



Standards Committee

Date: Thursday, 16 March 2023

Time: 10.30 am

Venue: Council Antechamber, Level 2, Town Hall Extension

Everyone is welcome to attend this committee meeting.

Access to the Council Antechamber

Public access to the Council Antechamber is on Level 2 of the Town Hall Extension, using the lift or stairs in the lobby of the Mount Street entrance to the Extension.

There is no public access from the Lloyd Street entrances of the Extension.

Membership of the Standards Committee

Councillors - Andrews, Connolly, Evans, Lanchbury, Nunney and Simcock

Councillor O'Donovan (Ringway Parish Council)

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

Independent Person - Ms S Beswick and Mr A Eastwood

Agenda

- 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** 5 - 8
To approve as a correct record the minutes of the meeting held on 3 November 2022.
- 5. Standards Committee - Annual Report** 9 - 22
The report of the City Solicitor is enclosed.
- 6. Social Media Guidance for Members update** 23 - 30
The report of the City Solicitor is enclosed.
- 7. Member Development and Training** 31 - 72
The report of the City Solicitor is enclosed.
- 8. Members' Update on Ethical Governance** 73 - 78
The report of the City Solicitor is enclosed.
- 9. Work Programme for the Standards Committee** 79 - 84

Information about the Committee

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.

The Council aims to ensure that its meetings are as open as possible and confidential business is kept to the strict minimum. When confidential items are involved these are considered at the end of the meeting at which point members of the public are asked to leave.

Agenda, reports and minutes of all Council Committees can be found on the Council's website www.manchester.gov.uk.

Smoking is not allowed in Council buildings.

Joanne Roney OBE
Chief Executive
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Further Information

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

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This agenda was issued on **Tuesday, 7 March 2023** 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 3 November 2022

Present:

Independent Co-opted Member: Nicolé Jackson – In the Chair

Councillors Andrews, Connolly, Evans, Lanchbury, Nunney and Simcock
Ringway Parish Council: Councillor O'Donovan

Apologies: Independent Co-opted Member: G Linnell

ST/22/19 Minutes

The minutes of the meeting held 16 June 2022 were submitted for approval.

It was proposed that the wording relating to paragraph number 3 for item ST/22/10 'Review of the Operation and Efficacy of the Member/Officer Relations Protocol' be amended to the following:

To request the recirculation of the Member/Officer Relations Protocol to all elected Members, following its adoption by Council.

Decision

To approve the minutes of the meeting held on 16 June 2022 as a correct record subject to the above amendment.

ST/22/20 Draft Code of Corporate Governance

The Committee considered the report of the Deputy Chief Executive and City Treasurer that proposed both a revised draft of the Council's Code of Corporate Governance (the Code) which was in accordance with published guidance, and a revised process. Compliance with the Code was monitored on an annual basis through the Council's Annual Governance Statement.

The report provided an introduction and context, noting that a review of the Code had been carried out to improve the document and process. This had included a review of good practice across peer local authorities such as Core Cities (including Leeds, Bristol, and Birmingham), other Greater Manchester authorities and examples highlighted by Chartered Institute of Public Finance and Accountancy, including Lambeth and Westminster.

The report described that the Code would be submitted to Audit Committee on 29 November 2022. Once any comments from Standards and Audit Committees had been incorporated, subject to the views of those committees, it was proposed that a recommendation be made to full Council that, for agility, the Code be a standalone document rather than sit within the Council's Constitution and the responsibility for approval of the Code of Corporate Governance rest with Audit Committee by way of delegation by full Council to the Audit Committee. Once finalised, the updated Code

would be communicated to key stakeholders including Heads of Service, to support effective understanding and delivery of the Council's commitments to good governance across the organisation. Amendments to the Code of Corporate Governance would continue to be reported to Standards Committee and Audit Committee.

In response to comments from the Committee, Members were informed that this was an overarching document that set out the principles of Corporate Governance, and that the Annual Governance Statement to be considered at the June 2023 meeting would report specific areas of activity in greater detail. In response to a query from a Member, the Committee were also advised that a specific report on Member Training was scheduled to be considered at the March 2023 meeting of Standards Committee.

Decision

To note the report.

ST/22/21 Members' Update on Ethical Governance

The Committee considered the report of the City Solicitor that sought the Standards Committee's comments on, and approval of, the draft Members' Update on Ethical Governance for November 2022.

In response to comments from the Committee, Members were informed that reminders were sent to all Members regarding the need to ensure that their Register of Interest declarations were up to date, noting this activity was also reported to the Committee as part of the ongoing assurance process.

Decision

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

ST/22/22 Local Government (Disqualification) Act 2022

The Committee considered the report of the City Solicitor that informed the Standards Committee of the new grounds for disqualification from being elected to, or being a Member of, a local authority that have been introduced by the Local Government (Disqualification) Act 2022.

The report described that The Local Government (Disqualification) Act 2022 ("the 2022 Act"), which came into force on 28 June 2022, introduced new grounds on which a person was disqualified from being elected to, or holding, certain positions in local government in England, including the position of councillor.

The 2022 Act gives effect to the Government's commitment to legislate in this area. It expanded the new disqualification criteria beyond the offences consulted upon in 2017 to ensure that they were specific and comprehensive in disqualifying individuals subject to the relevant notification requirements or relevant orders imposed in respect

of sexual offences, and includes the territorial equivalents of such notification requirements and orders in the devolved nations (and the Isle of Man and Channel Islands) in the event that someone subject to such territorial equivalents subsequently stands for elected office in England.

The City Solicitor stated that she would confirm with the Head of Elections that the requirement for candidates to declare when standing that they were not disqualified under the newly inserted Section 81A of the Local Government Act 1972 was included on the nomination forms in advance of the May 2023 local elections.

Decision

To note the report.

ST/22/23 Local Government Association Model Code of Conduct for Members

The Committee considered the report of the City Solicitor that presented the Local Government Association (LGA) Model Code of Conduct for Members for comment.

The report described that the Greater Manchester (GM) Chief Legal Officers had met to discuss the LGA Model Councillor Code of Conduct in light of the central government's response to the Committee on Standards in Public Life report. They had not however made any recommendation as a group for the 10 GM local authorities. The view of the GM Chief Legal Officers is that individual Councils needed to consider their own position in relation to the LGA Model Code. As at the date of writing of the report 4 GM Councils had adopted the LGA Model Code; 6 had not.

The City Solicitor stated that a further report would be submitted to the June 2023 meeting with the updated Manchester City Council Code of Conduct for Members where the Committee would be asked to endorse the Code prior to its submission to Council for adoption.

Decision

That the City Solicitor submit an updated Manchester City Council Code of Conduct for Members to the June 2023 meeting.

ST/22/24 To propose amendments to the arrangements for dealing with complaints against Members

The Committee considered the report of the City Solicitor that set out the Monitoring Officer's proposals for amendments to the Arrangements. The Committee noted that the Council's Arrangements were last reviewed by the Standards Committee in June 2019.

A Member recommended that paragraph 2.9 of the Arrangements be amended to introduce a timeframe of 10 working days for the complainant to respond in relation to their preferred option for dealing with the situation where the Monitoring Officer

had refused a request for anonymity otherwise the complaint would be dismissed, noting that this would ensure consistency with prescribed time scales. This recommendation was agreed by the Committee.

A Member further recommended that reference in the Arrangements to 'He' or 'She' should be replaced with 'they'. This recommendation was agreed by the Committee.

Decision

The Standards Committee recommend that Council approve the Arrangements as amended subject to the above recommendations.

ST/21/25 Work Programme

The Committee considered the report of the Governance and Scrutiny Support Unit that invited the Members of the Standards Committee to consider its work programme for future meetings and make any revisions.

Members noted that during discussion of a previous agenda item it had been noted that the Annual Governance Statement would be considered at the June 2023 meeting.

The City Solicitor advised a Member who raised an issue regarding residents being advised that they should use the Council's complaints system as a mechanism to raise queries that she would discuss this outside of the meeting with relevant officers to ensure this would be picked up by the correct Committee for consideration as it was outside the remit of the Standards Committee.

Decision

To note the report and agree the Work Programme.

**Manchester City Council
Report for Information**

Report to: Standards Committee – 16 March 2023
Subject: Standards Committee – Annual Report
Report of: City Solicitor

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 February 2022.

Recommendations:

1. To report on the matters within the remit of the Standards Committee since the last annual report in March 2022 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
-

Wards Affected All

Financial Consequences – Revenue None directly.

Financial Consequences – Capital None directly.

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Background documents (available for public inspection):

Annual Report to Standards Committee – March 2022

1. 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 March 2022 which covered the period up to 31 January 2022 and to summarise the work undertaken by the Council's Monitoring Officer from 1 February 2022 to 31 January 2023.

2. 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. Update on matters within the remit of the Standards Committee since its last Annual Report

- 3.1 Since its last annual report the Committee has:
- Considered the operation and efficacy of the Member Development Strategy and training delivered since February 2021 and approved the Member Development Strategy 2022-2024
 - Considered the operation and efficacy of the Social Media Guidance for Members.
 - Considered the Council's partnership arrangements insofar as they are within the remit of the Standards Committee with particular focus on training in relation to members who take on company directorships
 - Considered the draft Annual Governance Statement 2021/22 insofar as it related to the terms of reference of this Committee.
 - Considered the operation and the efficacy of the Member/Officer Protocol
 - Reviewed the operation and efficacy of the Use of Resources Guidance for Members
 - Considered the operation and the efficacy of the Planning Protocol
 - Considered the operation and the efficacy of the process for granting dispensations in relation to members' interests.
 - Considered the operation of the Register of Members' Interests
 - Considered a report on the Government's response to the Committee on Standards in Public Life's review of local government ethical standards.
 - Considered the operation and the efficacy of the Gifts and Hospitality Guidance for Members
 - Made recommendations regarding the appointment the Independent Members of this Committee and the Independent Persons
 - Considered the draft Code of Corporate Governance

- Considered and made recommendations regarding the Arrangements for dealing with Code of Conduct complaints against members
- Approved the content of the Members' Update on Ethical Guidance Update.
- Considered the Local Government (Disqualification Act) 2022 Received an update report on the Local Government Association (LGA) Model Code of Conduct for Members.

4. Update on matters considered by the Committee

- 4.1 The report relating to the efficacy and operation of Gifts and Hospitality Guidance which came to this Committee in June 2022 indicated that during the period 1 October 2021 to 12 May 2022 two entries had been recorded. Between 13 May 2022 and 31 January 2023 five members updated their entry in relation to gifts or hospitality. The current threshold for registration of gifts and hospitality is £100. The Monitoring Officer is of the view, bearing in mind covid issues and the threshold, this level is unsurprising.
- 4.2 As usual 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. Email reminders were sent to members in May 2022 and January 2023. As indicated in the report on this matter in June 2022 between 1 February 2022 and 30 April 2022, 22 members had updated their Register of Interests. A further 31 have updated their registers between 1 May 2022 and 31 January 2023. Members will be aware it is the responsibility of individual Members to comply with the requirements of the Code of Conduct for Members including regarding members' interests. As a matter of good practice specific guidance will continue to be provided to Members regarding declaration of interests at meetings where necessary
- 4.3 As indicated in the report on Members interests in June 2022 all members have been advised that, if they consider that the disclosure of the details of a DPI or personal interest could lead to violence or intimidation against them, or to a person connected with them, and the Monitoring Officer agrees, the details of the disclosable interest can be withheld from the public register under section 32(2) of the Localism Act 2011 (Sensitive Interests). 4 requests for redaction of Members' register as sensitive interests have been agreed by the Council's Monitoring Officer in the last year.
- 4.4 It remains the view of the MO that the codes and guidance are well understood by Members. The MO is not aware of any queries or issues that have not been addressed through existing procedures.
- 4.5 A report on the operation and efficacy of dispensations was last considered by this Committee at its meeting on 16 June 2022. Other than normal budget dispensations 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.

5. Councillor Training and Awareness

- 5.1 There is a separate report on this agenda relating to Member Training and Development.

6. Complaints against Councillors

- 6.1. 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.

- 6.2 The last Annual report covered the period 1 February 2021 to 31 January 2022. The Monitoring Officer has received 17 complaints about Manchester City Councillors between 1 February 2022 and 31 January 2023. This compares with 12 complaints received in the previous year.

- 6.3 Of the 17 complaints received:

- 2 was not pursued by the complainant;
- 11 were rejected at Stage 1 as set out in the table below;
- 4 have been resolved informally;
- None were sent for investigation.

- 6.4 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.

- 6.5 The initial response to complaints continue to be processed timely with 15 of the 17 complaints received being acknowledged and forwarded to the subject member for comment within the 10 working day timeframe. The other two complaints exceeded the timeframe by 3 and 14 working days respectively.
- 6.6 Six of the 11 complaints considered at stage 1 initial assessment exceeded the 20 working day timeframe for taking an initial assessment decision following receipt of the subject member’s response to the complaint. This reflects a period when there were technical issues experienced by one of the Council’s Independent Persons in receiving relevant papers electronically which have now been resolved.
- 6.7 **Complaints Summary: Decisions on Complaints made between 1 February 2022 and 31 January 2023**

Complaint No.	Provision of the code alleged to have been breached	Outcome
CCM2022.01	Do anything which may knowingly cause the Council to breach the Equality Act 2010; Do anything which compromises the impartiality of those who work for or on behalf of the Council; Bringing office or council into disrepute	Complaint rejected at Stage 1 initial assessment because Subject Member not acting in their official capacity. The complaint related a social media tweet.
CCM2022.02 Complaint	Do anything which may knowingly cause the Council to breach the Equality Act 2010; Bully or be abusive; Do anything which compromises the impartiality of those who work for or on behalf of the Council; Bringing office or council into disrepute	Complaint rejected at Stage 1 initial assessment because there was no clear information leading to the implication there was a breach of the code of conduct for members. In all the circumstances there is no overriding public benefit in carrying out an investigation. To pursue an investigation would be a disproportionate and not good use of public funds. The complaint related to a social media tweet.

CCM2022.03	Not specified by the complainant	Complaint not pursued by complainant. Complainant did not complete a complaint form as requested
CCM2022.04 Complaint against 3 members	Bringing their office or Council into disrepute; Use or attempt to use his/her position as a member improperly to confer on or secure for himself/herself or any other person an advantage or disadvantage	Complaint rejected at Stage 1 initial assessment. There was no overriding public benefit in carrying out an investigation. To pursue an investigation would be a disproportionate and not good use of public funds. The complaint related to a regulatory matter
CCM2022.05*	Bringing their office or Council into disrepute	Complaint rejected at Stage 1 initial assessment. There was no overriding public benefit in carrying out an investigation. To pursue an investigation would be a disproportionate and not good use of public funds. The complaint related to the same regulatory matter as above.
CCM2022.06*	Bringing their office or Council into disrepute	Complaint rejected at Stage 1 initial assessment. There was no overriding public benefit in carrying out an investigation. To pursue an investigation would be a disproportionate and not good use of public funds. The complaint related to the same regulatory matter as above
CCM2022.07*	Bringing their office or Council into disrepute	Complaint rejected at Stage 1 initial assessment. There was no overriding public benefit in carrying out an investigation. To pursue an investigation would be a disproportionate and not good use of public funds The complaint related to the same regulatory matter as above.
CCM2022.08	Do anything which may	Complaints rejected at Stage 1

	<p>knowingly cause the Council to breach the Equality Act 2010;</p> <p>Disclose information given to you in confidence; Bringing office or council into disrepute</p>	<p>initial assessment. The events complained about happened so long ago that those involved are unlikely to remember it clearly enough to provide credible evidence. The resources needed to investigate and determine the complaint would be wholly disproportionate to the allegations & would not be a good use of public funds</p>
CCM2022/09 Complaint against 3 members	<p>Bully or be abusive; Bringing their office or Council into disrepute; Use or attempt to use his/her position as a member improperly to confer on or secure for himself/herself or any other person an advantage or disadvantage</p>	<p>Complaints rejected at Stage 1 initial assessment. The conduct of the Subject Members was not a breach of the Code of Conduct for Members. The complaint was not serious enough to merit any action. In all the circumstances there is not an overriding public benefit in carrying out an investigation.</p> <p>The complaint centred around alleged failure to respond to a constituent.</p>
CCM2022/10	<p>Bringing their office or Council into disrepute</p>	<p>Complaint withdrawn</p>
CCM2022/11	<p>Bully or be abusive; Bringing their office or Council into disrepute</p>	<p>The complaints were rejected at Stage 1 initial assessment. The conduct of the Subject Member was not a breach of the Code.</p> <p>The subject matter of the complaint related to a debate at a meeting</p>
CCM2022/12	<p>Bully or be abusive; Bringing their office or Council into disrepute</p>	<p>The complaints were rejected at Stage 1 initial assessment. The conduct of the Subject Member was not a breach of the Code; The complaint was not serious enough to merit any action; In all the circumstances there is not an overriding public benefit in carrying out an investigation;</p> <p>Same debate as above.</p>

CCM2022/13	You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority	Following consultation with the Independent Person the Monitoring Officer recommended at Stage 1 initial assessment that the complaint be resolved informally by the Subject Member apologising to the complainant
CCM2022/14 Complaint against 3 members	Do anything which may knowingly cause the Council to breach the Equality Act 2010; Do anything which compromises the impartiality of those who work for or on behalf of the Council; Bringing office or council into disrepute	The complaint was rejected at Stage 1 initial assessment. The Subject Members were not acting in their official capacities as a Member of Manchester City Council at the time of the alleged failure to comply with the Code
CCM2023/01	Bully or be abusive; Bringing their office or Council into disrepute	The decision notice is yet to be issued as at date of compiling this report. The complaint has been resolved informally and relates to interaction with the complainant. An apology has been given by the subject member
CCM2023/02	Bully or be abusive; Bringing their office or Council into disrepute	Same incident as above
CCM2023/03	Bully or be abusive; Bringing their office or Council into disrepute	Same incident as above.

* relate to same member about the same matter by different complainants.

6.8 2 of the complaints related to matters which were outside of the scope of the member complaints procedure as the subject members were not acting in an official capacity. Complaint 2202.04 was a complaint by the same complainant against 3 members. 2 complaints related to discussions during the same debate at a committee meeting. Four related to the same regulatory matter where the complainants were unhappy with the subject members' views though their views were reasonable and rational based on information known to them at the time. Members will recall that at the last meeting of this Committee it endorsed a change to the Arrangements for dealing with Member complaints to enable early rejection of a complaint where for example a Member's failure to respond to correspondence and where the complaint merely expresses dissatisfaction with a decision taken by a Member. It is the view of the Monitoring Officer that no other particular pattern

emerges from the complaints received.

- 6.9 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.

7. Recommendations:

The recommendations appear at the front of this report.

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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 Information**

Report to: Standards Committee – 16 March 2023
Subject: Social Media Guidance for Members update
Report of: City Solicitor

Summary

To update the Committee on the operation and efficacy of the Social Media Guidance for Members ('the Guidance').

Recommendation

That the Committee note the report.

Wards Affected All

Contact Officers:

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Background documents (available for public inspection):

None

1. 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 2022. Social Media Guidance is, as members will be aware, covered in the first Induction Session with new members and new members are given a copy of the Social Media Guidance following Induction.
- 1.2 In respect of sharing the Council's Social Media Guidance for Members with candidates, the committee will recall that the March 2022 report confirmed that the Returning Officer (the separate statutory office holder responsible for the delivery of elections and independent from the Council) does not provide guidance to candidates on campaigning matters or on conduct should candidates be elected. Guidance on campaigning matters is provided by the Electoral Commission and shared with candidates and agents by the Returning Officer's staff. In the circumstances inclusion of the Council's Social Media Guidance for Members in the candidates' briefing pack was not considered appropriate and is not proposed.
- 1.3 On review in 2022 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 other than to refresh the review date 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 17 complaints relating to Manchester City Councillors between 1 February 2022 and 31 January 2023. 2 of these complaints related to Social Media use. One of these complaints was outside of the scope of the member complaints procedure as the subject member was not acting in an official capacity. The other was rejected at Stage 1 initial assessment because the Monitoring Officer following consultation with the Council's Independent Person considered there was no clear information leading to the implication there was a breach of the code of conduct for members and that in the circumstances there was no overriding public benefit in carrying out an investigation.
- 2.2 In the circumstances use of social media by Members is not presently 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.

3. Recommendation

That the Committee note the report.

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 handheld 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)

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 **2023** and shall be reviewed **every year** thereafter, or earlier where there is a change in the applicable law or circumstances warrant an earlier review.

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**Manchester City Council
Report for Resolution**

Report to: Standards Committee – 16 March 2023
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 February 2022.

Recommendations

That the committee

- i) note the report on training delivered since February 2022.
 - ii) Approve the proposed changes to the Member Development Strategy.
-

Wards Affected All

Financial Consequences – Revenue None

Financial Consequences – Capital None

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Background documents (available for public inspection):

Standards Committee – 17 March 2022 – Member Development Strategy

1. Background

1.1 Standards Committee last received a report on Member training and development in March 2022. The purpose of this report is to present a detailed report on all training delivered since the last report and note some minor changes to the Member Development Strategy.

1.2 Member Development Strategy

1.3 The Member Development Strategy 2022 – 24 was approved by Standards Committee at its meeting of 17 March 2022.

1.4 The strategy set 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.

1.5 The Member Development Strategy was fully reviewed in 2022 and subsequently approved by Standards Committee in March 2022. The Strategy is proposed to be updated in 2023 to reflect the fact that responsibility for Member Development has moved from the Statutory Deputy Leader's portfolio to the Deputy Leader's portfolio. The Monitoring Officer considers that no other changes are required this year. A copy of the updated Strategy 2022-24 can be found at Appendix A with changes highlighted in bold italics.

2. New Member Induction 2022

- 2.1 The New Member Induction programme 2022 was split into 3 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, an introduction to member Development, general housekeeping and the allocation of devices by ICT.
- 2.2 Session 2 was an afternoon session, later that same week. This session covered Member Safety and the role of Neighbourhood teams/Member casework. The casework session was delivered by the 2 Deputy Leaders with the Deputy Executive Member for Finance and Resources (ICT and Digital) presenting on the Caseworker case management system.
- 2.3 Session 3 (the following week) was an afternoon session following full Council and covered Key Strategies and Budget.
- 2.4 There was 100% attendance at all 3 sessions. Following the final session an electronic feedback form was sent out to all.
- 2.5 New members were provided with a Members 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 allows it to be regularly refreshed and updated. Also provided was a key contacts list of officers across the Council broken down by service area, structure charts and electronic links to the 'Our Manchester Strategy', The Council's budget 22/23, The Constitution and Social media guidance.
- 2.6 All slides from the 3 sessions were shared with the new members.
- 2.7 There was also a focused induction for a Councillor elected in February 2022. This Councillor was also invited to attend the induction following the May 2022 elections.

3. Induction Feedback from May 2022

- 3.1 A feedback evaluation form was sent out to all Members who attended the 3 sessions. 6 out of 8 completed a response.
- 3.2 The overall satisfaction rating for the programme averaged 4.7 out of 5 (up from 3.9 in 2021). It is worth noting that 4 of the 6 Councillors rated it 5 out of 5. When asked about the relevance of the programme to their role the average rating was 4.8 out of 5 (up from 4.3 in 2021).

- 3.3 Session1 (morning) - Average Rating 4.3 out of 5 (no change from 2021), with 3 of the Councillors rating it as 5 out of 5. Comments – one felt there was too much information, another would have liked more on ‘legal matters’
- 3.4 Session 1 (afternoon) - Average Rating 4.5 out of 5(up from 3.9 in 2021). 4 Councillors rated it 5 out of 5. Comments – ‘everyone was lovely and helpful’, ‘working with one IT technician was helpful’
- 3.5 Session 2 – Average Rating 4.3 out 5 (up from 4.1 in 2021). 3 Councillors rated it 5 out of 5. Comments - ‘structured well in particular surgery safety’, ‘would have liked more on neighbourhood teams/casework’, ‘shame the caseworker demo didn’t work’
- 3.6 Session 3 – Average Rating 4.5 out of 5 (up from 3.6 in 2021). 3 Councillors rated it 5 out of 5. Comments – ‘Very detailed but informative’, Budget presenter was brilliant’, ‘information overload’, ‘found this the hardest session’
- 3.7 The feedback above suggests that the 2 areas of concern raised in 2021, the distribution of ICT equipment and the timing of the casework session have both been addressed. However, there was a technical problem which prevented the live demonstration of the Caseworker case management system. This is the first year that a live demonstration has been attempted. A full training session on Caseworker, delivered by the service provider, was offered at the earliest opportunity following the induction.
- 3.8 For the first time, Members who were newly elected in May 2022 were contacted 6 months later to see if they had any outstanding training requirements which had not been met by the induction or the general member training offer. No such needs were identified.

4. Proposals for New Member Induction 2023

- 4.1 The feedback from 2022 has been considered in detail. As the feedback was overwhelmingly positive it is proposed to repeat the scheduling and format of the 2022 programme in 2023
- 4.2 In relation to the Caseworker session it is proposed to conduct further testing of the system, in advance of the session, to ensure that connectivity and a full demonstration is possible
- 4.3 New members will also be invited to attend the Our Manchester experience and Listening in Action events.
- 4.4 Equality and Inclusion and Carbon Literacy training will be delivered as stand alone, in-depth training modules outside of the induction sessions and form part of the new members on-going development. New members will also be expected to complete Cyber Security e-learning.

5. Member training February 2022 – January 2023

5.1 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 B.

5.2 In addition to the training highlighted in Appendix B, 5 members have attended Listening in Action events and 3 the 'Our Manchester' experience. E-learning continues to be available on Information Governance, Health and Safety and a wide variety of courses on softer skills such as effective communication, handling difficult situations etc. As the committee will be aware Ethical Guidance Newsletters are also circulated to members.

5.3 In relation to Carbon Literacy , 93 members have now attended the training. This figure has been achieved with significant input from the Executive and Deputy Executive Members for the Environment and Transport.

5.4 In relation to Equalities training, 69 members have now attended relevant training with further sessions being offered out late February for those who have not yet been able to attend.

5.5 63 members have now completed the Cyber Security e-learning module which has been designed specifically for members. The City Solicitor is closely monitoring completion rates and continues to highlight the importance of this training to those members who are yet to complete it. Where requested, individual support has been provided to members to enable them to access this training.

5.6 A bespoke 'induction' session for Executive members was also held, for the first time. The focus was on newer Executive members but all were invited to attend. The topics covered were Governance and Decision Making, Code of Conduct inc. Gifts & Hospitality with an interactive exercise, Member / Officer Relations Protocol, Executive Member Support / Use of Resources Guidance, Social Media Guidance and Freedom of Information/ Subject Access requests.

6. Attendance

6.1 Attendance levels at non-mandatory training events compared to the number who booked on, remained relatively high at 83%. A small increase on the 77% previously reported for 21/22. Attendance levels at mandatory training events is 100%.

6.2 In line with the Member Development Strategy, email reminders were sent to

members 7 days prior to training events. Where possible training is provided in afternoon/early evening sessions to suit member preferences and encourage attendance.

- 6.3 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 'Sickness', 'family bereavement', 'care issue' and 'work commitments'. To support members in virtual training sessions staff from Members Services attend where possible to troubleshoot issues members have when joining the training.
- 6.4 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.

7. Evaluation of training

- 7.1 Feedback from members is a crucial element in evaluating the quality of training being provided. For in-house training we used the evaluation form adopted as part of the Member Development strategy. Generally external trainers use their own evaluation methods and we encourage them to share this information with us. In some instances, our internal form has also been used to gather feedback from external training. Analysis of feedback received from both internal and external training shows 98% felt that the training had met the aims and objectives and would recommend the training to others.

8. Scheduled training for the remainder of the 2022/23 municipal year

- 8.1 As highlighted in 5.4 above, Equalities training has been scheduled for February 2023 for those who have not yet been able to attend. Further sessions on Safeguarding are also being offered in February. Awareness training in Adverse Childhood Experiences(ACEs) and Trauma Informed Approaches is scheduled for March 2023.

9. Training Programme - May 2023- April 2024

- 9.1 Work is now taking place to produce a training programme for the 2023/24 municipal year. The programme will be considered by the Monitoring Officer and lead member for Training and Development before being circulated to members and chief officers.
- 9.2 The mix of training will reflect the mandatory, general and specific categories as referred to in paragraph 5.1 above. The programme is likely to include

topics such as Corporate Parenting, Revenues and Benefits, Public Speaking and speech writing and Three Ways to Save a Life. Following a recommendation from the Communities and Equalities Scrutiny Committee in January a session on Advice Services is being organised. Discussions have also taken place about a Wellbeing session for members.

10. Budget

The annual budget for Member Training is set at £28,567. The spend against the budget 01/02/22 – 31/01/23 was £16,033.22. It is anticipated that the budget for 2023/24 will remain at £28,567.

11. Recommendation

The Recommendations are set out at the front of the report .

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MANCHESTER
CITY COUNCIL

Member Development Strategy

2022 - 2024

Document Control

Title	Member Development Strategy
Document Type	Strategy document
Author	Jonathan Kershner
Owner	Member Development Working Group
Subject	Member Development
Government Security Classification	Official
Created	30/01/2019
Approved by	Fiona Ledden, City Solicitor
Date of Approval	25/02/2019
Review due	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

Version	Date	Author	Description of Change
1.0	30/01/2019	Jonathan Kershner,(JK) 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	05/02/2021	JK	Minor changes, Strategy extended to 2022, update to New Member Induction and Appendix A.
2.0	11/02/2022	JK	Strategy fully reviewed.
2.1	12/01/2023	JK	Minor changes to reflect Member Development moving from Statutory Deputy Leader portfolio to Deputy Leader portfolio. Updates to Appendix A.
2.2			
2.3			
3.0			

Content

- 1. Introduction**
- 2. Our Vision**
- 3. Our Objectives**
- 4. Key Responsibilities**
- 5. Identifying learning and development needs**
- 6. Delivering training and development**
- 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

Up to 2025, as we recover from COVID-19, we'll maintain Manchester's vibrancy and make sure all our communities are included in the life of the city, regardless of their age, ethnicity, gender, disability, sexuality, faith, or socioeconomic background.

We want to lead by example when it comes to responding to climate change. So we aim to make Manchester a zero-carbon city by 2038 or before – at least 12 years earlier than the national 2050 target.

Our Councillors are at the heart of making these things 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 fulfil 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 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
- Ensure that member development is led jointly by members and officers.
- 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 .

Standards Committee

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

Lead Member for Training and Development

The lead member for training and development is the Deputy Leader who works closely with the monitoring officer in 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 Monitoring Officer, supported as required by the Lead Member for Training and Development, is responsible for the following key tasks:

- Provide strategic direction to formulate, implement and evaluate Member development.
- annually review the 'Member Development Strategy'
- 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 (where appropriate) and to use the results as one of the tools for identifying and prioritising training needs.
- 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.
- Encourage 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 online 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 i.e. to :

- collectively be the ultimate policymakers 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 Monitoring Officer.

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 Monitoring Officer to suggest and deliver learning and development relevant to all Members e.g. planning, welfare and benefits, budget etc All Members will be encouraged to participate in Council wide development such as the Our Manchester Experience.

It is also expected that all members will undergo training in priority areas such as Equality and Diversity, Safeguarding, Carbon Literacy and Cyber Security.

Skills

All Members will be encouraged to complete a training needs assessment through their Group Officers or for members not in a Group with an officer from HR. 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 lead member for training and development 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 Monitoring Officer 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 e.g. as a result of changes in legislation or policy. The proposed plan will be considered by the Monitoring Officer in consultation with the lead member for training and development, with the programme commencing in May.

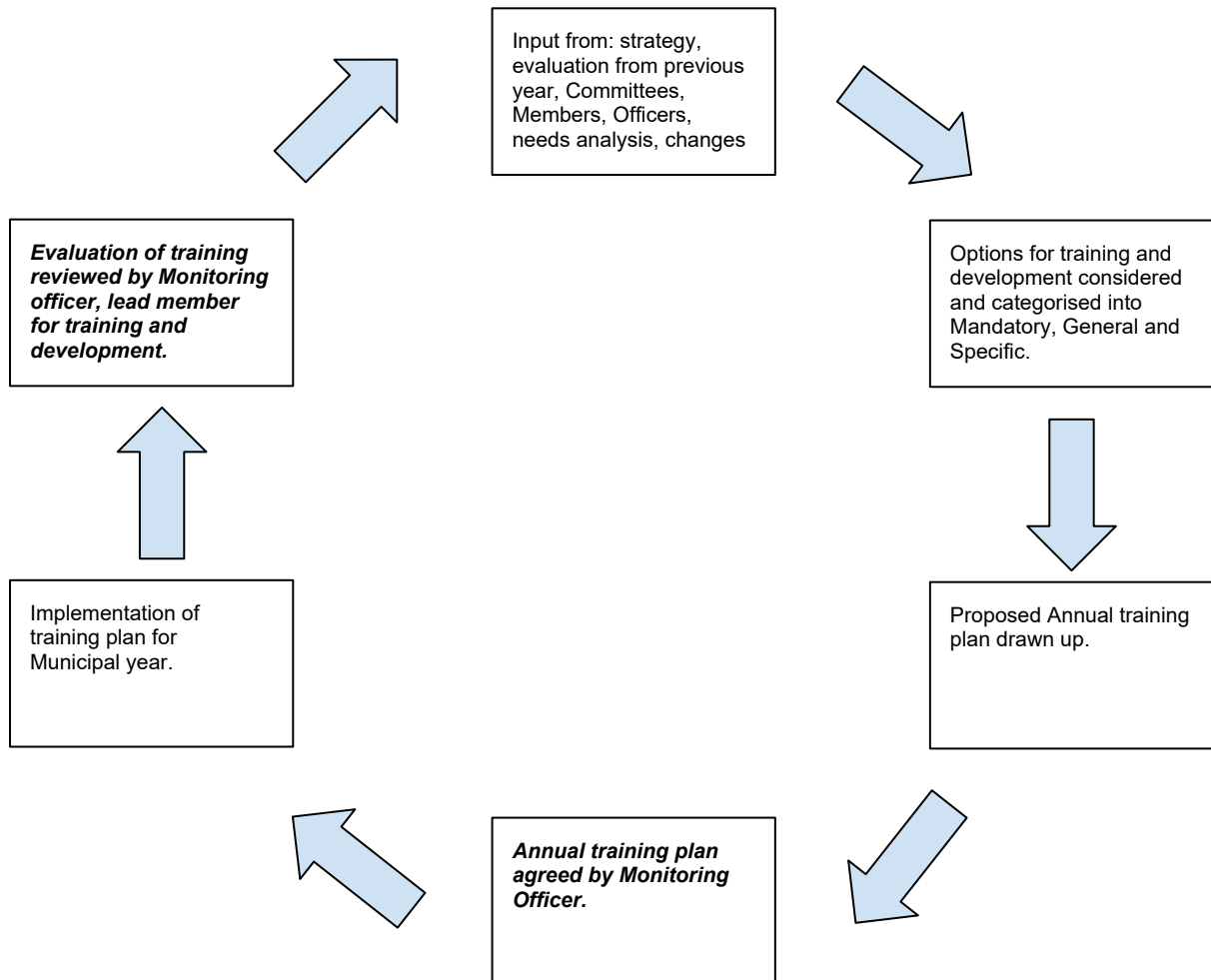
Training and development will be classified as follows

- 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 e.g. the move to google and modern.gov.)
- Specific - promoted to further develop members' skills, knowledge in a particular area 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 Monitoring Officer in consultation with the lead Member for training and Development 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 e.g.

- 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.
- An introduction to Member Development
- ICT - Allocation and set up of equipment with ICT colleagues and identification of ICT related training needs and additional support.

Sessions 2 and 3 will cover key information

- 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. Understanding Safeguarding issues

- Member safety- practical advice for members on how to keep safe when carrying out their roles in the community.
- Budget - a high level introduction to the Council's budget from sources of funding to the budget setting process
- Key strategies - existing and planned strategies to deliver Our Manchester

Casework and Health and Safety Sessions will be scheduled as soon after Session 1 as possible.

It will also be expected that new Members undertake bespoke training in the following key areas as part of their on-going development

- Equality and Diversity
- Carbon Literacy
- Cyber Security

and participate in Our Manchester and 'listening in action' Sessions

The scheduling and content of the induction will be agreed by the monitoring officer in consultation with lead member for training and development. Evaluation will be conducted to inform future training provision for new Councillors and 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 online resources
- Bulletins/Written materials e.g. 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 that some subjects more easily lend themselves to a particular method.

The Council's 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 online documents
- Conduct electronic research
- Use apps such as Modern.gov
- Use an electronic case work 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 document repository 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 to ensure they stand out as relating to training.

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.

HROD have established 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 Monitoring Officer 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 review of both 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, training opportunities will be 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, they will be contacted asking for the reason why they were unable to attend. The support of Group Officers will be sought to encourage attendance and to deal with non-attendance as appropriate.

Information gathered above will be used 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 following will be considered:

- 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 2022/23. In addition, there is a small budget which can be called upon to support scrutiny training.

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

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. Allocation and set up of equipment with ICT colleagues and identification of ICT related training needs and additional support.

Session 2 focuses on Casework and Member Safety and will be scheduled as soon after Session 1 as possible.

Session 3 focuses on Key Strategies and Budget

Recommended further training -

- Equality and Diversity
- Carbon Literacy
- Cyber Security

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.

Inclusive Leadership – An Introduction to Equality, Diversity and Inclusion
Will cover definitions of Equality, Diversity and Inclusion, and Inclusive Leadership, the case for diversity and diverse teams, cultural intelligence and unconscious bias.

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.

Revenues and benefits

An explanation of Council Tax, Business Rates and Manchester Benefits Service.

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

Audit Training

Recommended for all members of Audit Committee coordinated by the Head of Audit and Head of Commercial Governance

Directorship Training

Support Members to effectively fulfil their duties in a range of company board settings, covering areas such as governance, ethics and conflicts of interest.

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.

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 much 1 2 3 4 5 Very

Please provide any other comments or feedback below?

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Appendix B – 1 February 2022 to 31 January 2023

Event	Category	Provider	Date/Time	Expected/ Actual Attendance	External Cost/ Officer Time
Induction for newly elected Ancoats and Beswick Cllr – Health and Safety	Mandatory	Internal	8/2/2022 12pm to 1pm	1/1	1 hour
Induction for newly elected Ancoats and Beswick Cllr - Governance & Scrutiny	Mandatory	Internal	10/2/2022 11am-12 noon	1/1	1 hour
Induction for newly elected Ancoats and Beswick Cllr - Legal	Mandatory	Internal	10/2/2022 12.30pm-1.30pm	1/1	1 hour
Licensing Committee Training	Mandatory	Internal	17/2/2022 Half day	1/1	3.5 hours
Social Media Training	General	Link UK Ltd	21/2/2022 5pm-6.30pm	8/6	£1,575
Safeguarding for Councillors	Specific	Internal	3/3/2022 4pm-5.30pm	10/8	4.5 hours
Leadership Essentials: Licensing	Specific	LGA	10-11/3/2022 2 days	1/1	Fully funded
Safeguarding for Councillors	Specific	Internal	14/3/2022 1pm-2.30pm	10/9	4.5 hours
Equalities Session : Inclusion & Anti-Racism Training - Afternoon	General	Passare	15/3/2022 2pm-3.30pm	33/33	£6,303 covers both sessions
Equalities Session : Inclusion & Anti-Racism Training - Evening	General	Passare	15/3/2022 7pm-8.30pm	23/23	Included in above invoice
Civic Coaching	Specific	Link UK Ltd	12/4/2022 10am-3.30pm	1/1	£1,640

Page 67

Event	Category	Provider	Date/Time	Expected/ Actual Attendance	External Cost/ Officer Time
MCC Directorship Training	Specific	Internal	20/4/2022 9.30am-12.30pm	4/3	6 hrs
New Councillors Induction session 1	Mandatory	Internal	10/5/2022 9.00 – 12.00/ 2.00 – 4.00pm	8/8	12 hours/12 hours
New Councillors Induction 2	Mandatory	Internal	12/5/2022 4.00 – 6.00pm	8/8	2 hours
New Councillor Induction 3	Mandatory	Internal	18/5/2022 2.00 – 4.00pm	8/8	4 hours
Caseworker	General	Elected Technologies	31/5/2022 5.30pm-6.30pm	3/2	£500
Planning Committee Training	Mandatory	POS Enterprises	27/5/2022 2.00-4.00pm	1/1	£1,830.20 (paid from Planning budget)
CRM	General	Internal	9/6/2022 5.30pm-6.30pm	4/3	1 hour
CRM	General	Internal	10/6/2022 10.00am-11.00am	1/1	1 hour
LGA Annual conference	Specific	LGA	28/6/2022 2 days	1/1	£1,210.30
Inclusive Leadership Training	General	Purple Fusion	21/7/2022 9.30am to 12 noon	8/7	£600
Leadership Training Academy	Specific	LGA	21-22/7/2022 2 days	1/1	£1,410.87
Inclusive Leadership Training	Mandatory	Purple Infusion	5/9/2022 5.00pm-7.00pm	7/2	£600

Page 68

Event	Category	Provider	Date/Time	Expected/ Actual Attendance	External Cost/ Officer Time
Children and Young People Scrutiny Committee	Specific	Internal	7/9/2022 1.00pm-3.00pm	7/7	14 hours
Leadership Training Academy	Specific	LGA	8-9/9/2022 2 days	1/1	(Included in above £1410.87)
Inclusive Leadership Training	General	Purple Infusion	22/9/2022 9.30am-12 noon	6/4	£600
Building the Smarter State 2022	Specific	Tech UK. London	29/9/2022 1 day	1/1	£170.23
Inclusive Leadership Training	General	Purple Infusion	29/9/2022 5.00pm-7.30pm	5/2	£600
Leadership Training Academy	Specific	LGA	6-7/10/2022 2 days	1/1	(Included in above £1410.87)
Budget	General	Internal	6/10/22 5.30pm-6.30pm	10/7	1 hour
2022-2023 LGA Political Finance Programme	Specific	LGS	13 – 14/10/2022 2 days	1/1	£120.16
Personal Safety	General	LGA	17/10/2022 5.30pm-7pm	4/4	Fully funded
LGA BAME Councillor Events	Specific	LGA	29-30/10/22	3/3	£450
Walking and Innovations Event	Specific	Landor Links Ltd	2/11/2022	1/1	£155
Handling Online Abuse	General	LGA	27/10/2022 9.30am to 12.00 noon	4/4	Fully funded

Event	Category	Provider	Date/Time	Expected/ Actual Attendance	External Cost/ Officer Time
Licensing conference	Specific	Institute of Licensing (IOL)	16-18/11/2022	2/1	£1,825.80 (paid from Licensing budget)
Parking	Specific	Internal	23/11/2022 5.30 – 6.30pm	11/5	1 hour
Executive Member Training	Specific	Internal	30/11/2022 2.00pm-5.00pm	6/6	15 hours
Civil Contingencies Training Sessions	General	Internal	1/12/2022 5.30-7pm	4/4	1.5 hours
Civil Contingencies Training Sessions	General	Internal	13 December 2022 2.00-3.00pm	5/3	1 hour
Handling Online Abuse	General	LGA	7 December 2022 1-3pm	4/3	2 hours
Training on Licensing	Mandatory	Internal	5/1/2023 10am-1.00pm	1/1	3 hours
LGA Effective Opposition - Programme 15	Specific	LGA	28-29/1/2023 2 days	1/1	£219.16

Page 70

Summary figures

Budget

Annual Training Budget = £28,567

Total spend against the Training Budget in this period = £16,033.42

(1 February 2022 to 31 January 2023)

Attendance

Attendance at non mandatory training events compared to number of bookings = 83%

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**Manchester City Council
Report for Resolution**

Report to: Standards Committee – 16 March 2023
Subject: Members' Update on Ethical Governance
Report of: City Solicitor

Summary

To seek the Standards Committee's comments on and approval of the draft Members' Update on Ethical Governance for March 2023.

Recommendations

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

Wards Affected All

Financial Consequences – Revenue None

Financial Consequences – Capital None

Contact Officers:

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Background documents (available for public inspection):

None

1. 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. Background

- 2.1 The last Members' Update was disseminated directly to all Members in November 2022
- 2.2. A draft of the Members' Update for March 2023 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. A paper copy will be available on request.

3. Recommendation

- 3.1 To approve the content of the draft Members' Update set out in the Appendix for circulation to all members.

Ethical Update – March 2023

‘Helping to promote high standards of conduct’

Welcome to the March 2023 issue of Manchester City Council’s Ethical Governance Update

This newsletter contains details of the following:

- Official complaint made about Councillors involved in parking fine probe
- CSPL calls for strengthened structures for maintaining standards
- Consideration of The Local Government (Disqualification) Act 2022
- Reminder: Cyber security training
- Reminder: Register of Interests
- Reminder: Dispensations

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.

Official complaint made about Councillors involved in parking fine probe

It has emerged through a FOI request made to Liverpool City Council that between 2015-2020, 14 current and former councillors had their parking fines cancelled ‘through the backdoor’ by council officers rather than through the council’s formal parking appeals procedure. The penalty charge notices amounted to 51 in total.

A number of councillors that had their PCN’s rescinded without going through the proper appeals process said they were acting in good faith based on advice and guidance from senior officers. They believed that the fines given when acting in the course of their duties could be rescinded and maintained that they have done nothing wrong. In a statement to the Liverpool ECHO newspaper, which had made the FOI request, a former senior officer stated that he had made councillors aware of the proper appeals process for challenging parking tickets and that councillors “insisted” tickets were cancelled.

According to the same newspaper, the council's current interim chief executive said the practice was “an example of the unacceptable culture that pervaded parts of the council in the past” and that the previous poor practice did not reflect on the current parking service team.

A Council spokesperson said "as part of our improvement journey following the publication of the Best Value inspection report by Max Caller in 2021, we have made many changes to our governance systems and processes.

Any elected member querying a ticket should have been directed to the standard appeals process for parking tickets. This process would have ensured that an authorised appeals case handler would have considered the response in a fair and appropriate way. Councillors receiving a parking ticket are advised to go through the standard appeals process.

An annual Internal Audit of Parking Services is being carried out to provide independent and objective assurance on the adequacy and effectiveness of risks associated with its operation."

<https://www.liverpoolecho.co.uk/news/liverpool-news/14-liverpool-politicians-parking-fines-26176621>

CSPL calls for strengthened structures for maintaining standards.

The chair of the Committee on Standards in Public Life (CSPL) has said there remains an urgent need to update and strengthen the structures in place in both central and local government for upholding standards. He noted the CSPL's 2019 report into local government standards and said that "the recommendations were well evidenced and supported by the sector, thanks to extensive input from local councillors, officers, independent persons and the public who gave us their views.....the Committee has no remit to consider individual cases, but we continue to receive impassioned pleas from people caught up in local standards issues who feel the system is wholly inadequate. Democratic accountability via the ballot box is insufficient on its own; our system relies on checks and balances in between elections to deal with serious cases and maintain standards".

"Proactive and ongoing attention to standards will always be necessary to ensure the systems and processes are able to meet the challenges faced today and while it is understandable that major events can overtake, we can ill afford another scandal with the subsequent knock to public trust."

The chair also stated that the CSPL will be publishing its report on *Leading in Practice*. This report is intended to share how a range of organisations have sought to inspire and support ethical behaviour. It is hoped that the report will prompt a wider discussion and encourage public sector organisations to look at their own practice and think about what they can do to ensure that the Nolan Principles of honesty, integrity, selflessness, leadership, integrity, openness, and accountability translate into the decisions and behaviours exhibited in their organisations.

<https://cspl.blog.gov.uk/2022/12/19/proactive-attention-to-standards-is-necessary/>

The Local Government (Disqualification) Act 2022

The Local Government (Disqualification) Act 2022 came into force on 28 June 2022. It updates the disqualification criteria for local authority members to disqualify individuals who are subject to relevant notification requirements or orders due to sexual offences from standing for or remaining in office. The Act supports ensuring that the public continues to have confidence in their elected representatives and local democracy.

The disqualification measures do not operate retrospectively and therefore do not disqualify a person who became subject to any relevant notification requirements or a relevant order before the 2022 Act came into force.

Individuals that are made subject to the notification requirements set out in the Sexual Offences Act 2003 (known as 'being placed on the sex offenders register') or Sexual Risk Orders will be disqualified from holding elected office or standing for elections as councillors, mayors, members of the London Assembly or Mayor of London.

Candidates for election to local government must now declare they are not disqualified from standing using prescribed 'Consent to Nomination' forms at nomination.

Cyber security training

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 who have not yet completed the training 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.

If you have any difficulties accessing the training, please contact Members Services.

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, or 0161 234 3336.

To update your register please contact the Governance and Scrutiny Support team on 0161 234 33034.

Dispensations

The Council may grant you a dispensation, but only in limited circumstances, to enable you to vote on a matter in which you have a Disclosable Pecuniary Interest or a prejudicial interest.

The main reason why a dispensation may be granted is where so many Members have an interest in a matter that it would not be possible for the business in question to go ahead. This is particularly relevant at the Council budget setting meeting as many Members are Council Tax payers or are Council tenants, etc.

If you want a dispensation you will need to make an application to the Monitoring Officer in good time before the meeting.

If any member is unsure if they should need to apply for a dispensation then please contact the Democratic Services Legal Team via DemServ@manchester.gov.uk, or 0161 234 3336.

**Manchester City Council
Report for Resolution**

Report to: Standards Committee – 16 March 2023
Subject: Work Programme for the Standards Committee
Report of: Governance and Scrutiny Support Unit

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.

Wards Affected: All

Financial Consequences for Revenue Budget None

Financial Consequences for the Capital Budget None

Contact Officers:

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fiona.ledden@manchester.gov.uk

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

Background documents (available for public inspection): None

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Standards Committee Work Programme – 16 March 2023

Meeting - 16 March 2023

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/ Peter Hassett	
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	
Social Media Guidance for Members	To consider any updates/ revisions to the guidance and the efficacy of the guidance.	Poornima Karkera	
Member Training	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	
Ethical Guidance Update	To consider any updates/ revisions to the guidance	Poornima Karkera	
Standing item - Work Programme	To review and amend (if necessary) items to be considered at future meetings of the Committee.	Andrew Woods	

15 June 2023

Annual Governance Statement (AGS)	To consider the AGS insofar as relates to matters within the remit of the Standards Committee	Sean Pratt/Liz Collier	Annual Governance Statement (AGS)
Planning Protocol	To review the operation and efficacy of the Protocol.	Robert Irvine / Julie Roscoe	Planning Protocol
Gifts and Hospitality Guidance for Members	To review the operation and efficacy of the Guidance.	Poornima Karkera	Gifts and Hospitality Guidance for Members
The Member/ Officer	To review the operation and efficacy of the	Poornima Karkera	The Member/ Officer

Standards Committee Work Programme – 16 March 2023

Relations Protocol	Protocol.		Relations Protocol
The Use of Council Resources Guidance for Members	To review the operation and efficacy of the Guidance.	Poornima Karkera	The Use of Council Resources Guidance for Members
Local Government Association (LGA) Model Code of Conduct for Members	To submit an updated Manchester City Council 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	

2 November 2023

Code of Corporate Governance	To consider the draft Code of Corporate Governance	Sean Pratt	
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	
Dispensations	To review the operation and efficacy of the process for granting dispensations.	Poornima Karkera	Dispensations
Register of Members Interests	To consider the operation of the Register of Members' Interests.	Poornima Karkera	Register of Members Interests
Standing item - Work Programme	To review and amend (if necessary) items to be considered at future meetings of the Committee.	Andrew Woods	

14 March 2024

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/ Peter Hassett	
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Standards Committee Work Programme – 16 March 2023

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

Document/Procedure/Protocol	Last Reviewed	Date Due for Review	Comments
The Code of Corporate Governance	November 2022	November 2023	Standards Committee to retain responsibility of CCG (June 2021)
The Annual Governance Statement	June 2022	June 2023	Standards Committee to retain responsibility of AGS (June 2021)
Members' Code of Conduct	Updated annually as needed as part of annual review of constitution.		To be considered at June 2023 meeting.
Arrangements for Investigating Complaints made under the Members' Code of Conduct	November 2022	November 2023	

Standards Committee Work Programme – 16 March 2023

Gifts and Hospitality Guidance for Members	By Full Council February 2023 By Standards Committee June 2022	2023 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	By Council February 2023 By Standards Committee June 2022	2023 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 Use of Council Resources Guidance for Members	By Standards Committee June 2022	2023 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 2022	March 2023 or earlier where there is a change in the law or circumstances warrant an earlier review.	
The Planning Protocol for Members	June 2022	June 2023	Reviewed annually as part of the Council's Constitution
Member Development Strategy / Member Training	March 2022	March 2023	
Procedure for the Local Hearing of Allegations of Misconduct by Members of the Council	June 2021	To be reviewed as needed following next Standards Committee Hearing	
Register of Members Interests	June 2022	June 2023	