranged for late autumn 2019***

**Testimonials**

*"As a new Councillor I found it very useful to have a place to discuss issues with a mix of other new and sitting Councillors."*

*"Having attended a seminar in London, it was interesting to share experiences with Councillors from other Local Authorities as I realised that Manchester are leading the way in a number of things such as delivering an in depth induction programme for newly elected members, and the provision of a Members support office"*

**Corporate Property Access Database****Open to all Members**

CPAD is used to manage key elements of the Council's operational and investment property portfolios. This briefing will provide an overview of the system, the benefits of using it to search for data and ways to make contact regarding any issues and questions you may have regarding Council land and property.

***Please register interest to be placed on the waiting list - date(s) to be confirmed***

*"The presentation was clear and organised and the tutor was very helpful when being questioned".*

*"The level of my knowledge at the start of the course was fair but was very good by the end."*

**Personal Safety \*\*New Training Session\*\*****Open to all Members \*\* 12 places available per session\*\***

This is an essential programme for Councillors who want to explore ways to improve their personal safety whilst carrying out their Council duties. Designed to sit within any Council's Lone Working and Personal Safety policies, the session is based on sensible advice and established good practice. Much of this has its origins within Police advice and guidance from the Suzy Lamplugh Trust.

By the end of this programme delegates will be able to:

- Identify the key issues Councillors can face when carrying out their role
- Carry out formal risk assessments
- Implement sensible safety precautions
- Identify the importance of gut feel and instinct
- Explain the steps to be taken to address cyber-bullies and trolls
- Use internal reporting procedures.

**3rd October 2019 - daytime and early evening session****Duration 2.5hrs****Venue - Town Hall Extension****Delivered by Miranda Smythe, LGIU Associate****Viability Assessments****Open to all Members**

The aims/objectives are outlined below:-

- Short precis of local and national policy context in relation to a viability assessment.
- List of documents submitted as part of the viability assessment.
- Read through of a viability assessment (high density City Centre site).
- Review of analysis that Development Team undertake including resources consulted when providing advice to Planning.

***Please register your interest to be placed on the waiting list - daytime session to be confirmed***

**Testimonials**

***"This was a really useful session on viability reports and how to read them"***

**Being a Resilient Councillor****Open to all Members \*\*20 places available\*\***

Aims to explore how you can build greater personal resilience in yourself. The trainer will share with you tips, ideas and strategies on how making small changes can help you to develop and sustain resilience, as well as helping you develop a practical and realistic action plan.

**12th September 2019 - 2:00pm to 5:00pm****Duration - 3 hours****Venue - Town Hall Extension****Delivered by Matthew Sneed NWEO Associate****Testimonials**

*"Resilience training has taught me how to cope through my job, and how to deal with the pressure of my job".*

**Suicide Prevention Training for Councillors \*\*New Training Session\*\***

This two hour session will cover:-

- Facts, figures and myths about suicide prevalence, risk factors and warning signs
- Understanding suicidal feelings and identifying those at risk
- Building confidence to talk to someone who may be suicidal
- Useful local and national resources to support people who may be suicidal, worried about someone or bereaved by suicide.

**Session 1 - 19/11/19 - 2:00pm to 4:00pm in Room 2006****Session 2 - 21/11/19 - 5:30pm to 7:30pm in Room 2006**

**Delivered by Cllr Joanna Midgley & Christine Raisewell (Programme Lead for Manchester Health and Care Commissioning)**

## LGA PROGRAMMES

### Leadership Essentials in:

#### Finance

**This programme is designed for Leaders, Finance Portfolio Holders and Chairs of Audit Committees \*\*2 places available\*\***

This is a residential two day programme which aims to help portfolio holders get to grips with the financial challenges facing their authority. The course discusses setting longer term strategies for sustainability as well as balancing the budget on an annual basis, and how to work effectively with officers to ensure the Council is making the most of its opportunities.

**Saturday 26th October to Sunday 27th October 19**

**Venue - Warwick Conferences, Coventry, CV4 7SH**

#### Audit Committee \*New Programme\*\*

**This programme is designed for Chairs of Audit Committees and Finance Portfolio Holders \*\*2 places available\*\***

The role of Audit Committees is to ensure that the Council has an effective system for managing risks and controlling its finances. In these times of reduced resources and enhanced risk, this role is more important than ever. With a government review of local government underway and controversy in the private sector about the role of external auditors, there has never been a better time to reflect on how audit committees need to be fulfilling their role. This programme will discuss how Audit Committees can be most effective, drawing on the insights of auditors to ensure that the public can have confidence in the way the Council is managing its financial affairs.

**Prog 1 - Tuesday 5th November to Wednesday 6th November 2019**

**Prog 2 - Saturday 1st February to Sunday 2nd February 2020**

**Venue - Warwick Conferences, Coventry, CV4 7SH**

**Adult Social Care****This programme is open to Portfolio Holders and their Assistant****\*\*2 places available\*\***

This programme will focus on leadership in the current challenging policy and practice context, including implementing the Care Act, sector led improvement and integration. The event is supported by the LGA and the Towards Excellence in Adult Social Care programme of sector led improvement in Adult Social Care.

**Tuesday 5th November to Wednesday 6th November****Venue - Warwick Conferences, Coventry, CV4 7SH****Being an Effective Cabinet Member \*\*New Programme\*\*****This programme is for Portfolio Holders and their Assistants****\*\*2 places available\*\***

This is an exciting new opportunity from the LGA which is highly interactive and examines the key aspects of being a successful cabinet member - from having a clear understanding of the legacy you want to leave, to working with your Chief Executive, working with other cabinet members, making effective decisions and managing your workload. It is designed to support all different types of portfolio holders.

**Saturday 23rd November to Sunday 24th November 19****Venue - Warwick Conferences, Coventry, CV4 7SH****Building Safety \*\*New Programme\*\***

**This is aimed at Portfolio Holders with responsibility for Housing, Planning, Building Control or Environmental Health, and Members with an interest in building safety** **\*\*2 places available\*\***

This course will help participants to:-

- Explore the role that local authorities play in ensuring building safety.
- Understand how peers have dealt with building safety issues that have emerged since the Grenfell fire.
- Understand planned reforms to the building safety system and their implications for LAs.
- Lead and deliver the practical and cultural changes required in staff training, technology and assurance processes.
- Ensure that resident voice is at the heart of changes to their building safety approach.

**Tuesday 26th November to Wednesday 27th November 19****Venue - Warwick Conferences, Coventry, CV4 7SH**



## **Children's Services**

**This programme is for Portfolio Holders and their Assistants and Chairs of Children's Services Committee. \*\*2 places available\*\***

Lead Members for Children's Services are responsible for providing leadership to CS's in their area and hold a statutory role. This development event is funded as part of the sector led improvement programme and aims to support Lead Members with the key challenges they face in the changing policy landscape and to develop leadership capacity, share learning and provide a valuable networking opportunity. This programme is also for Chairs of Children's Services Scrutiny Committees.

**Prog 24 - Saturday 14th September to Sunday 15th September 19**

**Prog 26 - Wednesday 27th November to Thursday 28th November 19**

**Prog 27 - Thursday 16th January to Friday 17th January 19**

**Venue - Warwick Conferences, Coventry, CV4 7SH**

## **Creating Better High Streets and Town Centres\*\*New Programme\*\***

**This is for Regeneration, Neighbourhood and Planning Portfolio Holders and their Assistants \*\*2 places available\*\***

There are unprecedented changes taking place amongst retailers, largely due to changing shopping habits, leading to the demise of many high street brands. Vacancy rates stand at 10% in our town centres, footfall continues to decline and news continues on shop closures, CVAs and a slowdown in new openings. But these are not the only changes in our town centres and nor is it all doom and gloom. There are opportunities for LAs to help provide a better town centre offer for local people and visitors. There are high level demands for housing; changes taking place to how people work, with an increase in shared, more flexible, and connected workplaces, and in demand for co-location of public services to deliver better outcomes for residents and release public land for housing and economic growth. There are also changing demographics and how people use town centres is also changing in favour of access to services, entertainment, education and convenience and less for traditional shopping.

**Prog 1 - Tuesday 3rd December to Wednesday 4th December 19**

**Venue - Warwick Conferences, Coventry, CV4 7SH**

**Prog 2 - Thursday 30th January to Friday 31st January 2020**

**Venue - Burleigh Court, Loughborough, Leicestershire, LE11 3TD**

**Cultural Services**

**This is open to Portfolio Holders and their Assistants \*\*2 places available\*\***

This programme will support leading councillors to develop an integrated cultural offer against a backdrop of reducing budgets. The session will be delivered in partnership with the Arts Council of England.

**Prog 13 - Saturday 9th November to Sunday 10th November 2019**

**Prog 14 - Thursday 30th January to Friday 31st January 2020**

**Venue - Warwick Conferences, Coventry, CV4 7SH**

**Effective Scrutiny**

**This is open to all Members of Scrutiny Committees and Chairs of Scrutiny Committees \*\*2 places available\*\***

A two day programme for new Scrutiny Chairs covering leading and managing a scrutiny review; chairing scrutiny meetings, increasing participation by members and the public and ensuring impact of scrutiny recommendations.

**Wednesday 22nd January to Thursday 23rd January 2020**

**Venue - Warwick Conferences, Coventry, CV4 7SH**

**Health & Well-being**

**Open to Portfolio Holders and their Assistants and Chairs of Health Committees \*\*2 places available\*\***

This is an opportunity to come together to share experiences and reflect and actively learn from each other through the LGA's tried and tested approach to leadership development.

**Prog 18 - Tuesday 15th October to Wednesday 16th October 19**

**Prog 19 - Tuesday 5th November to Wednesday 6th November 19**

**Venue - Warwick Conferences, Coventry, CV4 7SH**

## Focus on Leadership Programmes

### Young Councillors' Weekender

**Open to Members who have not previously attended this programme \*\* 2 places available\*\***

This event is aimed at those aged 40 and under and is an opportunity to benefit from some focused leadership skills development aimed at helping participants to make progress in their political career. It is also a chance to meet with and build up a network of other young councillors from different political parties. Some of the workshop choices will be:-

- Is perception more powerful than reality
- Communication skills
- Operating in party groups
- Local Government Finance

**Saturday 23rd November to Sunday 24th November 19**

**Venue - Warwick Conferences, Coventry, CV4 7SH**

*"I was very happy with the content that we covered and particularly enjoyed meeting with councillors from other political parties and learning how Local Authorities work in very different ways. I would definitely recommend this to other young councillors"*

### Black, Asian and Minority Ethnic (BAME) Councillors Weekender

**Open to Members who have not previously attended this programme \*\* 3 places available\*\***

This event provides a unique learning and networking opportunity for elected members from BAME backgrounds and those who are interested in exploring ideas for enhancing the recruitment and retention of BAME councillors. The programme will include a variety of leadership, skills and personal development workshops, an opportunity to identify new learning and support needs, and a chance to work with others in finding possible solutions for some of the specific challenges faced by councillors from BAME backgrounds.

**Saturday 22nd February to Sunday 23rd February 2020**

**Venue - Warwick Conferences, Coventry, CV4 7SH**

*"You learn about you and how you can be better. This is equality and diversity at its best".*

## Political Leadership Masterclasses

### **Risk Management \*\*New Programme\*\***

**This programme is open to Portfolio Holders and their Assistants and Chairs of Scrutiny Committees \*\* 1 place available\*\***

This seminar will consider the types of risks that councillors are likely to meet as they seek to influence the decision making process. After establishing what is meant by risk, how risk is identified, evaluated and managed, the seminar will provide an opportunity for participants to discuss in a supportive environment how best to understand and deal with the political, financial and practical risks they face.

**Thursday 10th October 2019**

**Venue - Warwick Conferences, Coventry, CV4 7SH**

### **Emergency Planning and Civil Resilience \*\*New Programme\*\***

**This programme is open to all Members \*\* 3 places available\*\***

This masterclass has been developed to focus on the role of councillors in preparing for and dealing with a crisis situation. The day will feature expertise and experience from councillors involved in major emergencies and will provide an introduction to handling the media, understanding your role as a councillor during a civil emergency and provide practical advice and best advice.

**Monday 14th October 2019**

**Venue - Radisson Blu Hotel, Frankland Lane, Durham, DH1 5TA**

### **Commercial Skills**

**Open to all Members \*\* 2 places available\*\***

An opportunity to learn practical commercial skills from an LGA member peer and an experienced commercial trainer. The masterclass is aimed at councillors with different levels of commercial knowledge to support confident decision making about commercial projects.

**Wednesday 15th January 2020**

**Venue - Renaissance Manchester City Centre Hotel, Blackfriars Street, M3 2EQ**

## Potential Upcoming Training

### **Cyber Security Training**

The topics that will be covered are

- Email Security
- Avoiding Scams
- How to spot a Phishing Email
- Password Security
- Internet Security
- Portable Devices and Apps
- Offline and physical security

### **Be Aware Be Safe (BABS): Dealing with Difficult Situations**

Helpful for those who have to deal constructively with challenging behaviours. It looks at helping participants to understand the causes of conflict whilst providing the skills and confidence to resolve challenging behaviour.

***Please register your interest to be placed on the waiting list***

### **Speedreading**

This session is designed to double the reading speed of all participants making them a more effective reader.

***Please register your interest to be placed on the waiting list***

### **Dementia Awareness**

A workshop that covers what it is like for someone to live with dementia, the signs and symptoms of dementia, how you can turn your understanding into action and help someone live well with dementia; the local situation and how you can help, services to signpost people to, and the effects a diagnosis can have for carers and support network.

***Please register your interest to be placed on the waiting list***

|  |  |
|--|--|
| <p><b><u>Mental Health Awareness</u></b></p> <p>This session is driven by the voice of those with lived experience of mental health issues and utilises thought provoking video, group exercises and evidence based material to develop increased knowledge, awareness and skills. Through challenging common myths and stereotypes, the session will build understanding of how to communicate sensitively and effectively as well as how to support and signpost colleagues.</p> <p><b><i>Please register your interest to be placed on the waiting list</i></b></p> | <p><b><u>Testimonials</u></b></p> <p><i>“What I enjoyed about this training is that it enabled those who attended to share their own personal experience and knowledge of the subject”</i></p> <p><i>“This session included lots of participation, interaction and discussion. It was a really good opportunity to sit with other Councillors to share, learn and listen”.</i></p> |
| <p><b><u>Unconscious Bias Training</u></b></p> <p>Course outline to follow</p>   |  |
| <p><b><u>Hate Crime</u></b></p> <p>Course outline to follow</p>  |  |
| <p><b><u>Voluntary Sector</u></b></p> <p>Course outline to follow</p>  |  |

**For more information, to book a place, or to register your interest, please send an email to:-**

**[members.development.group@manchester.gov.uk](mailto:members.development.group@manchester.gov.uk)**



MANCHESTER  
CITY COUNCIL

# Member Development Strategy

2019 - 2022

## Document Control

|   |   |
|---|---|
| <b>Title</b>                              | Member Development Strategy   |
| <b>Document Type</b>                      | Strategy document   |
| <b>Author</b>                             | Jonathan Kershner   |
| <b>Owner</b>                              | Member Development Working Group  |
| <b>Subject</b>                            | Member Development  |
| <b>Government Security Classification</b> | Official  |
| <b>Created</b>                            | 30/01/2019  |
| <b>Approved by</b>                        | Fiona Ledden, City Solicitor  |
| <b>Date of Approval</b>                   | 25/02/2019  |
| <b>Review due</b>                         | 2 years from date of approval or earlier where there is a change in the applicable law or Council policy, affecting this strategy |

## Revision History

| <b>Version</b> | <b>Date</b>       | <b>Author</b>   | <b>Description of Change</b>   |
|----------------|-------------------|---|--|
| 1.0            | 30/01/2019        | Jonathan Kershner,(JK)<br>Head of Business Support and Development, Legal Services. | First Publication  |
| 1.1            | 04/03/2020        | JK  | Updates to Appendix A, Update to Appendix B - new question added to evaluation form                    |
| 1.2            | <b>05/02/2021</b> | <b>JK</b>   | <b><i>Minor changes, Strategy extended to 2022, update to New Member Induction and Appendix A.</i></b> |
| 1.3            |                   |   |  |
| 2.0            |                   |   |  |
| 2.1            |                   |   |  |
| 2.2            |                   |   |  |
| 2.3            |                   |   |  |
| 3.0            |                   |   |  |



# **Content**

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- 4. Key Responsibilities**
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- 7. Feedback and Evaluation**
- 8. Resources**
- 9. Review of this strategy**

## 1. Introduction

Our vision for Manchester as set out in the Our Manchester Strategy is to be in the top flight of world class cities by 2025 and to be somewhere that is:

- Thriving
- Full of Talent
- Fair
- A great place to live
- Connected

Our Councillors are at the heart of making this happen. Manchester City Council is committed to helping our Councillors ensure they have the skills and knowledge they need to carry out their wide ranging and fast changing roles as effectively as possible. The knowledge, enthusiasm and expertise of Manchester's Members is crucial as we strive to match our ambition with our capacity to deliver. The Council recognises that our Councillors need the right support to manage the many priorities of the modern Manchester Councillor.

This strategy seeks to set out a clear direction to help equip our Members with the skills and knowledge they need to fulfill their roles and to enable the Council and our Members to make best use of time and resources. It covers how we identify development needs, the ways in which Members can participate in learning and development, and how we measure the success of the learning.

This strategy has been produced by the Member Development Working Group, reviewed by the Council's Standards Committee and approved by the Council's Monitoring Officer. It has been distributed to all Members and the Council's Strategic Management Team.

***This strategy does not cover co-opted committee members. They will be provided with appropriate specialist training relevant to their roles.***

## 2. Our Vision

Recent years have seen many changes in local government and the challenges they present require Members and officers to be responsive and flexible. The Council has worked with our residents, businesses and partners to adopt the Our Manchester Strategy to meet these challenges and deliver our ambitions together through the Our Manchester behaviours :

- We work together and trust each other
- We're proud and passionate about Manchester
- We take time to listen and understand
- We 'own it' and aren't afraid to try new things.

The Council's contribution to the Our Manchester vision is set out in the Corporate plan, setting the Council's priorities for the next 2 -3 years. One of the key priorities is to be a well managed Council which includes to support our people to be the best and make the most of our resources.

To achieve this, we need to ensure that learning and development is appropriately focused, well delivered and that resources are used effectively to achieve maximum benefit.

Learning and development applies to all Councillors even those who have served on the Council for a long time as part of **continuing** development . The key to this Member Development Strategy is that all Councillors have a responsibility to their communities and the Council to continuously develop and to keep up to date with the challenges facing local government and to help ensure that the Our Manchester vision becomes a reality.

### 3 . Our Objectives

The key objectives are to :

- Ensure all Members are well equipped with the skills, knowledge and behaviours to enable them to fulfil their various roles effectively and to the best of their ability.
- Ensure that all our Members have equal access to training and development opportunities, providing extra resources to accommodate those with special requirements.
- Support a consistent approach to learning and development for Members
- Ensure that new Members are fully supported during induction and beyond to allow them to carry out their duties effectively as quickly as possible.
- Broaden knowledge around Council business, the Corporate plan, key strategies and areas of changing priorities.
- Encourage a supportive environment where Members help to develop their colleagues.
- Ensure that the learning and development of Members is recognised as crucial to the Council's success and to the success of the Our Manchester Strategy .
- Facilitate regular assessment of training needs and the learning and development programme by Members.
- Evaluate the effectiveness of the training programme and the Member Development strategy.
- Facilitate a planned and strategic approach to member development
- Establish an effective Member Development Group
- Develop and deliver ( with Member involvement and engagement) an effective Member Learning and Development Programme.

## 4. Key Responsibilities

### **Monitoring Officer**

Overall responsibility for Member learning and development rests with the Monitoring Officer - the key to its success however is that it is owned by the Council as a whole .

The Member Development Working Group(MDWG) is responsible for supporting the strategy and reports to the Monitoring Officer.

### **Standards Committee**

The Standards Committee is responsible for promoting and maintaining Members ethical standards.

### **The Member Development Working Group**

The Member Development Working Group(MDWG) comprises of 4 Councillors including Members who do not hold a group office plus officers from Legal Services(Governance group), HR/OD and Governance and Scrutiny Support Unit.

***The Group is chaired by one of the Councillors.***

The group is supported by an Officer in Members Services .

The MDWG plays a central role in Member development, ensuring that the training needs of all Councillors are met. To achieve this there needs to be a clear and consistent approach not only to identifying and delivering training but one which also provides opportunity for Members to have direct input into their own development.

The key tasks/terms of reference for the group are to :

- Provide strategic direction to formulate,implement and evaluate Member development.
- Help implement and annually review the 'Member Development Strategy'
- Meet at least 4 times per year but more often if necessary, with an agenda including standard items such as budget, development attended and feedback, built around the strategic objectives.

- Promote development opportunities including sharing learning and best practice.
- To promote and encourage completion of a training needs assessment by Members, through their group officers and to feed the results in to the Member Development Working Group as one of the tools for identifying and prioritising training needs.
- Be the central point of reference for all Member development and training, ensuring that all training activity is recorded.
- Support the work of the Standards Committee in promoting and maintaining ethical standards.
- Compile an annual training plan that reflects the priorities identified and with learning opportunities spread evenly throughout the year.
- Be responsive to and include emerging training needs into the plan as they arise ensuring training links with the Council's aims policies and objectives
- Strategically monitor the Member Development Budget ensuring that the training budget is being used effectively by reviewing spend at every meeting
- Establish a process for evaluating the effectiveness of the Member development process including encouraging provision of feedback by Members following any development activity.
- Consider a variety of options for delivering training and monitor their effectiveness, including formal training, e-learning and other on line resources, members handbook, drop-in lunchtime sessions, marketplace events.
- Explore opportunities to promote learning and development on a GM/Regional level
- Support the delivery of a robust induction programme for new Members and promote buddying/mentoring within 'groups'

### **Group Officers**

Group Officers have a key role in supporting member learning and development within their Groups. This involvement is key in order to assess training needs and to facilitate buddying and mentoring arrangements, particularly for new Members. Group Officers also have a role to play in encouraging attendance at training and understanding the reasons for non-attendance as well as considering and supporting ways in which improvements can be made to participation in development and learning opportunities by Members in their Group.

## Members

The key roles of all Councillors are set out in Article 2 of the Council's constitution ie to :

- collectively be the ultimate policy-makers and carry out a number of strategic and corporate management functions;
- bring views of their communities into the Council's decision-making process;
- effectively represent the interests of their ward and of individual constituents;
- deal with individual casework and act as an advocate for constituents in resolving particular concerns or grievances;
- respond to constituents' enquiries and representations, fairly and impartially;
- participate in the governance and management of the Council;
- be available to represent the Council on other bodies; and
- maintain the highest standards of conduct and ethics.

It is essential that all Members have the necessary skills and knowledge to fulfil these roles. All Members are responsible for, and have direct input into, their own development. This can be achieved by highlighting their development needs, including participating in a needs assessment with their Group Officers. Members are also responsible for attending any mandatory training, participating in learning and development opportunities and providing meaningful feedback to the MDWG.

Members will be expected to participate in learning and development in the following ways :

- New Members will attend and participate in the Induction Programme
- Members of Planning and Licensing Committees will attend training on Planning and Licensing decision making including refresher training
- Participating in training and attending training or briefings
- New Scrutiny Chairs will attend training on Scrutiny matters
- Supporting each other through mentoring and advice
- Sharing and cascading learning within groups
- Completing post training feedback forms .

## **5. The Programme - Identifying learning and development needs**

For the purpose of this strategy, development can be divided into 3 broad categories

- Knowledge - including workings of the Council, policies, community strategy
- Skills - including negotiating/influencing skills, social media, IT
- Role Specific - relating to particular roles on committees/external bodies

The following training is mandatory:

- New member induction
- Planning and Highways (for committee members)
- Licensing (for committee members)

### **Knowledge**

#### **New Members**

All new Members will be required to attend the induction programme( discussed in further detail at section 6). They will also have opportunity to highlight any development needs and benefit from mentoring opportunities, through their Group Officers.

#### **All Members**

Chief Officers will engage with the MDWG to suggest and deliver learning and development relevant to all Members eg planning, welfare and benefits, budget etc All Members will be encouraged to participate in Council wide development such as the Our Manchester Experience.

### **Skills**

All Members will be encouraged to complete a training needs assessment through their Group Officers. The anonymised information collected will be fed back through Group Officers and used to highlight common skill needs. It will also inform and support the delivery of training which is focused and appropriate to these overall



needs. Group Officers will also work with their members to help identify those willing to act as mentors and champions.

## **Role Specific**

Development needs in this area will be determined by the specific role held by individual Members. E.g.

- Members of the Licensing and Planning and Highways committees are required to attend mandatory in-house training.
- All newly appointed Scrutiny Chairs will receive in-house training on Governance and Decision making, the role of a scrutiny chair, scrutiny of a key decision and call in. They are also encouraged to attend a 2 day residential LGA course and attend the annual Centre for Public Scrutiny conference
- All members of Scrutiny Committees are to be offered scrutiny related training delivered by the LGA.
- Preparatory Civic Coaching is offered to Deputy Lord Mayors

Chief Officers will support the identification of development needs in relation to roles linked to a specific committee and ensure they are included as part of the development planning process.

## **How can members make requests for development and training?**

Members can apply for training through their Group Officers. The Monitoring Officer in consultation with the Chair of the MDWG will consider the request and, taking into account available budget, determine the most efficient means of delivery.

Scrutiny Chairs are encouraged to highlight any training needs for themselves or their committee to the Scrutiny lead officer.

## **6. Delivering training and development**

### **Annual training plan.**

An annual training plan will be produced by the MDWG, reflecting the needs identified above. This will ensure that development is provided in a structured way

and spread throughout the year, making best use of Member/Officer time and resources. The training plan will be informed by needs identified by committees, and individual members' training needs assessments through their Group Officers. It will also consider the overall strategy, evaluation from the previous year and any changes in the law. Options for training and development for the forthcoming municipal year will be looked at in December/January and a proposed annual training plan will be drawn up taking into account that the plan needs to be responsive where new training needs emerge eg as a result of changes in legislation or policy. The proposed plan will be considered by the Monitoring Officer and MDWG and agreed at its March meeting, with the programme commencing in May.

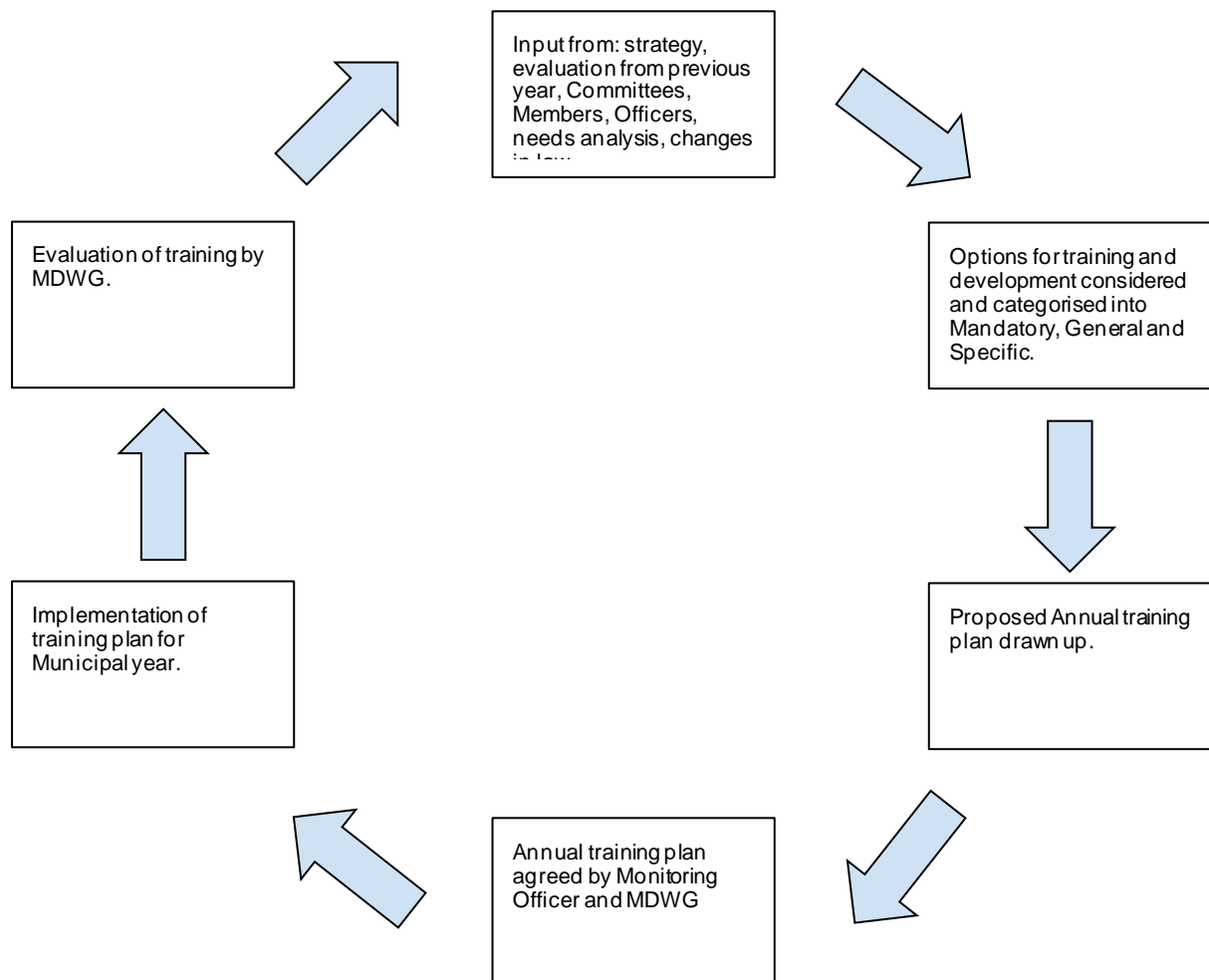
Training and development will be classified as follows

- Mandatory - Induction/required for a specific role
- General - recommended, to ensure all members are able to fulfil their roles including new or changing legislation or major policy or service changes including new ways of working eg the move to google and modern.gov.)
- Specific - promoted to further develop members' skills, knowledge in a particular areas of interest.

(A list of current options for training and development opportunities is attached at Appendix A, categorised as above )

The diagram below sets out how the annual training 'cycle' will operate.

# Annual training cycle



The MDWG will be responsible for reviewing and updating the content of the plan as new priorities arise and providing a steer on the prioritisation of training within the programme, taking into account any emerging themes or needs to be included. The training plan will be distributed to all Members who will be able to highlight any training gaps at the earliest opportunity.

## Induction for New Councillors

All newly elected Councillors will undergo an induction programme split over **3** sessions. Returning Councillors will be welcome to attend as a refresher.

Session 1 will primarily focus on legal and constitutional matters eg

- Code of conduct - setting out the rules that apply governing behaviour and registration and declaration of interests when acting in an official capacity
- Gifts and hospitality - guidance on acceptable and unacceptable gifts and hospitality and, where required, how to declare them.
- Data protection - highlighting members' responsibilities when handling personal information on behalf of the Council and as a ward representative.
- Freedom of information - Understanding how Freedom of Information requests apply to members when undertaking Council business.
- Member/Officer relations - highlights the importance of mutual respect and sets out the protocols about what support members can expect from officers given the need for Officers to remain fair and impartial.
- Use of Council resources - sets out the circumstances under which resources provided to Councillors can be legitimately used.
- Access to Information
- Social Media Guidance
- Governance and decision making - sets out the structure of the Council, the decision making process and the role of scrutiny committees.
- Member DBS checks

Where possible this session will include a practical exercise undertaken in small groups .

Time is also made available for Group Induction .

This will be followed by a shorter afternoon programme dealing with more practical matters.

- Housekeeping information for members - a guided tour of members facilities, an introduction to members services, photographs and allocation of passes.
- ICT - Allocation and set up of equipment with ICT colleagues.

Sessions 2 **and** 3 will cover key information eg

- Budget - a high level introduction to the Council's budget from sources of funding to the budget setting process
- Our Manchester - Understanding the Our Manchester vision. What an Our Manchester approach means and how it works in practice.
- Key strategies - existing and planned strategies to deliver Our Manchester

- Equality **and Diversity** - The Council's commitment to equality, inclusion and valuing diversity.
- Casework - How neighbourhood services are delivered, support available to members from neighbourhood officers, and an opportunity to hear from an experienced member about their experiences.
- **Member safety- practical advice for members on how to keep safe when carrying out their roles in the community.**
- **Training and Development - The Council's approach to training and development for members.**

***It will also be recommended that new Members undertake cyber security and unconscious bias e-learning as part of their induction.***

The scheduling and content will be agreed by the MDWG. Evaluation will be conducted to inform future training provision for new Councillors and also subsequent induction programmes.

A more tailored version of the induction programme will be provided to new Members elected following a by-election.

Where possible, new Councillors will also be supported by a mentor/buddy as arranged by their political groups.

They will also be provided with a Members Handbook including key information about how the Council operates, the Executive and decision making process, directorate responsibilities and the role of officers, the constitution, Health and Safety for Councillors, claiming allowances and essential contacts.

It is recognised that the induction of new Members is an ongoing process and further training opportunities will be made available to support their specific development needs, as identified.

### **Learning and Development - Delivery methods**

There are a variety of ways in which members can learn and develop

- Formal training sessions
- Presentations at Committee or at Full Council
- drop-in sessions/marketplace events
- E-learning and on line resources
- Bulletins/Written materials eg Members Update on Ethical Governance newsletter.
- Briefings
- Mentoring/Coaching/Buddying

To encourage member involvement and generate participation a flexible approach is crucial. It is recognised that Members may have preferences around delivery methods and also that some subjects more easily lend themselves to a particular method.

The Council's new e-learning portal offers access to over 200 courses from softer skills such as effective communication, challenging behaviours, handling difficult

conversations to essential information such as Information Governance, Equality and Diversity, Health and Safety. The benefits of e-learning are that it allows Members to study at a time and pace that suits them. The flexibility that e-learning provides might also address some of the issues around non-attendance at more formal training as well as allow resources to be focused elsewhere.

Wherever possible, member preferences will be taken into account and consideration will always be given to those who are unable to access a particular method adopted.

IT skills are increasingly important to Members, in order to fulfil their roles effectively. Training in this area will focus on ensuring Members have the skills to

- Use email to communicate with constituents, officers and other bodies
- ***Participate in virtual meetings***
- Access and use on line documents
- Conduct electronic research
- Use apps such as Modern.gov
- Use an electronic case management system

Training in this area is often best provided on a 1:1 basis, or in small groups supporting Members to progress at their own pace.

All members will also have access to a shared Team Drive where they can find the Members' Handbook, Guidance such as the Code of Conduct and Social Media Guidance, training information, slides and presentations, learning aids, workbooks and videos, useful information and documents. This will be accessible from any device.

### **How will Learning and Development opportunities be communicated to members?**

The rolling training programme will be shared with all members so they are aware of planned training over the period. Members will be made aware of any changes to this programme by means of a bulletin.

All communications about training will be sent from a dedicated email account [member.development.group@manchester.gov.uk](mailto:member.development.group@manchester.gov.uk) to ensure they stand out as relating to training.

Members will also be given access to an electronic member development calendar which will automatically populate training events in their own personal calendars.

Individual training events will be promoted with an 'advert' setting out in advance, clear goals and objectives and highlighting the relevance to Members.

### **When will training be held?**

In-house sessions will be scheduled at times to suit Members and where possible Members will be given a choice of dates/times. Where training will take up a full day as much advance notice as possible will be given.

Consideration will also be given to drop in sessions and lunchtime events on those days when Members would normally be attending the Town Hall on other business.

### **Who will deliver training?**

There will be a mix of in-house trainers, partners and external providers as appropriate. Where possible training will be delivered in partnership with other Local Authorities and organisations.

The MDWG has worked with Corporate Procurement and colleagues from HROD to establish a framework of learning providers to ensure that there is a network of experienced practitioners that can respond to the Council's learning and development requirements.

## **7. Feedback and Evaluation**

### **Feedback**

All Councillors who attend development opportunities will be asked to complete an evaluation form or provide more detailed feedback as appropriate. This information will be collated and reviewed by the MDWG to ensure that training attended is relevant and also gauge its usefulness for others.

A short evaluation form (attached at Appendix B) has been created, that Members can easily complete at the end of a training session. The form will also be emailed out to all attendees for those unable to complete on the day and to offer a further opportunity to provide additional feedback or comments.

The information gathered above will allow the MDWG to review both the content and method of delivery and ensure that the key objectives above are being met.

### **Attendance**

Attendance will be monitored and reviewed in order to focus on issues around non-attendance. To maximise attendance, the MDWG will ensure that training opportunities are well advertised and highlight the specific benefits to Councillors in relation to their role. Training records will be maintained recording expressions of interest, numbers enrolled and actual attendance.

All Members who have booked on to training will be sent a reminder email up to one week prior to the event. A read receipt will be attached to try and highlight any members who may not have seen the reminder.

Where places are not limited, email reminders of training events will also be sent out to all Councillors to encourage maximum attendance on the day.

Where Members do not attend training they have been booked on, the MDWG will write to them asking for the reason why they were unable to attend. The MDWG will also inform Group Officers of their members non-attendance and highlight to them

and the Member concerned any related costs. The support of Group Officers will be sought to encourage attendance and to deal with non attendance as appropriate.

The MDWG will also highlight to Group Officers any of their Members who persistently fail to attend training events they have booked on to.

The MDWG will use all the information gathered above to explore with Group Officers the reasons for non-attendance, tackle emerging issues and consider appropriate mechanisms to increase attendance levels.

## **Evaluation**

To enable full evaluation of the effectiveness of the approach to member learning and development the MDWG will consider the following:

- Training evaluation forms completed by Members
- Other feedback received from Members
- Feedback received through Group officers resulting from completed needs assessments
- Annual Member survey will include a section on training
- Statistics on Member participation including attendance

## **8. Resources**

An annual budget of £28,567 has been allocated for member training and development in the financial year **2020/21**. In addition there is a small budget which can be called upon to support scrutiny training. The budget will be a standing item on the MDWG meeting agenda and reviewed at least 4 times per year.

Member Services will provide administrative support to the delivery of training and the MDWG.

## **9. Review of this Strategy**

This Strategy will be reviewed every 2 years or earlier where there is a change in the applicable law or Council policy, affecting this strategy.

It will help ensure all Members are equipped with the skills and knowledge necessary to support their communities, the success of the Council and the Our Manchester strategy.





## **(Appendix A)**

### **Members Training and Development**

#### **Mandatory**

##### **Induction Programme**

All newly elected and returning members are required to attend an induction programme split over **3** sessions.

**Session 1** focuses on code of conduct, gifts and hospitality, data protection, freedom of information, member/officer relations, use of Council resources, governance and decision making.

This is followed by a tour of members facilities, introduction to member services, photographs and allocation of passes and mobile devices by ICT.

**Session 2** focuses on Budget, Our Manchester, Key strategies, Equality.

***Session 3 focuses on Casework, Member safety and Training and Development***

***Recommended e-learning - Cyber security, Unconscious bias.***

##### **Planning and Highways (for committee members)**

All newly appointed members to the Planning and Highways Committee are required to attend this training. A brief site visit followed by a training session to include basics of the planning system, the planning protocol (specifically members' interests, bias/predetermination and speaking at committee). Also the types of matters typically brought to committee, the content/format of committee reports and material planning considerations.

##### **Licensing (for committee members)**

All newly appointed members to the Licensing Committee are required to attend this training. The training covers background legislation for Licensing Act decisions, Taxi decisions and Gambling. It also focused on principles of a fair hearing, procedure at hearings and examples of member's interests which need to be declared.

**General** - suitable for all , to ensure all members are able to fulfil their roles

**Code of Conduct incl Members Interests & Gifts & Hospitality**

The rules that apply governing behaviour and registration and declaration of interests when acting in an official capacity. Guidance on acceptable and unacceptable gifts and hospitality and, where required, how to declare them.

**Decision Making**

The structure of the Council, the decision making process and the role of scrutiny committees.

**Data Protection/GDPR**

Members' responsibilities when handling personal information on behalf of the Council and as a ward representative.

**Member/Officer Relations**

The importance of mutual respect and sets out the protocols about what support members can expect from officers given the need for Officers to remain fair and impartial.

### **Use of Resources**

The circumstances under which resources provided to Councillors can be legitimately used.

### **Carbon Literacy**

Becoming Carbon Literate will give you the knowledge and skills to help drive a socially just and environmentally sustainable future. Learning alongside officers, you will gain an understanding of The basic science behind climate change, Social equity & climate change, What you can do to act on climate change, Strategies and skills for communicating action on climate change

### **Our Manchester**

A guide to the Our Manchester vision. What an Our Manchester approach means and how it works in practice.

### **Lord Mayor and GMCA Mayor**

An insight into the roles and the differences between them

### **Council Protocol / Rules of Debate / What to expect at your first Council meeting**

A helpful guide to the rules governing debate and protocols associated with Council meetings.

### **Unconscious bias**

***Help recognise implicit biases, provide tools to adjust automatic patterns of thinking and help eliminate discriminatory behaviours.***

### **Personal Safety**

Practical advice for members on how to keep safe when carrying out their roles in the community.

### **Social Media**

Aims to train councillors in how to craft and communicate effective messages to convey useful and essential information in order to build confidence among residents in the council's commitment and ability to make a positive contribution to the community's well-being and happiness.

### **Budget/Finance**

MCC budget briefing delivered by the City Treasurer.

An explanation of Council Tax, Business Rates and Manchester Benefits Service delivered by the Corporate Revenues Manager

### **Local Government Finance**

This workshop gives a very good grounding in how local government finance works in practice and sets the basics as part of the bigger picture of current developments and longer-term trends.

### **IT skills**

***Appropriate training to support Members with their use of hardware and software.***

**Specific** - promoted to further develop members' skills, knowledge in a particular area of interest.

### **Civic Coaching Programme**

The aim is to support the development of the Deputy Mayor to be highly effective in the key spheres in which the Mayoral office and 'First Citizen' operates.

### **Scrutiny Chair**

The role of a scrutiny chair, scrutiny of a key decision and call in, governance and decision making.

### **Safeguarding Children, Young People and Adults**

What is safeguarding? Understanding the role of an elected member in relation to safeguarding compared to acting as a concerned member of the public. How to respond if someone is in crisis? What is the pathway for referring and what you should expect.

### **Public Speaking**

To equip participants with the public speaking techniques that will help them overcome nerves, project their voice effectively to capture the attention of the audience.

### **Media Skills**

To equip participants with techniques for dealing with the media: this will look at who the media are, structure of radio and interviews, what do the media want, types of story: their 'agenda', how and how not to answer the questions, and making the most of what you have to say.

### **Speedreading**

This workshop is designed to double the reading speed of all participants to make them a more effective reader.

### **Dealing with Difficult Situations**

Helpful for those who have to deal constructively with challenging behaviours. It aims to help participants to understand the causes of conflict whilst providing the confidence and skills to resolve it.

### **Emergency Planning and Civil Resilience**

Covers an introduction to handling the media, understanding your role as a councillor during an emergency and provides practical advice and best practice.

### **Dementia Awareness**

A workshop that covers what it is like for someone to live with dementia, the signs and symptoms of dementia, how you can turn your understanding into action and help someone live well with dementia, the local situation and how you can help, services to signpost people to, and the effects a diagnosis can have for carers/support network.

### **Hate Crime Awareness**

This event will give you a chance to learn more about Manchester's Hate Crime Strategy, the difference between a hate crime and a hate incident and the remedies available, and how and where to report hate crime.

### **Corporate Property Access Database (CPAD)**

The Council's Property Asset Database (CPAD) is used to manage key elements of the Council's Operational and Investment property portfolios. The briefing will provide an overview of the system, the benefits of using it to search for data and ways to make contact regarding any issues and questions you may have regarding Council land and property.

### **Being an Effective Councillor: Making a difference - doing it your way**

As a new councillor finding your feet, how do you plan to make your mark? What are the different 'roles' that you as a councillor might focus on, to do the most for your community? This workshop explores the relevant roles and styles - facilitating community development; fixing resident issues; watching over council decision-making to help you maximise your impact.

### **Mental Health Awareness Session**

This half day course provides an overview of mental health problems, as well as practical tools to help you manage your own mental well-being and support for residents, friends, family and colleagues.

### **Suicide Prevention**

Facts, figures and myths about suicide prevalence, risk factors and warning signs. Understanding suicidal feelings and identifying those at risk.

Building confidence to talk to someone who may be suicidal.

Useful local and national resources to support people who may be suicidal, worried about someone or bereaved by suicide.

## **LGA Development Opportunities**

### **Leadership Essentials in**

#### **Finance**

This workshop is held over two days and aims to help portfolio holders get to grips with the financial challenges facing their authority. The course discusses setting longer term strategies for sustainability as well as balancing the budget on an annual basis, and how to work with officers to ensure the Council is making the most of its opportunities.

#### **Children**

Aims to support Lead Members with the key challenges they face in the changing policy landscape and to develop leadership capacity, share learning and provide a valuable networking opportunity.

#### **Effective Scrutiny**

A two-day programme for new Scrutiny Chairs covering leading and managing a scrutiny review; chairing scrutiny meetings, increasing participation by Members and the public and ensuring impact of scrutiny recommendations.

#### **Health & Well-Being**



This two-day residential session gives Chairs an opportunity to come together to have space to think and reflect, share experiences and actively learn from each other.

### **Adult Social Care**

Supports Lead Members with the key challenges they face in adult social care. It will focus on leadership in the current challenging policy and practice context, including implementing the Care Act, sector led improvement and integration.

### **Women Councillors Weekend**

Provides an opportunity for women Councillors to network and share experiences with each other.

### **Young Councillors Weekend**

Designed to give Councillors aged 40 and under an opportunity to benefit from some focused leadership skills aimed at helping them make progress in their political career. Also allows them to build up a network of other young councillors from different political parties and Local Authorities.

### **BAME**

Provides a unique learning and networking opportunity for Councillors from BAME backgrounds and those who are interested in exploring ideas for enhancing the recruitment and retention of BAME Councillors.

### **Working with the Media (Political Masterclass)**

A course run by experienced journalists who will provide advice and guidance on understanding journalists, the local media and what makes news; how to prepare for an interview; how to develop meaningful messages and narrative and how to convey your message and control an interview.

### **Leadership Academy**

This is aimed at Councillors in leadership positions and is spread over three modules. (1) leading through relationships (2) leading innovation and change (3) leading communities and place.

(Appendix B)

**Evaluation of Training**

**Your Name**  
**Course Title / Date**

Please complete this form at the end of your session. The information provided will be used by the MDWG to evaluate the effectiveness of the training and help us make informed decisions about provision in the future.

**Was the timing of the training convenient for you?**                      **YES/NO**  
If you have answered NO please tell us why

**Did the training fully meet the aims and objectives?** YES/NO

If you have answered NO please tell us why

**Would you recommend this training to others?** YES/NO

If you have answered NO please tell us why

**Were you satisfied with the quality of handouts/slides?** YES/NO

If you have answered NO please tell us why

**Overall, how satisfied were you with this training session? Please circle below:**

Not very      1          2          3          4          5          Very much

**Please provide any other comments or feedback below?**

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## Appendix D – Member Training 20 February 2020 – 31 January 2021

| Event  | Category | Provider | Date/Time        | Expected/ Actual Attendance | External Cost/Officer Time        |
|--|----------|----------|------------------|-----------------------------|-----------------------------------|
| Carbon Literacy Part One                     | General  | In house | 20 February 2020 | Expected 10 / Actual 6      | 2 hours officer time              |
| ACE/Trauma Informed Awareness Session        | General  | In house | 25 February 2020 | Expected 2 / Actual 0       | 3 hours officer time              |
| Carbon Literacy Part Two                     | General  | In house | 26 February 2020 | Expected 1 / Actual 1       | 3.5 hours officer time            |
| ACE/Trauma Informed Session                  | General  | In house | 02 March 2020    | Expected 2 / Actual 2       | 3 hours officer time              |
| ACE/Trauma Informed Session                  | General  | In house | 05 March 2020    | Expected 1 / Actual 1       | 6.5 hours officer time            |
| ACE/Trauma Informed Session                  | General  | In house | 06 March 2020    | Expected 1 / Actual 1       | 3 hours officer time              |
| ACE/Trauma Informed Session                  | General  | In house | 10 March 2020    | Expected 2 / Actual 2       | 6.5 hours officer time            |
| ACE/Trauma Informed Session                  | General  | In house | 16 March 2020    | Expected 5 / Actual 5       | 3 hours officer time              |
| Covid Lockdown from 23 March 2020            |          |          |                  |                             |                                   |
| Support on use of Zoom for Council meetings  | General  | In house | As required      | Flexible                    | In house - officer time, flexible |
| Support on use of Teams for Council meetings | General  | In house | As required      | Flexible                    | In house - officer time, flexible |
| LGA Virtual Event : Improving the Private    | Specific | LGA      | 03 August 2020   | Expected 1 / Actual 1       | External provider - No charge     |

| Event   | Category | Provider                        | Date/Time        | Expected/ Actual Attendance | External Cost/Officer Time    |
|---|----------|---------------------------------|------------------|-----------------------------|-------------------------------|
| Rented Sector : A Guide for Councils  |          |                                 |                  |                             |                               |
| Training for Online Surgeries & Community Meetings  | General  | In house                        | 05 August 2020   | Expected 13 / Actual 7      | £1,575                        |
| Civic Coaching for Incoming Lord Mayor  | Specific | Link UK Ltd.                    | 23 October 2020  | Expected 1 / Actual 1       | £1,575                        |
| 365 Basic Introduction  | General  | In house                        | 02 November 2020 | Expected 8 / Actual 7       | In house - 1 hr. officer time |
| 365 Basic Introduction  | General  | In house                        | 03 November 2020 | Expected 8 / Actual 4       | In house - 1 hr. officer time |
| Budget Session  | General  | In house                        | 11 November 2020 | Expected 7 / Actual 4       | In house - 1 hr. officer time |
| Budget Session  | General  | In house                        | 17 November 2020 | Expected 7 / Actual 4       | In house - 1 hr. officer time |
| Suicide Bereavement Conference  | Specific | Suicide Bereavement UK          | 18 November 2020 | Expected 1 / Actual 1       | £45                           |
| Covid Support Session   | General  | In house                        | 20 November 2020 | Expected 18 / Actual 11     | In house - 2 hr. officer time |
| Covid Support Session   | General  | In house                        | 27 November 2020 | Expected 15 / Actual 8      | In house - 2 hr. officer time |
| The Future for Social Housing in England: expanding access, improving consumer experience and priorities for regulation | Specific | Westminster Social Policy Forum | 19 January 2021  | Expected 1 / Actual 1       | £190                          |

Summary figuresBudget

Annual training budget = £28,567

Total spend in this period = £4148.55

(1 May 2020 - 31 Jan 2021)

15% of budget spent to date.

Attendance

Attendance at non mandatory training events compared to number of bookings = 63%

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**Manchester City Council  
Report for Resolution**

**Report to:** Standards Committee – 18 March 2021

**Subject:** Work Programme for the Standards Committee

**Report of:** Governance and Scrutiny Support Unit

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**Summary**

To allow the Committee to consider and revise its work programme for future meetings.

**Recommendation**

The Committee is invited to discuss the work programme and agree any changes.

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**Wards Affected:** All

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**Financial Consequences for Revenue Budget** - None directly.

**Financial Consequences for the Capital Budget** - None directly.

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**Contact Officers:**

Fiona Ledden - City Solicitor  
0161 234 3087  
fiona.ledden@manchester.gov.uk

Andrew Woods - Governance Team Leader  
0161 234 3011  
andrew.woods@manchester.gov.uk

**Background documents (available for public inspection):**

None

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## Standards Committee Work Programme – 18 March 2021

### Meeting - 18 March 2021

| Item                           | Purpose of the report   | Report Author     | Comments |
|--------------------------------|---|-------------------|----------|
| Member Training & Development  | To update Standards Committee on the operation and efficacy of the Member Development Strategy; report on training delivered in the current municipal year and update on the proposals in relation to the next municipal year | Jonathan Kershner |          |
| Annual Standards Report        | To note and review the work done in the last year to promote and maintain high standards of conduct by members.   | Poornima Karkera  |          |
| Ethical Guidance update        | To update Members on any national issues regarding ethical governance which may impact on the Council's arrangements for ethical governance.  | Poornima Karkera  |          |
| Social Media Guidance          | To update Standards Committee on the operation and efficacy of the Social Media Guidance for Members  | Poornima Karkera  |          |
| LGA new model code             | To update the Committee on the publication of the LGA Model Code of Conduct for Members   | Poornima Karkera  |          |
| Standing item - Work Programme | To review and amend (if necessary) items to be considered at future meetings of the Committee.  | Andrew Woods      |          |

## Standards Committee Work Programme – 18 March 2021

### Meeting – 17 June 2021

| Item   | Purpose of the report  | Report Author    | Comments |
|--|--|------------------|----------|
| Annual Governance Statement (AGS)  | To seek the views of the Committee on the draft  | Sean Pratt       |          |
| Efficacy of and proposed amendments to the Arrangements ('Arrangements') for dealing with complaints about Councillors and the Hearing Panel Procedure | To update Standards Committee on the operation and efficacy seek the views of the Committee on proposed changes to the Arrangements and the Hearing Panel Procedure                | Stephen Hollard  |          |
| To consider the membership of the Standards (Hearing) Sub Committee  | To review the membership of the Standards (Hearing) Sub Committee and make appointments as needed  | Poornima Karkera |          |
| To consider the term of office and appointment of Independent Members of the Committee and Term of office / appointment of the Independent Persons     | To consider the terms of office and appointment of Independent Members of the Committee and Term of office / appointment of the Independent Persons – due to expire November 2021. | Peter Hassett    |          |
| Standing item - Work Programme   | To review and amend (if necessary) items to be considered at future meetings of the Committee.   | Andrew Woods     |          |

### Meeting – 4 November 2021

| Item  | Purpose of the report  | Report Author    | Comments |
|---|--|------------------|----------|
| Standing item, if needed - Members Update on Ethical Governance | To update Members on any national issues regarding ethical governance which may impact on the Council's arrangements for ethical governance. | Poornima Karkera |          |

## Standards Committee Work Programme – 18 March 2021

|  |  |                              |  |
|--|--|------------------------------|--|
| Dispensations                              | To review the operation and efficacy of the process for granting dispensations.  | Poornima Karkera             |  |
| Planning Protocol                          | To review the operation and efficacy of the Protocol.  | Robert Irvine / Julie Roscoe |  |
| Register of Members Interests              | To consider the operation of the Register of Members' Interests  | Poornima Karkera             |  |
| Gifts and Hospitality Guidance for Members | To review the operation and efficacy of the Guidance.  | Poornima Karkera             |  |
| The Member/ Officer Relations Protocol     | To review the operation and efficacy of the Protocol   | Poornima Karkera             |  |
| LGA new model code                         | To update the Committee on the discussions of the Greater Manchester Chief Legal Officers in the adoption of the e LGA Model Code of Conduct for Members | Poornima Karkera             |  |

### Meeting – 17 March 2022

|                                   |   |            |                                   |
|-----------------------------------|---|------------|-----------------------------------|
| Annual Governance Statement (AGS) | To seek the views of the Committee on the draft | Sean Pratt | Annual Governance Statement (AGS) |
|                                   |   |            |                                   |
|                                   |   |            |                                   |

### Unscheduled Items

|  |  |
|--|--|
| Disqualification criteria for members  | To be scheduled once primary legislation is introduced   |
| Consultation outcome on Updating Disqualification Criteria for Local Authority Members | Committee notes the report and requests that a report be brought to a future meeting once the legislation has been introduced. |
| Code of Corporate  | TBC  |

## Standards Committee Work Programme – 18 March 2021

|                          |   |
|--------------------------|---|
| Governance               |   |
| Partnership arrangements | Report outlining the position regarding incorporating the Council's Member Code of Conduct into the overall governance arrangements of organisations that the City Council has entered into Partnership Arrangements with |

### Documents/Procedures/Protocols – within the remit of the Committee

| Document/Procedure/Protocol   | Last Reviewed  | Date Due for Review   | Comments  |
|---|--|---|---|
| The Code of Corporate Governance  | March 2019   |   |   |
| The Annual Governance Statement   | March 2019   | March 2020 (the statement was reviewed in July 2020 via email)                                |   |
| Members' Code of Conduct  | Updated annually as needed as part of annual review of constitution. |   | AGMA wide review  |
| Arrangements for Investigating Complaints made under the Members' Code of Conduct | June 2019  | June 2021   |   |
| Gifts and Hospitality Guidance for Members  | By Full Council February 2021<br>By Standards Committee March 2019   | 2022 or earlier where there is a change in the law or circumstances warrant an earlier review | Reviewed annually as part of the Council's Constitution |
| The Member/ Officer Relations Protocol  | February 2021<br>By Standards Committee March 2019                   | 2022 or earlier where there is a change in the law or circumstances warrant an earlier review | Reviewed annually as part of the Council's Constitution |

## Standards Committee Work Programme – 18 March 2021

|  |   |  |   |
|--|---|--|---|
| The Use of Council Resources Guidance for Members                                      | By Full Council February 2021<br>By Standards Committee June 2019 | 2022 or earlier where there is a change in the law or circumstances warrant an earlier review        | Reviewed annually as part of the Council's Constitution |
| Social Media Guidance for Members  | March 2021<br>By Standards Committee March 2019                   | March 2023 or earlier where there is a change in the law or circumstances warrant an earlier review. |   |
| The Planning Protocol for Members  | June 2019   | November 2021  | Reviewed annually as part of the Council's Constitution |
| Member Development Strategy  | March 2021  | March 2022   |   |
| Procedure for the Local Hearing of Allegations of Misconduct by Members of the Council | Reviewed November 2019  | June 2021  | Reviewed 2 November 2017                                |
| Register of Members Interests  | Considered as part of annual report. March 2021                   | March 2022   |   |

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