



Standards Committee

Date: Thursday, 14 March 2024

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, Good, Lanchbury and Simcock

Co-opted Member - Councillor O'Donovan (Ringway Parish Council) -

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

Independent Person - Ms S Beswick, Mr A Eastwood and Mr W Goh

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** 7 - 10
To approve as a correct record the minutes of the meeting held on 2 November 2023.
- 5. Consideration of Request for Granting of a Dispensation** 11 - 14
The report of the City Solicitor is enclosed.
- 6. Member Development and Training** 15 - 50
The report of the City Solicitor is enclosed.
- 7. Annual Standards Report** 51 - 66
The report of the City Solicitor is enclosed.
- 8. Social Media Guidance for Members** 67 - 74
The report of the City Solicitor is enclosed.
- 9. Members Update on Ethical Governance** 75 - 82
The report of the City Solicitor is enclosed.
- 10. Standards Committee - Work Programme** 83 - 90

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 CBE
Chief Executive
Level 3, Town Hall Extension,
Albert Square,
Manchester, M60 2LA

Further Information

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

Andrew Woods
Tel: 0161 234 3011
Email: andrew.woods@manchester.gov.uk

This agenda was issued on **Tuesday, 5 March 2024** by the Governance and Scrutiny Support Unit, Manchester City Council, Level 2, Town Hall Extension (Library Walk Elevation), Manchester M60 2LA

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Standards Committee

Minutes of the meeting held on Thursday, 2 November 2023

Present:

Nicolé Jackson, Independent Co-opted Member – In the Chair
Councillors Andrews, Connolly, Evans, Lanchbury and Simcock
Councillor O'Donovan, Ringway Parish Council

Apologies: Councillor Good, Geoff Linnell, Independent Co-opted Member, Alan Eastwood, Independent Person

ST/23/16 Minutes

Decision

To approve the minutes of the meeting held on 15 June 2023 as a correct record.

ST/23/17 Member Code of Conduct

Consideration was given to the report of the City Solicitor that asked the Committee whether to support the adoption of the LGA Model Code of Conduct for Members or retention of the Council's current code, both of which were appended to the cover report. Members noted the Monitoring Officer's views regarding adoption of the LGA Code.

Members commented that the Manchester Code of Conduct for Members was more robust than the LGA Code. The Chair noted that whilst the LGA Code specifically referenced bullying and harassment, the Manchester Code did refer to 'respect' and the Committee commented that they were satisfied that the inclusion of the word respect would cover any allegation of harassment.

The Chair commented that she was of the opinion that the format of LGA Model Code of Conduct for Members was slightly confusing to the reader, adding that this was not the case with the Manchester Code of Conduct for Members.

Decision

To recommend to full Council that the Council retain its current Code of Conduct for Members.

ST/23/18 Update report on the Disclosure and Barring Service (DBS) checks for Elected Members

The Committee considered the report of the Strategic Head of Human Resources that provided an update on the process for elected members to complete Disclosure and Barring Service (DBS) checks and the follow-up work that had been carried out by the Human Resources Organisational Development and Transformation (HROD&T) Compliance Team to ensure completion of the checks. This followed the decision made by full Council in 2018 that a criminal record check should be carried

out for all elected and co-opted members who undertake “saved” regulated activities in line with the Council’s Corporate Parenting Responsibilities in safeguarding children, young people, and adults.

The report listed the proposals to make the process as straightforward as possible for elected members to complete any outstanding DBS checks.

The Committee noted that there were five Members who had not yet completed a DBS check. Members acknowledged that Officers had done as much as was possible to support Councillors to complete the required checks. The Committee therefore supported the recommendation proposed by a Member to refer the outstanding cases to the relevant Group Officer/ Leader to ensure that the checks were completed.

In response to a question asked regarding potential sanctions for any Councillor failing to complete a DBS checks, the Assistant Director of Legal Service: Governance stated that whilst DBS checks were voluntary and there were no formal sanctions as such, it was important to note that it had been agreed by the Council in 2018 that DBS checks be carried out for all members. She indicated that ultimately it was a matter for the relevant political group as to the consequences for a member who fails to comply with a decision of full Council.

The Chair of the Committee stated that if any Member had a concern about completing a DBS check they should discuss this with the Monitoring Officer at the earliest opportunity.

In response to a question, the Head of HR Operations advised the Committee that a DBS check was valid for three years and was carried out on a rolling basis as and when the checks expired.

The Committee requested that an update report be submitted to the Standards Committee meeting of 14 March 2024.

Decision

The Committee

1. Support the proposals set out in Section 5 of this report in order to make the process as straightforward as possible for elected members and assist with the completion of the outstanding checks.
2. Recommend that the outstanding five DBS cases be referred to the relevant Group Officer/ Leader to assist in ensuring the completion of the outstanding DBS checks.
3. Recommend that an update report be submitted to the Standards Committee meeting of 14 March 2024.

ST/23/19 Process for Dispensations

The Committee considered the report of the City Solicitor and Monitoring Officer that discussed the operation and efficacy of the process for granting dispensations in relation to Members' Interests, noting that the Committee last received a specific report regarding dispensations at its meeting on 16 June 2022. The Annual Report received by the Committee on 16 March 2023 also provided a brief update on the grant of dispensations.

The report described that it was the Monitoring Officer's view that the requests for dispensations that had been made had been sought in appropriate circumstances and that the level of requests for dispensations did not give rise to concern.

Decision

To note the report.

ST/23/20 Register of Members Interests

The Committee considered the report of the City Solicitor and Monitoring Officer that discussed the operation and efficacy of the Register of Members' Interests, noting that the Committee last received a specific report on this issue at its meeting on 16 June 2022. The Annual Standards Report considered by the Committee at its meeting on 16 March 2023 had also contained a short update on the Register of Members' Interests.

The report described that the Monitoring Officer was of the view that Register of Interests requirements are understood by Members but would, as a matter of good practice, continue to issue specific guidance to all Members regarding declaration of interests at meetings.

Decision

To note the report

ST/23/21 Review of the Operation and Efficacy including a proposed amendment of the Arrangements for dealing with Code of Conduct complaints against Members

The Committee considered the report of the City Solicitor and Monitoring Officer that provided an update on the operation and efficacy of the Arrangements for dealing with Code of Conduct complaints against Members ('the Arrangements') and to set out the Monitoring Officer's proposal for an amendment to the Arrangements.

A copy of the Arrangements was provided as an Appendix to the report with the proposed amendments to paragraphs 2.1 and 2.2 shown as tracked changes and any proposed additional wording in bold. The proposed amendments related to the need for any complaint to be in writing, with appropriate reasonable adjustments for complainants who were not able to do so.

Other than the proposed amendments to paragraphs 2.1 and 2.2 of the Arrangements it was noted that the Monitoring Officer was satisfied that the

Arrangements remained fit for purpose and was not aware of any issues arising from their operation.

Decision

The Standards Committee:

1. Note the Monitoring Officer's information on the operation and efficacy of the Arrangements for dealing with Code of Conduct complaints against Members.
2. Recommend to full Council the Arrangements as amended.

ST/23/22 Work Programme for the Standards Committee

Consideration was given to the report of the Governance and Scrutiny Support Unit that presented the Work Programme for the Committee. The Committee were invited to approve or amend the Work Programme as appropriate.

The Chair noted that under discussion of a previous agenda item it had been agreed to include a report on the Disclosure and Barring Service (DBS) checks for Elected Members for the meeting scheduled for 14 March 2024.

Decision

The Committee note and approve the Work Programme, subject to the above additional item for the meeting of 14 March 2024.

**Manchester City Council
Report for Resolution**

Report to: Standards Committee – 14 March 2024
Subject: Consideration of Request for Granting of a Dispensation
Report of: City Solicitor

Summary

The purpose of this report is to allow the Committee to consider a request made by a member of the Council for the granting of a dispensation.

Recommendations

That the Committee determines whether to grant a dispensation to Councillor Sam Wheeler, so as to allow him to ask a question at the 20 March 2024 meeting of the Council on a matter in respect of which he has a Disclosable Pecuniary Interest (as further detailed in this report).

Wards Affected - All

Financial Consequences – Revenue None

Financial Consequences – Capital None

Contact Officers:

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

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

Background documents (available for public inspection):

None

1.0 Background

- 1.1 The Council's Code of Conduct for Members provides that where a member of the Council is present at a meeting and has a Disclosable Pecuniary Interest (DPI) in any matter to be considered or being considered at the meeting:
- a) The member must not participate in any discussion of the matter at the meeting.
 - b) The member must not participate in any vote taken on the matter at the meeting.
 - c) If the interest is not registered, the member must disclose the interest to the meeting.
 - d) If the interest is registered, the member is also required by Council Procedure Rule 29.3 and Executive Procedure Rule 3 to disclose it to the meeting.
 - e) If the interest is not registered and is not the subject of a pending notification, the member must notify the Monitoring Officer of the interest within 28 days.
 - f) The member is also required by Council Procedure Rule 30 and Executive Procedure Rule 4 to withdraw from the room of the meeting whilst the matter is being considered.

Points a), b), c) and e) above are statutory requirements under the Localism Act 2011. Points d) and f) are additional requirements imposed by the Council's rules of procedure.

- 1.2 It is a criminal offence for a member to participate in any discussion of, or vote on, a matter at a meeting where the member has a DPI in that matter, unless the Council has granted the member a dispensation from Section 31(4) of the Localism Act 2011 thereby enabling the member to participate in discussion of and/or vote on the matter.
- 1.3 The Council's Constitution provides that dispensations may be granted by the Monitoring Officer if, having had regard to all relevant circumstances, the Monitoring Officer:
- a) 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;
 - b) 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; or

- c) 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.

1.4 The Council's Constitution further provides that dispensations may be granted by the Standards Committee (after consultation with one of the Council's Independent Persons) if, having had regard to all relevant circumstances, the Standards Committee:

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

2.0 Request for Dispensation

2.1 Councillor Sam Wheeler wishes to ask a question of the relevant member of the Executive (under Council Procedure Rule 23) at the 20 March 2024 meeting of the Council concerning the delivery of Employment Rights and Responsibilities Training by Unite the Union to apprentices on the Our Town Hall Project. However, Councillor Wheeler has been in receipt of sponsorship from the Unite the Union, and this has been declared as a DPI in his entry in the Register of Members' Interests.

2.2. Councillor Wheeler seeks a dispensation, to enable him to ask his question, on the following grounds: "the granting of the dispensation is in the interests of people living in the council's or authority's area." Councillor Wheeler submits that this is because "it is in the interests of the apprentices who live in Manchester to receive training on their rights at work".

2.3 It is for the Standards Committee to consider requests for dispensations that are requested on the above grounds. Consequently, Councillor Wheeler's request to be granted a dispensation is brought to the Committee for consideration.

3.0 View of the Independent Person

3.1 The opinion of William Goh, one of the Council's Independent Persons, has been sought on the granting of this dispensation. The views of the Independent Person are as follows:

1. *Councillor Wheeler's request for dispensation seems to contain a question (i.e. concerning the delivering of Employment Rights and Responsibilities Training to apprentices on the Our Town Hall Project) which is relevant to the Standards Committee's consideration of whether to grant the dispensation on the basis that it is in the interest of persons living in the Council's area. Indeed, Councillor Wheeler's request for dispensation states that in their view it is;*

2. *The Standards Committee should have regard to "all relevant circumstances" for example, it is unclear to me whether Councillor's Wheeler requested input at the 20th March 2024 meeting of the Council is necessary to transact or will alter the likely outcome of any vote relating to this agenda item; and*
3. *The granting of a dispensation is discretionary and there is no obligation on the Standards Committee to grant one. If granted, in accordance with the Councillor's request, my view is that the dispensation should only be valid for a minimum period to comply with the Councillor's request for dispensation.*

4.0 View of the Monitoring Officer

- 4.1 The Monitoring Officer considers that, on balance, enabling the subject matter concerned to be aired by Cllr Wheeler asking his question at Council could be argued to be in the interests of persons living in the Council's area. However, it is ultimately a matter for the Committee to make a determination on this, as the Council has specifically decided to delegate the granting of dispensations on such grounds to the Committee rather than to the Monitoring Officer. This probably was on the basis that judgments as to the best interests of the people of Manchester within this context are considered to be more appropriately made by members than by officers.

5.0 Recommendation

- 5.1 The recommendation is set out at the beginning of this report.

**Manchester City Council
Report for Resolution**

Report to: Standards Committee – 14 March 2024
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 2023.

Recommendations

That the committee

- i) note the report on training delivered since February 2023.
 - ii) Approve the proposed changes to the Member Development Strategy.
 - iii) Support the proposed changes to the New Member Induction.
-

Wards Affected All

Financial Consequences – Revenue None

Financial Consequences – Capital None

Contact Officers:

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

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

Background documents (available for public inspection):

Standards Committee – 16 March 2023 – Member Development Strategy

1.0 Background

- 1.1 Standards Committee last received a report on Member training and development in March 2023. The purpose of this report is to present a detailed report on all training delivered since the last report.

2.0 Member Development Strategy

- 2.1 The Member Development Strategy 2022 – 24 was approved by Standards Committee at its meeting of 17 March 2022.
- 2.2 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
 - Develop and deliver (with Member involvement and engagement) an effective Member Learning and Development Programme.
- 2.3 The Member Development Strategy was fully reviewed in 2022 and subsequently approved by Standards Committee in March 2022. The Strategy was updated in 2023 to reflect the fact that responsibility for Member Development moved from the Statutory Deputy Leader's portfolio to the Deputy Leader's portfolio. There have been some minor updates to the Strategy and the training list in the Strategy. A copy of the updated Strategy 2022-24 can be found at Appendix A with changes marked in bold. The Strategy provides for a review every 2 years or earlier where there is a change in the applicable law or Council Policy affecting the Strategy. The Member Development Strategy will be fully reviewed by officers later in 2024

and submitted to Standards Committee for consideration in March 2025.

3.0 New Member Induction 2023

- 3.1 The New Member Induction programme 2023 was split into 3 sessions. The first session took place in the first week after the election and 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.
- 3.2 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 an experienced Councillor.
- 3.3 Session 3 (the following week) was an afternoon session following full Council and covered Key Strategies and Budget.
- 3.4 There was 100% attendance at Session 1 and 6 out of 7 Councillors attended sessions 2 and 3. 1 Councillor was unable to attend these sessions due to prior commitments. Alternative sessions were arranged for them, which they attended. 1 returning Councillor attended all 3 sessions. Following the final session an electronic feedback form was sent out.
- 3.5 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. Also provided was a key contacts list of officers across the Council broken down by service area, the Council's Constitution, Social Media Guidance for Members, the Council's Member /Officer Protocol and the latest edition of the Member's Ethical Guidance.
- 3.6 All slides from the 3 sessions were shared with the new members.
- 3.7 New members were also given opportunity to attend a complementary new member induction programme run by North-West Employers. 2 New members attended a module.
- 3.8 There was also a focused induction for a Councillor elected in September 2023. This new member will be invited to attend the full induction in 2024.

4.0 Induction Feedback from May 2023

- 4.1 A feedback evaluation form was sent out and 4 out of 7 of the newly elected Members submitted a response.
- 4.2 The overall satisfaction rating for the programme averaged 4.5 out of 5 (marginally down from 4.7 in 2022). When asked about the relevance of the programme to their role the average rating was 4.75 out of 5 (marginally down from 4.8 in 2022).
- 4.3 Session1 (morning) - Average Rating 4.5 out of 5 (up from 4.3 in 2022), with 2 of the Councillors rating it as 5 out of 5. Comments – ‘the most informative session’, one suggested a different format of delivery e.g. e-learning.
- 4.4 Session 1 (afternoon) - Average Rating 4.75 out of 5 (up from 4.5 in 2022). 3 Councillors rated it 5 out of 5. Comments included ‘The ICT equipment, support and session were first class. I am very impressed of how well run the session was and the quality of the ICT equipment received.’
- 4.5 Session 2 – Average Rating 4.25 out 5 (marginally down from 4.3 in 2022)). 2 Councillors rated it 5 out of 5. Comments - ‘very informative and useful’, ‘would have preferred to meet Neighbourhood team directly’, ‘would have liked a dedicated session on casework’.
- 4.6 Session 3 – Average Rating 4.5 out of 5 (no change from 2022). 2 Councillors rated it 5 out of 5. Comments – ‘A very helpful session, really informative ..maybe needs a longer time slot.’
- 4.7 The ratings above are largely consistent with those from 2022. As regards the feedback from Session 2 these have been considered and a new approach reflected in the proposals for 2024 at 4.2 below.

5.0 Proposals for New Member Induction 2023

- 5.1 The feedback from 2023 was positive but in relation to the comments received around Session 2 some changes to the programme are recommended. These have been discussed with and supported by the Lead Member for Member Training and Development.
- 5.2 In relation to Session 2 it is proposed to extend this session and include a much broader presentation from the Neighbourhoods directorate as much of the Members’ casework enquiries will relate to this area. The session will now include an overview of the Neighbourhoods Directorate, Neighbourhood Teams, Waste Recycling and Street Cleansing, Compliance and Enforcement and Highways. There will also be a presentation on complaints and members enquiries. It is intended that this Session will still take place during the first week of the induction to reflect the importance to new members of this presentation.
- 5.3 It is also proposed that new members be required to complete their cyber security e-learning whilst in the Town Hall Extension as part of Session 1, in the afternoon. ICT colleagues will be on hand to support this. The session will

be extended to allow for this.

- 5.4 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 invited to attend the Our Manchester experience and Listening in Action events.

6.0 Member training February 2022 – January 2023

- 6.1 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.

- 6.2 In addition to the training highlighted in Appendix B, E-learning continues to be available on 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. There has been a continued focus on encouraging members to complete key training priorities; Carbon Literacy, Equalities and Cyber Security.
- 6.3 In relation to Carbon Literacy, 91 members have now attended the training. Dedicated drop-in sessions are being planned to support members who still need to complete their action forms.
- 6.4 In relation to Equalities training, 76 members have now attended relevant training, with 3 sessions offered to members in 2023.
- 6.5 As at the date of preparation of this report 88 members have now completed the Cyber Security e-learning module which has been designed specifically for members. The City Solicitor closely monitors completion rates and continues to highlight the importance of this training to the small minority of members who are yet to complete it. Where requested, individual support has been provided to members to enable them to access this training.
- 6.6 A bespoke Wellbeing and Self Care session was held in June 2023 which 12 members attended. The feedback from this session was overwhelmingly positive and included comments such as – ‘Insightful’, ‘very helpful to deal with time and stress’, ‘sensitive to our roles’, ‘made me think about how to help others’. It is proposed that similar sessions will be offered in the future.
- 6.7 Members were also given the opportunity to attend LGA webinars on Personal Safety which ran during 2023. There was also a mock Council

session held for the new Lord Mayor covering a variety of scenarios they could face when managing a Council meeting.

7.0 Attendance

- 7.1 Attendance levels at non-mandatory training events compared to the number who booked on, remained relatively high at 80%. A small decrease on the 83% previously reported for 22/23.
- 7.2 In line with the Member Development Strategy, email reminders were sent to members prior to training events. Where possible training is provided in afternoon/early evening sessions to suit member preferences and encourage attendance.
- 7.3 Where there has been non-appearance by members for training which they were expected to attend, they have been contacted in order to understand the reasons for non-attendance. The most common reasons were 'diary clashes' and 'other meeting over ran'. To support members in virtual training sessions staff from Members Services attend where possible to troubleshoot issues members have when joining the training.
- 7.4 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.

8.0 Evaluation of training

- 8.1 Feedback from members is a crucial element in evaluating the quality of training being provided. For in-house training we used the evaluation form 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 93% felt that the training had met the aims and objectives and would recommend the training to others.

9.0 Scheduled training for the remainder of the 2023/24 municipal year

- 9.1 CPAD (Council's Property Asset Database) training is scheduled for February 2024 and training on Gypsy and Traveller Cultural Awareness and Mental Health training are also being considered.

10.0 Training Programme - May 2024 - April 2025

- 10.1 Work is now taking place to produce a training programme for the 2024/25 municipal year. The programme will be considered by the Monitoring Officer and lead member for Member Training and Development before being circulated to members and Chief Officers.
- 10.2 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 further sessions on Gendered Intelligence and Equalities and topics such as Corporate Parenting, HIV awareness Public Speaking and speech writing and Three Ways to Save a Life.

11.0 Budget

- 11.1 Spend against the annual budget is referenced in Appendix B.

12.0 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	13/02/2024	JK	<i>Updates to Appendix A</i>
2.3			
3.0			

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- 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 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.
- **We show that we value our differences and treat people fairly.**

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 HROD & Transformation. 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.

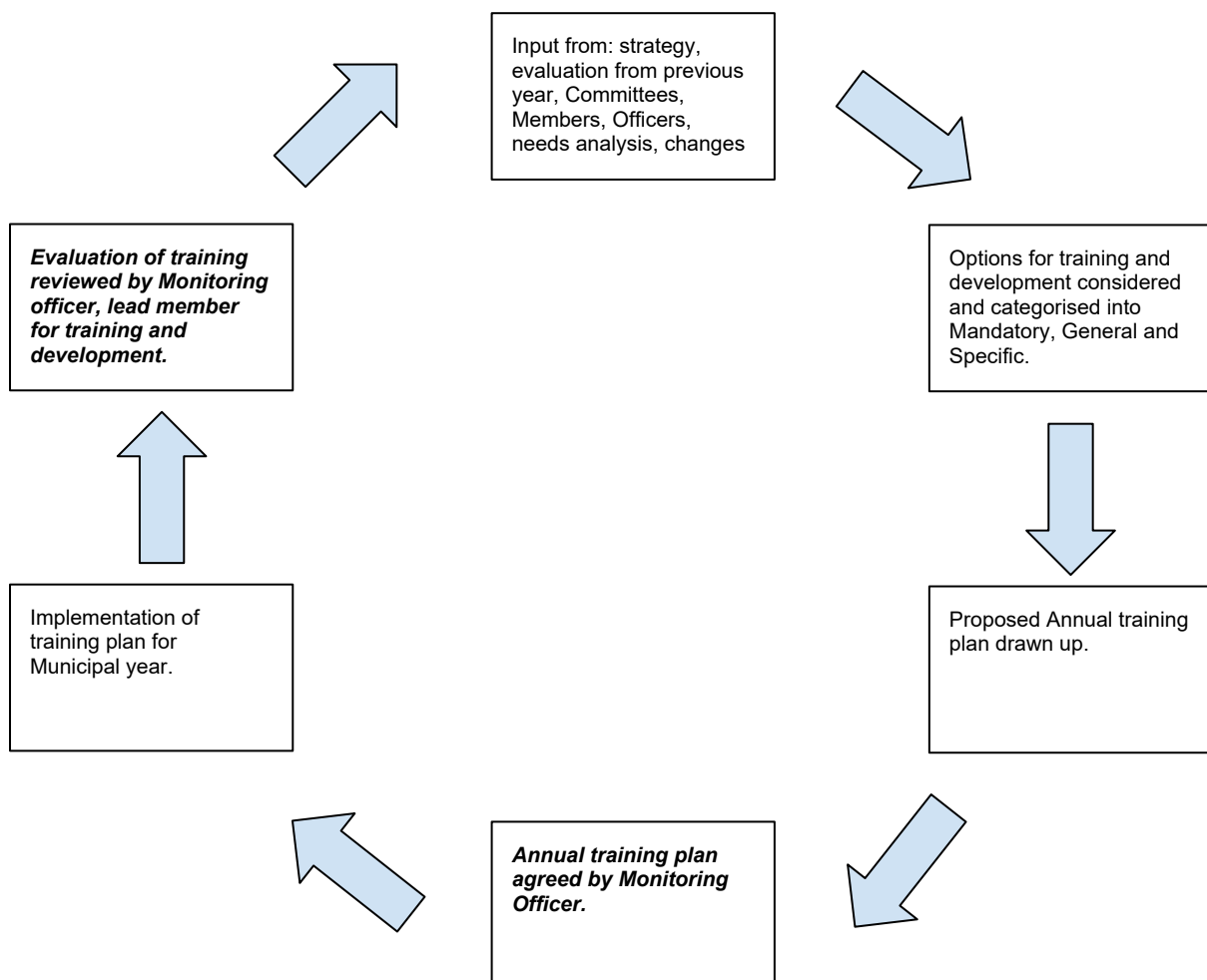
Training and development will be classified as follows

- **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.

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 **2023/24**. 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, *Neighbourhoods* 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 including 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.

Wellbeing and Self Care

Key principles of Wellbeing and practical ways for Councillors to look after themselves and support others.

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.

Gendered Intelligence for Members

Setting the wider context for trans identities – how sex, gender and sexual orientation interact. Looking at use of language, legislation and how an organisation can ensure it is being trans-inclusive.

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. **Delivered annually by lead officers to help members understand their role and the work of this committee.**

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.

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.

ACE (Adverse Childhood Experiences) Trauma

Understanding ACE's and working in a trauma informed way to develop understanding, practice and strategies to improve outcomes.

General advice issues

Advice services to include: referrals, identifying emergencies, common enquiries and information vs advice.

Parking

An overview of the responsibilities of Parking Services in terms of enforcement and where their authority starts and ends.

VCSEF

An understanding of the Voluntary, Community, Social and Enterprise and Faith sector and the Council's relationship with them.

Manchester Move

Overview of Manchester Move and City Council's housing register. To include eligibility to register, priority bands and medical assessment process.

LGA Development Opportunities

Leadership Essentials in

Finance

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

Children

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

Effective Scrutiny

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

Health & Well-Being

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

Adult Social Care

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

Women Councillors Weekend

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

Young Councillors Weekend

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

BAME

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

Working with the Media (Political Masterclass)

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

Leadership Academy

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

(Appendix B)

Evaluation of Training**Your Name****Course Title / Date**

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

Was the timing of the training convenient for you? YES/NO

If you have answered NO please tell us why

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

If you have answered NO please tell us why

Would you recommend this training to others? YES/NO

If you have answered NO please tell us why

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

If you have answered NO please tell us why

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

Not very 1 2 3 4 5 Very much

Please provide any other comments or feedback below?

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Appendix B – 1 February 2023 to 31 January 2024

Event	Category	Provider	Date/Time	Expected/ Actual Attendance	External Cost/ Officer Time
Safeguarding	Specific	Internal	2/2/2023 5.30pm-6.30pm	11/11	4 hours
BAME Weekend	Specific	LGA	18-19/2/2023 2 days	4/3	£592.70
Equalities and Inclusion	General	Purple Fusion	22/2/2023 2pm-4pm 27/2/2023 5pm-7pm	15/14	£1,200
ACE Trauma	Specific	Internal	20/3/2023 2pm-4.30pm	10/7	5 hours
Civic Coaching for Newly elected Mayor	Specific	Link UK Ltd	21/3/2023 All day	1/1	£1,640
SOS Alarms	General	Orbis Personal Alarms	28/4/2023 10am-11am	10/8	No charge
New Councillors Induction Session 1	Mandatory	Internal	9/5/2023 All day	7/7	15 hours
New Councillors Induction Session 2	Mandatory	Internal	11/5/2023 4pm-6pm	7/6	2 hours
New Councillors Induction Session 3	Mandatory	Internal	17/5/2023 2pm-5pm	7/6	3 hours

Event	Category	Provider	Date/Time	Expected/ Actual Attendance	External Cost/ Officer Time
Training for Planning Committee Members	Mandatory	Internal	25/5/2023 10am-12 noon	8/8	4 hours
Additional New Councillors induction covering Sessions 2 and 3 above.	Mandatory	Internal	25/5/2023 1pm-4pm	1/1	3 hours
Caseworker Training	Specific	Elected Technologies	30/5/2023 5.30-6.30pm	4/3	£500.00
N W Employers Skills in Reviewing and Understanding Performance	General	N W Employers	6/6/2023 12.00-1.00pm	1/1	No cost included in membership
NW Employers Councillor Induction Programme Module 2	General	N W Employers	13/6/2023 6pm-7.30pm	1/1	No cost included in membership
NW Employers Councillor Induction Programme Module 3	General	N W Employers	20/6/2023 12.30-1.30pm	1/1	No cost included in membership
Caseworker Training	Specific	Elected Technologies	30/6/2023 5.30-6.30pm	4/3	£400.00
Wellbeing and Self Care session	General	External trainer	30/6/2023 9am-12.30pm	15/12	£927.92
Lord Mayor Training on how to manage a Council meeting and undertook	Specific	Internal	4/7/2023	1/1	2 hours

Event	Category	Provider	Date/Time	Expected/ Actual Attendance	External Cost/ Officer Time
mock council meeting.					
LGA Annual Conference (Bournemouth)	General	LGA	4-6/7/2023 2 days	2/2	£2680.90
Common Advice Issues	Specific	CAB	24/7/2023 5.30-7.30pm	15/8	No charge
Training for Planning Committee Members	Specific	Internal	31/8/2023 9.30 to 11.30am	3/3	2 hours
Training Session on Childrens Services (for the Childrens Services Scrutiny)	Specific	Internal	7-9/9/20223 9.30 to 11.30am	7/7 Plus 1 co-opted member	12 hours
Scrutiny Essential Training for Scrutiny Chairs	Specific	Centre for Governance and Scrutiny (CFGs)	7/9/2023	7/7	£1320 (From Scrutiny budget)
Refresher Training for Licensing Committee	Specific	Internal	13/9/2023	1/1	1 hour
Induction for newly elected Brooklands Cllr. - Legal, Housekeeping and Key Strategies	Mandatory	Internal	15/9/2023 1pm-4pm	1/1	3 hours
Induction for newly elected Brooklands Cllr. – Neighbourhoods and Budget	Mandatory	Internal	19/9/2023 4pm-5pm	1/1	1 hour

Event	Category	Provider	Date/Time	Expected/ Actual Attendance	External Cost/ Officer Time
Equalities and Inclusion	General	Purple Fusion	26/9/2023 5.30-7pm	7/4	£600
Parking	Specific	Internal	17/10/2023 5.30pm-6.30pm	7/4	1 hour
Promoting Excellence in Licensing	Specific	Institute of Licensing	15-17/11/ 2023	1/1	Paid by Scrutiny budget
LGA Young Councillors Conference	General	LGA	18-19/11/2023 2 days	2/2	£594.70
Revenues & Benefits	General	Internal	21/11/2023 5.30pm-7.15pm	16/14	3.5 hours
Voluntary, Community, Social and Enterprise and Faith Sector	General	Internal	7/12/ 2023 5.30pm-6.30pm	6/4	2 hours
Understanding Islam	General	AKSAA	9/01/ 2024 9.30am to 12.30pm	1/1	£25
Gendered Intelligence for Members	General	External trainer	16/1/2024 5.30pm to 7.15pm	13/11	£415.00
Presentation by Manchester Move	Specific	Internal	23/1/2024 5.30pm to 6.30pm	18/12	1 hour

Summary figures

Budget:

- Annual Training Budget = £28,567
- Total spend against training budget in this period = £9576.22 (1 February 2023 to 31 January 2024)

Attendance:

- Attendance at non mandatory training events compared to number of bookings = 80%

**Manchester City Council
Report for Information**

Report to: Standards Committee – 14 March 2024

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 2023.

Recommendations:

1. To report on the matters within the remit of the Standards Committee since the last annual report in March 2023 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

Financial Consequences – Capital None

Contact Officers:

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

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

Background documents (available for public inspection):

Annual Report to Standards Committee – March 2023

1.0 Introduction

- 1.1 The purpose of this report is to report on the matters within the remit of the Standards Committee since the last annual report in March 2023 which covered the period up to 31 January 2023 and to summarise the work undertaken by the Council's Monitoring Officer from 1 February 2023 to 31 January 2024.

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

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

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

- 3.1 Since its last annual report the Committee has:

- Considered the operation and efficacy of the Member Development Strategy, the training delivered since February 2022, proposals for training including Member Induction 2023 and approved revisions to the Member Development Strategy 2022-2024.
- Considered the operation and efficacy of the Social Media Guidance for Members.
- Considered the draft Annual Governance Statement 2022/3 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 and supported proposed changes to the Guidance.
- 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 the operation and the efficacy of the Gifts and Hospitality Guidance for Members.
- 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 and made recommendations to full Council regarding the retention of the Council's current Code of Conduct for Members.
- Received an update in relation to Disclosure and Barring Service (DBS) checks for Members.

4.0 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 2023 indicated that during the period 13 May 2022 to 18 May 2023 six members updated their entries on their Register in relation to gifts and hospitality. Between 19 May 2023 and 31 January 2024 there have been no updates from Members 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 the threshold, this level is unsurprising. A reminder regarding the need to register Gifts and Hospitality over the threshold has been added to the Ethical Guidance Update for Members elsewhere on the Agenda for this meeting.
- 4.2 The report relating to the efficacy and operation of Gifts and Hospitality Guidance which came to this Committee in June 2023 advised there is an agreed process in place where the Curatorial Manager of the Our Town Hall Project assesses the gifts received by the Lord Mayor approximately every 3-6 months to decide which gifts should be retained in the 'Town Hall Collection' and which gifts can be retained by the Lord Mayor. Members were further advised that the latest assessment for the Lord Mayor who held office during the municipal year 2022-23 had been scheduled to take place during the week commencing 22 May 2023. However, it did not take place as planned and was rescheduled for 7 June, which was the same date for publication of the report, and therefore it was not possible to include details. The Committee is informed that the assessment took place as planned and a final version of the gifts and hospitality received by the Lord Mayor is attached in Appendix 2.
- 4.3 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 July 2023 and February 2024. As indicated in the report on this matter in November 2023 between 1 February 2023 and 19 September 2023, 20 members had updated their Register of Interests. A further two have updated their registers between 20 September 2023 and 31 January 2024. 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.
- 4.4 As indicated in the report on Members' interests in November 2023 all members have been advised that, if they consider that the disclosure of the details of a Disclosable Pecuniary Interest (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). 7 requests for redaction of Members' register as sensitive interests were agreed by the Council's Monitoring Officer between 16 June 2022 and 2 November 2023. A further 8 requests have been agreed between 3 November 2023 and 31 January 2024.

- 4.5 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.
- 4.6 A report on the operation and efficacy of dispensations was last considered by this Committee at its meeting in November 2023. Other than normal budget dispensations and the request contained in the report elsewhere on this meeting's Agenda, 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 2022 to 31 January 2023. The Monitoring Officer has received 8 complaints about Manchester City Councillors between 1 February 2023 and 31 January 2024. This compares with 17 complaints received in the previous year. It is noted that this is a reduction in complaints. The Monitoring Officer has checked her records and the Complaints webform on the Council's website as well as with the Corporate Complaints Team (who deal with Complaints about the Council). There is no issue with the webform, and any complaints received by the Council's Corporate Complaints Team that relate to Members are routinely passed to the Monitoring Officer to be dealt with under the correct process. The Monitoring Officer is confident that the figures for complaints against Members this year are correct.
- 6.3 Of the 8 complaints received:
- 2 were not pursued by the complainant;

- 2 were rejected at Stage 1 as set out in the table below;
- 3 were received on 31 January and as at the date of preparation of this report discussions are ongoing with the complainant regarding details of their complaint.
- One is an anonymous complaint and is being considered by the Monitoring Officer.
- 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 All the complaints received were acknowledged within the 10-working day timeframe.

6.6 There was a period of approximately 4 weeks in relation to the two complaints that proceeded to stage 1 where the Monitoring Officer sought clarification regarding the complaints before forwarding them on to the subject members. However, once the clarification was received the matters proceeded within the 20 working day timeframe set out at paragraph 6.4 (c) above.

6.7 Complaints Summary: Decisions on Complaints made between 1 February 2023 and 31 January 2024

Complaint No.	Provision of the code alleged to have been breached	Outcome
CCM2023.04	Not indicated by complainant	Complaint not pursued by complainant. Complainant did not provide required information.
CCM2023.05	Bullying / Being Abusive	Complaint rejected at Stage 1 following consultation with the

	Bringing office into disrepute	<p>Council's Independent Person (IP).</p> <ul style="list-style-type: none"> • The conduct of the Subject Member was not a breach of the Code; • The complaint was not serious enough to merit any action; • The resources needed to investigate and determine the complaint were wholly disproportionate to the allegations; • In all the circumstances there was not an overriding public benefit in carrying out an investigation.
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CCM2023.06	<p>Bringing office into disrepute</p> <p>Use position improperly to confer an advantage or disadvantage on yourself or another person</p>	<p>Complaint rejected at Stage 1 following consultation with the Council's Independent Person (IP).</p> <ul style="list-style-type: none"> • The conduct of the Subject Member was not a breach of the Code; • The complaint was not serious enough to merit any action; • The resources needed to investigate and determine the complaint were wholly disproportionate to the allegations; • In all the circumstances there was not an overriding public benefit in carrying out an investigation.
CCM2023.07	Not indicated by complainant	Complaint not pursued by complainant. Complainant did not provide required information.
CCM2024.01	Not indicated by complainant	Clarification being sought
CCM2024.02	Not indicated by complainant	Clarification being sought
CCM2024.03	Not indicated by complainant	Clarification being sought

6.8 Complaints CCM2023.05 and CCM2023.06 were complaints by the same complainant against 2 members relating to discussions during the same debate at a committee meeting. It is the view of the Monitoring Officer that no

other particular pattern emerges from the complaints received.

6.9 In relation to the complaints that did not proceed as the Committee will be aware paragraph 2.4 of the Council's Arrangements for dealing with complaints against Member states that complaint must provide substantiated information and should outline what form of resolution the Complainant is seeking. Complainants are encouraged to submit their complaint using the Council's Member Complaints Form but not required to do so as long as the complaint contains all relevant information. They did not do so in these cases.

6.10 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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REGISTER OF GIFTS AND HOSPITALITY RECEIVED BY LORD MAYOR - 13 MAY 2022 TO 18 MAY 2023

Office to complete when Lord Mayor presented with gift

No	Date	Person/Organisation	Provenance - Reason for gift (particularly relevant if gift added to Town Hall Collection inventory)	Gift Description	Value	Retained by: Town Hall Collection* / Libraries / We Love MCR Charity / Lord Mayor OR Awaiting Assessment by Curatorial team**	Recorded by
Lord Mayor, Councillor Tommy Judge							
	13/05/2022 - 17/05/2022	No gifts received during this period					
Lord Mayor, Councillor Donna Ludford							
	18/05/2022 - 19/05/2022	No gifts received during this period					
1	20/05/22	European Taekwondo Union	Lord Mayor hosted a Civic Reception for European Taekwondo Union in Lord Mayor's Suite	Replica Thracian Mask - 5th century BC golden mask discovered in the village of Shipka, some 200km east from the Bulgarian capital Sofia, in August 2004. Kitov unearthed the ancient gold mask and a ring featuring an 'Olympic' rower in what he called an unrivalled find in the study of classical antiquity. The artefacts likely belonged to a 5th century BC leader of the Thracians, the dispersed tribes who once lived in parts of what is now modern-day Bulgaria, Romania, Macedonia, Turkey, and Greece.	Approx £40.00	Lord Mayor	Donna Willis
2	27/05/22	Olive Pathway organisation (Tackling Domestic Abuse and Gender Based Violence within BME Communities)	Lord Mayor attended 'I Am Exhibition' in St Peter's Square with creator of exhibition and Olive Pathway organisation	Bouquet of flowers	Approx £15.00	Lord Mayor (perishable item)	Donna Willis
3	31/05/22	Consul General of Iraq in Manchester	Consul General's Office delivered some flowers for Lord Mayor to the Lord Mayor's Suite	Bouquet of flowers	Approx £25.00	Lord Mayor (perishable item)	Lesley Domnitz
4	24/06/22	Góbéfest	Lord Mayor opened Gobefest in Cathedral Gardens	Selection of alcohol - 12 x 500ml bottles of beer, 1 x 50cl bottle Tiltott Csiki Sorparlat, 1 x 50cl bottle of Ceseru, 1 x 50cl bottle of Birsal Fruit Palinska, 1 x 40ml bottle of Malna Parlat, 1 x 50ml bottle of Budapest Barack Palinka	Approx £50.00	Donated to We Love MCR Charity	Lesley Domnitz
				2 small glasses	Approx £5.00	Lord Mayor	Lesley Domnitz
5	20/07/22	Pupil from Trinity High School	Lord Mayor attended Year 9 Graduation at Trinity CE High School	Box of Lindt Selection chocolates	£14.00	Lord Mayor (perishable item)	Donna Willis
6	10/08/22	Azeema Foundation	Lord Mayor attended annual Adam Day celebration	Glass Award with engraving: "Thank you Lord Mayor of Manchester Councillor Donna Ludford for participating in Adam Day 2022. We appreciate your support. 20th Anniversary Celebrations. Azeema Foundation"	Approx £15.00	Lord Mayor	Lesley Domnitz
7	11/08/22	Consul General of Turkey	Lord Mayor received Consul General of Turkey for courtesy call in Lord Mayor's Suite	Ornate flower-shaped mirror (boxed)	£25.00	Lord Mayor	Lesley Domnitz
8	27/08/22	Salford City Reds ladies rugby team	Lord Mayor attended Manchester Pride Parade. A group of women from Salford City Reds taking part in parade presented Lord Mayor with a signed rugby ball	Signed Rugby Ball	£9.99	Town Hall Collection (assessed by Nerys Rudder on 14/12/2022)	Donna Willis
9	06/09/22	Consul General of Portugal	Lord Mayor received Consul General of Portugal for courtesy call in Lord Mayor's Suite	Book (hardback) - 'Madeira - The Book' by Cristina Leitão	£10.00	Donated to Libraries	
10	26/09/22	Rusholme ward residents	Lord Mayor hosted Afternoon Tea for Rusholme ward residents in Lord Mayor's Suite	Selection of Marks and Spencer chocolates and biscuits: Operetta chocolates; Irish cream liqueur chocolates; Belgium biscuits; Italian soft nougat and personalised cake	£3.89 / £3.79/ approx £8 / approx £3.50 / approx £15	Lord Mayor (perishable items)	Jenna Prevost
11	26/09/22	SLS College, Pakistan	Lord Mayor received Councillor Muqaddasah Bano and two guests from SLS College, Pakistan for a photo opp in Lord Mayor's Suite	Appreciation Award (wooden plaque)	Approx £10	Lord Mayor	Donna Willis
12	30/09/22	Visitor from USA (Honorary King of a territory in Ghana)	Lord Mayor received visitor from USA as part of Black History Month in Lord Mayor's Suite	I Change Nations Medal on ribbon	Approx £5	Lord Mayor	Donna Willis
13	12/10/22	Australia Rugby League World Cup 2021 team (event delayed 12 months due to Covid)	Lord Mayor hosted Civic Reception for Australia team participating in Rugby League World Cup 2021 in Lord Mayor's Suite	Australia 'Kangaroos' Rugby League World Cup Signed Jersey	Over £100	Donated to We Love MCR Charity	Jenna Prevost
14	15/10/22	International Brigade Memorial Trust	Lord Mayor opened International Brigade Memorial Trust AGM	A4 poster - 'Spain 1936-1939 Remembering Those Who Died Fighting Facism' and British Battalion Major Attlee Company 15th International Brigade flag	£10.00	Lord Mayor	Jenna Prevost
				Book (Hardback) - 'The Nurse Who Became A Spy - Madge Addy's War Against Facism' by Chris Hall inscribed "To Donna Ludford. Salud, Chris Hall. PS. A new road, health centre or school named after this Manchester heroine should be seriously considered"	£25.00	Donated to Libraries	

15	15/10/22	Wythenshawe Hall	Lord Mayor attended reopening of Wythenshawe Hall	Book (paperback) - 'A Lost Wythenshawe' by Iain McLean inscribed "15 October 2022 To Madame Lord Mayor Donna Ludford"	£16.95	Donated to Libraries	Jenna Prevost
16	18/10/22	Woodhouse Park ward residents	Lord Mayor hosted Afternoon Tea for Woodhouse Park ward residents in Lord Mayor's Suite	CD 'Taiwan Aboriginal Gospel Song - Song for choir'	£10.00	Lord Mayor	Jenna Prevost
				Book (paperback) - 'Time to Act - A resource book by the Christians in Extinction Rebellion' by Jeremy Williams inscribed "With prayers for action together in Manchester and globally. Dandelion Community Wythenshawe (The United Reformed Church)"	£12.00	Donated to Libraries	Jenna Prevost
17	20/10/22	Mayor of the Municipality of Castelo Branco, Portugal	Lord Mayor hosted Civic Luncheon to welcome the Mayor of the Municipality of Castelo Branco, Portugal in Lord Mayor's Suite	Embroidered table cloth	£50.00	Town Hall Collection (assessed by Nerys Rudder on 14/12/2022)	Lesley Domnitz
18	22/10/22	University of Nigeria Alumni Association (UK)	Lord Mayor opened the University of Nigeria Alumni Association (UK) 2022 Convention at Ininside Hotel, First Street	Men's bow tie and handkerchief (green, red and yellow)	£8.00	Town Hall Collection (assessed by Nerys Rudder on 14/12/2022)	Lesley Domnitz
				Earrings	£10.00	Lord Mayor	Lesley Domnitz
				Book (paperback) - 'The Adventures in the Magical Forest' by Ifechidelu Didi Orji inscribed: "To the Honourable Donna Ludford, I hope this book encourages you to keep using the magic inside you"	£4.00	Donated to Libraries	Lesley Domnitz
				Book (paperback) - 'For The Love of Mothers' by Njideka Chika Orji inscribed: "To The Worshipful, the Mayor of Manchester, Councillor Donna Ludford. Soar on"	£4.00	Donated to Libraries	Lesley Domnitz
				Notebook - 'Grace After Grace' inscribed: "To The Worshipful, the Mayor of Manchester, Councillor Donna Ludford. From MC @ UNAA-UK 5th Convention. Date: 22-10-2022. May your light continue to shine"	£4.00	Lord Mayor	Lesley Domnitz
19	26/10/22	Tokyo Metropolitan Government delegation	Lord Mayor hosted Afternoon Tea for Tokyo delegation attending Young Carers event with MMU and Council	Tokyo Lucky Cat promotional soft toy, Tokyo promotional pen, Tokyo sugar candy	£10 / £2 / £2	Lord Mayor	Jenna Prevost
20	09/11/22	Ambassador of Portugal for the UK	Lord Mayor received Ambassador of Portugal for courtesy call in Lord Mayor's Suite	Ceramic fish labelled 'A Sardinha de Lisboa'	£26.20	Lord Mayor	Lesley Domnitz
21	14/11/22	Student Leader, Sports Authority of Thailand	Lord Mayor hosted Afternoon Tea for students from Sports Authority of Thailand in Lord Mayor's Suite	Wooden presentation box containing 3 commemorative medals - Gold, Silver and Bronze	£20.00	Town Hall Collection (assessed by Nerys Rudder on 14/12/2022)	Lesley Domnitz
				O-Kusarin Elephant patterned fabric tote bag x 2	£20.00	Lord Mayor	Lesley Domnitz
				Set of two porcelain cups and saucers in presentation box	£25.00	Lord Mayor	Lesley Domnitz
22	14/11/22	UG Art and Culture Group	Lord Mayor received UG Art and Culture Group in Lord Mayor's Suite	Bouquets of flowers x 3	£45.00	Lord Mayor	
				Embroidered shawl (red and gold)	£20.00	Lord Mayor	Lesley Domnitz
				Gown (grey)	£15.00	Lord Mayor	Lesley Domnitz
				Kurta (navy)	£25.00	Lord Mayor	Lesley Domnitz
23	14/11/22	Ambassador of Romania for the UK	Lord Mayor received Ambassador of Romania for courtesy call in Lord Mayor's Suite	Book (hardback) - 'Carpathia - Food from the Heart of Romania' by Irina Georgescu	£16.75	Donated to Libraries	Lesley Domnitz
24	17/11/22	Representative of the Mayor of Khmelnytskyi, Ukraine	Lord Mayor received representative of the Mayor of Khmelnytskyi, Ukraine in Lord Mayor's Suite, with Mayor Oleksandr Symchyshin and Deputy Mayor Vavryshchuk Mykola of the City of Khmelnytskyi, Ukraine joining via video link	Book (hardback) - 'Khmelnytskyi Region' (in Ukrainian language)	£15.00	Donated to Libraries	Lesley Domnitz
				Postcards	£3.00	Lord Mayor	Lesley Domnitz
25	17/11/22	Manager of Turkish Airlines in Manchester	Lord Mayor received Mr Onur Sayin, Consul General of Turkey for Manchester, along with Manager of Turkish Airlines in Manchester, in Lord Mayor's Suite	Ornamental brass incense burner	£15.00	Lord Mayor	Lesley Domnitz
26	21/11/22	Resident of Ancoats ward	Lord Mayor hosted Afternoon Tea for residents of Ancoats and Beswick ward in Lord Mayor's Suite	Black t-shirts x 2 (one size 12-13 and one size S) - Front design: Gold star with a picture of tree in the centre and surrounded by the words 'Keep Youth Work Alive Know Your Roots', a bee and the Queen's profile. Rear design: Follow & Support @keepyouthworkalive. Youth Mentoring #lifeskills #martialarts #antibullying #streetdefence #careersupport #lifenotalife and a logo of Franks Team	£10.00	Lord Mayor	Lesley Domnitz
				Red baseball caps. Design: 'Life' x 2	£15.00	Lord Mayor	Lesley Domnitz
27	22/11/22	Chorlton Arts Festival	Lord Mayor hosted Afternoon Tea for residents of Chorlton Park ward in Lord Mayor's Suite	Mug and pen celebrating 20 years of Chorlton Arts Festival	£7.50	Lord Mayor	Lesley Domnitz
28	23/11/22	President of Bikes for Peace for Norway	Lord Mayor received President of Bikes for Peace for Norway for courtesy call in Lord Mayor's Suite	Books x 2 - 'Pedal on for World Peace' by Tore Naerland	Approx £10 each	1. Donated to Libraries 2. Lord Mayor	Jenna Prevost
29	02/12/22	The Shaw Centre, Cheetham Hill	Lord Mayor attended Sweet Dreams at Christmas Book Launch	Book - 'Sweet Dreams at Christmas' by The Shaw Centre	£8.00	Donated to Libraries	Lesley Domnitz
30	07/12/22	Together Trust	Lord Mayor attended Together Trust Christmas Carol Service	Finger paintings of Father Christmas x 2	£2.00	Lord Mayor	Lesley Domnitz
				Book - 'Understanding' by D-vonte Devonish	£5.00	Donated to Libraries	Lesley Domnitz

31	10/12/22	Manchester Lithuanian School	Lord Mayor attended Manchester Lithuanian School Christmas Afternoon	Framed 'Thank You' letter and engraved wooden cut out of Lithuania	£10.00	Lord Mayor	Lesley Domnitz
32	14/12/22	Consul General for Turkey	Christmas Present	Bottle of Kavaklidere Cankaya white wine	£9.00	Donated to We Love MCR Charity	Lesley Domnitz
33	15/12/22	Representative of the Mayor of Khmelnytskyi, Ukraine	Representative of the Mayor of Khmelnytskyi, Ukraine dropped off gifts following meeting between Councillor Bev Craig, Leader of the Council and Mayor of Khmelnytskyi, Ukraine. Lord Mayor was unable to attend the meeting	Traditional Ukrainian top (dark navy and white)	£45.00	Lord Mayor	Lesley Domnitz
				Lacquer wooden box with flower design	£20.00	Town Hall Collection (assessed by Nerys Rudder on 07/06/2023)	Lesley Domnitz
				Ukrainian Gerdan Necklace	£10.00	Town Hall Collection (assessed by Nerys Rudder on 07/06/2023)	Lesley Domnitz
34	16/12/22	Rainbow Personnel	Deputy Lord Mayor attended the Rainbow Personnel Christmas Gala representing the Lord Mayor	Bouquet of flowers	£20.00	Deputy Lord Mayor (perishable item)	Lesley Domnitz
35	19/12/22	Artist	Lord Mayor opened 'From Millworkers to Millennials' exhibition at Central Library on 13 October 2022	Screen print of New Islington	£95.00	Lord Mayor	Lesley Domnitz
				Screen print of Manchester Town Hall with message on the rear: "Donna, Thought this screen print would be a suitable reminder of your amazing year in office as Lord Mayor of Manchester as well as being kind enough to open my exhibition."	£150.00	Town Hall Collection (assessed by Nerys Rudder on 07/06/2023)	Lesley Domnitz
36	20/12/22	Consul General of Libya	Christmas Present	Tin of traditional Libyan sweets	£5.00	Lord Mayor (perishable item)	Lesley Domnitz
37	10/01/23	Deputy Consul General of Iraq in Manchester	Lord Mayor received Deputy Consul General of Iraq for courtesy call in Lord Mayor's Suite	Bouquet of flowers	£30.00	Lord Mayor (perishable item)	Lesley Domnitz
				Hotel Chocolat Everything Collection	£29.50	Lord Mayor (perishable item)	Lesley Domnitz
				Model of Minaret Al-Hadba, Mosul, 1172	£15.00	Lord Mayor	Lesley Domnitz
				Set of 5 models of Iraqi historical monuments - Lion of Babylon, Nimrod, Ishtar Gate - Babylon, Zaggurat Ur and The Code of Habburabi 1792 BC	£20.00	Lord Mayor	Lesley Domnitz
38	13/01/23	Manchester CECCC Chinese School	To thank Lord Mayor for signing Certificates for Chinese New Year	Year of the Rabbit 2023 soft toys x 3	£5.00 each	Lord Mayor	Donna Willis
39	16/01/23	Director for Environmental Policy, The Environment Bureau of Osaka City Government	Lord Mayor hosted Afternoon Tea for delegation from Osaka on 3 day visit to Manchester hosted by GMCA, in Lord Mayor's Suite	Japanese printed square scarf	£15.00	Town Hall Collection (assessed by Nerys Rudder on 07/06/2023)	Donna Willis
40	27/02/23	Communities for All	Lord Mayor attended Communities for All coffee morning at Khizra Community Hall	Book - 'The Islam Guide - An insight into the faith, history and civilisation' by Exhibition Islam and Rahida Begum Alam	£15.00	Donated to Libraries	Lesley Domnitz
				Book - 'A Brief Illustrated Guide to Understanding Islam' by I A Ibrahim	£5.00	Donated to Libraries	Lesley Domnitz
41	18/03/23	Mayor of the Municipality of Castelo Branco, Portugal	Lord Mayor attended Official Visit to Castelo Branco, Portugal - Visit to Silk Museum	Cream coloured 'Elosede' 100% Naural Silk/Seda fabric (approx size 24" x 12")	£25.00	Lord Mayor	Jenna Prevost
42	18/03/23	Mayor of the Municipality of Castelo Branco, Portugal	Lord Mayor attended Official Visit to Castelo Branco, Portugal - Visit to Silk Museum	Small Castelo Branco 'Marafona' Fabric Doll, decorated by children of Castelo Branco (approx size 4") (Item has a tag attached describing the significance of such a doll)	£15.00	Lord Mayor	Jenna Prevost
43	19/03/23	Parish Councillors of Sarzedas	Lord Mayor attended Official Visit to Castelo Branco, Portugal - Meeting with the British community of Castello Branco	White porcelain 'tart tray' with blue and yellow decorative pattern, produced by Vista Alegre 1824	£70.00	Lord Mayor	Jenna Prevost
44	20/03/23	Mayor of the Municipality of Castelo Branco, Portugal	Lord Mayor attended Official Visit to Castelo Branco, Portugal - Official Ceremony marking the Agreement on Establishment of Friendly and Cooperative Relations between Manchester and Castelo Branco	Embroidered frontal cloth	£75.00	Town Hall Collection (assessed by Nerys Rudder on 07/06/2023)	Jenna Prevost
45	27/03/23	Federation of Chinese Associations of Manchester (FCAM)	Lord Mayor invited to speak at The Third China-Europe Cross-Border E-Commerce Forum at Manchester Central Convention Complex	Conference delegate pack: water bottle, note book, pens x 3, balancing desk ornament	Approx £10.00 in total	Lord Mayor	Donna Willis
46	10/05/23	Communities For All	Lord Mayor received volunteers from Communities for All in Lord Mayor's Suite	Bouquet of flowers	£10.00	Lord Mayor (perishable item)	Lesley Domnitz
47	13/05/23	Manchester Dialogue Society	Lord Mayor received members of the Manchester Dialogue Society in Lord Mayor's Suite	Framed A3 photograph of the Lord Mayor	Approx £20.00	Lord Mayor	Lesley Domnitz

ASSESSMENT OF GIFTS

*Meg McHugh, Curatorial Manager, Our Town Hall Project or Nerys Rudder, Collections Officer, Our Town Hall Project will assess gifts every 3-6 months to decide which gifts should be retained for Town Hall Collection.

The remaining gifts will either be donated to Libraries (eg books), donated to the We Love MCR Charity (eg alcohol) or given to the Lord Mayor to keep. Any perishable gifts (eg flowers) will be given direct to the Lord Mayor without assessment.

14/12/2022 - Nerys Rudder assessed gifts numbered 1 to 29. Nerys identified 4 gifts to be retained in Town Hall Collection, Nos. 8, 17, 18 and 21 - see highlighted yellow

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**Manchester City Council
Report for Information**

Report to: Standards Committee – 14 March 2024
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').

Recommendations

That the Committee:

- i) note the report.
 - ii) support the circulation of the Social Media Guidance to Members.
-

Wards Affected All

Financial Consequences – Revenue None
Financial Consequences – Capital None

Contact Officers:

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

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

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 2023. 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 2023 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 7 complaints relating to Manchester City Councillors between 1 February 2023 and 31 January 2024. None of these complaints related to Social Media use.
- 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. Recommendations

The recommendations appear at the front of this 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 quasijudicial 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 **2024** and shall be reviewed **every year** thereafter, or earlier where there is a change in the applicable law or circumstances warrant an earlier review.

**Manchester City Council
Report for Resolution**

Report to: Standards Committee – 14 March 2024
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 2024.

Recommendation

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:

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

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

Background documents (available for public inspection):

None

1.0 Introduction

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

2.0 Background

- 2.1 The last Members' Update was disseminated directly to all Members in March 2023 as there was no newsletter produced in November 2023. This was due to a lack of noteworthy items relevant to member conduct and standards.
- 2.2. A draft of the Members' Update for March 2024 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.

3.0 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 2024

Helping to promote high standards of conduct

Welcome to the March 2024 issue of Manchester City Council's Ethical Governance Update

This newsletter contains details of the following:

- Bristol Council to review its member complaint procedure
- Warning over local government standards and abuse of those in public life
- Complaints made regarding councillors' comments about SEND
- Cyber Phishing threat
- Reminder: Gifts and Hospitality
- 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.

Bristol Council to review its members complaint procedure

Bristol City Council has confirmed that it will review its member complaints procedure after facing questions about how the Council had not upheld a single complaint against a councillor since 2017. The Council disclosed the information as part of a response to a Freedom of Information request and subsequently five local residents wrote a joint letter to the Council's Ethics and Values Committee to complain that the lack of successful complaints suggested a "systematic failure of the Member Code of Conduct Complaints Process."

The letter also stated that the role of Monitoring Officer "allows too much power to be vested in one individual's judgement, with no informed transparency or opportunity for scrutiny of their decisions...this makes for a closed system, which allows for complaints to be too easily dismissed and in effect facilitates bad behaviour."

According to the BBC, the Council's Monitoring Officer confirmed that the member complaints process had been followed correctly which includes consulting with an external Independent Person when a complaint is received about members, however the Council's Ethics and Values Committee expressed concerns that the current process left them unable to scrutinise decisions. A member noted that assurance was needed that the system was working. It was agreed as part of the review, the working group would look at improving transparency to the public without disclosing

confidential information.

It may be helpful to remind members that Manchester City Council's member complaints procedure consists of an initial assessment in which the Monitoring Officer, in consultation with the Independent Person, may reject the complaint in accordance with the complaints procedure; to attempt to resolve the complaint informally; refer the complaint for independent investigation; or refer the matter for a hearing. Not all complaints will go through all stages and it is only where a complaint progresses to the final hearing stage that any formal finding of breach of the Code of Conduct for Members can be made. A complainant may also complain to the Local Government and Social Care Ombudsman if they are not satisfied with the process for dealing with a member complaint.

[Councillor complaints procedure at Bristol City Council to be reviewed - BBC News](#)

Warning over local government standards and abuse of those in public life

The outgoing chair of the Committee on Standards in Public Life has stated that there is still "a major problem on standards" within local government and that "members of the public still have no redress when there are standards failures at a local level." The comments made by Lord Evans of Weardale included that:

- The Nolan Principles of honesty, objectivity, openness, selflessness, integrity, accountability and leadership have stood the test of time and that they apply to everybody involved in the delivery of public service "whether it's individual public office holders, institutions, or private companies". However "they are not enough on their own. They need to be understood through Codes of Conduct applicable to specific contexts, and they need to be debated, discussed and made real in specific organisational settings".
- The government system for ensuring compliance with standards is "very weak and needs overhaul".
- "Alongside proper transparency and accountability is the need to develop a culture where people are comfortable discussing the ethical dimension of their work and the standards of conduct expected in their organisation".
- It is important that there are consequences if standards are not adhered to; "we need to look not just at outcomes but how they are achieved - the how is often as important as the what."

Lord Evans suggested that the most serious problem is around the abuse and intimidation of those in public life. He said that it was "completely unacceptable that individuals and, in many cases, their families, should be subject to threats and abuse for doing their job....we have complex problems to solve as a society. We need to be able to debate and disagree with each other. If intimidation and threats cause talented people to feel they have to leave public life (and that is happening) or deter

good people from considering playing their part by standing as a councillor or a local MP, or applying for a public appointment, we [all lose].

A transcript of the speech can be found here:

https://assets.publishing.service.gov.uk/media/652fc239d06662000d1b7c63/2023-10-17_Lord_Evans_IfG_speech.pdf

Complaints made over councillors comments about children with SEND

Three Warwickshire councillors have apologised after making offensive comments about children with special educational needs and disability (SEND) during a meeting of the council's Children and Young People Overview and Scrutiny Committee on 25 January 2024.

The comments from the councillors included "Why are there so many people now jumping out with these needs? Where were they in the past when I was at school?" and queried whether some SEND children 'were just really badly behaved' and 'needed a form of strict correction', and that "What comes down to parenting and what comes down to SEND issues – how do we identify that and what pathways do we put people on that perhaps don't have an SEND need but do have parenting skill shortages?"

All three councillors have issued apologies for their choice of language:

"I regret any offence caused by my choice of words. It was never my intention to offend, and I regret the words I used to make a point about demand and need in the SEND area";

"I apologise unreservedly for the comments which I made at the recent Scrutiny Committee. I regret my clumsiness and lack of care in choosing my words and can see the upset and offence caused. I am terribly sorry and will be more thoughtful with my questions and words in the future. I can see that I have some learning to do."

"I accept that the words I used at the meeting were open to interpretation... it was never my intention to offend. I apologise for any offence caused.

In a statement, Warwickshire County Council said:

"It is clear that these comments have caused significant offence, distress and upset to children and their families within the Special Educational Needs and Disabilities (SEND) community. The Council takes that very seriously. The Council wishes to emphasise that the comments made are not representative of the views of the wider council body including those councillors and officers who work so hard to provide support and opportunities for children with SEND. The Council has built strong

relationships with groups within the SEND community, and we are conscious of the damage this situation may cause to those relationships.”

That Council’s Monitoring Officer has launched an investigation into the matter.

<https://www.itv.com/news/central/2024-02-07/anger-as-councillor-says-some-children-with-send-are-just-badly-behaved>

Cyber phishing threat – message from the Council’s Cyber Team

The threat of phishing attacks continues to escalate, and the Council’s Cyber team continue to record a rise in volume of phishing emails received into Council email mailboxes. Cybercriminals are employing increasingly sophisticated techniques to influence and entice recipients to open and provide sensitive information (e.g. logon credentials). Here are some key trends and insights:

AI in Phishing Scams:

Cybercriminals are leveraging artificial intelligence (AI) to craft persuasive emails. Large language models (LLMs) analyse vast data from thousands of devices, allowing for highly personalized and realistic-sounding phishing messages. These AI-generated emails often bypass traditional security measures, making them challenging to identify.

Cloud Services Exploitation:

Phishing attacks increasingly target cloud storage services. (such as SharePoint, Dropbox etc...)

Cybercriminals create deceptive emails that mimic legitimate communications from cloud service providers.

Users may unwittingly enter their login credentials on fraudulent websites, granting attackers access to sensitive data stored in the cloud.

Mobile Devices as Targets:

Phishing attacks are now targeting mobile users due to the widespread use of smartphones and tablets.

Initially focused on SMS-based schemes, these attacks have evolved to exploit messaging apps, social media, and fake mobile applications.

Lack of robust security measures on personal mobile devices can leave users vulnerable to advanced phishing techniques.

Personal Accounts and Devices:

As Council security defences improve, Cybercriminals are starting to target personal accounts and devices as the applied security standards are typically weaker when outside the control of an organisation. Social Media (Facebook, LinkedIn etc..) are common platforms used to target users by accessing sensitive personal information which can be utilised to link work and personal accounts.

In 2022, there was a 47.2% increase in phishing attacks compared to the previous

year.

Please remember to stay vigilant, complete your Cyber awareness training (if you haven't already) and don't forget to verify the authenticity of emails before opening them. We must adopt robust security practices to protect against evolving cyber threats. For more information, please contact the ICT Cyber Team.

Gifts and Hospitality

Members are reminded that the Council's Code of Conduct for Members requires members to register any gifts and hospitality they or their partner has received in connection with their appointment as an elected member with an estimated value of at least £100.

Notifications of gifts and hospitality should be sent to the Monitoring Officer. A form for this purpose is available from the Governance and Scrutiny Support Unit who administer the register on behalf of the Monitoring Officer.

Guidance about gifts and hospitality can be found in Part 6 Section D of the Council's Constitution. If a member is unsure about whether a gift or hospitality that they or their partner has received should be registered, please contact the Democratic Service Legal Team via demserv@manchester.gov.uk.

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.

To update your register please contact the Governance and Scrutiny Support team.

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 taxpayers 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.

**Manchester City Council
Report for Resolution**

Report to: Standards Committee – 14 March 2024
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:

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

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

Background documents (available for public inspection): None

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Standards Committee Work Programme – 14 March 2024

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	
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	
Update report on the Disclosure and Barring Service (DBS) checks for Elected Members	To provide an update on the DBS (as requested from the Standards meeting held on 2 November 2023)	Heather Graham (Strategic Head of Human Resources) and Leigh Page (Head of HR Operations)	Oral update to be provided by Monitoring Officer.
Consideration of a request for a dispensation from s31 (4) of the Localism Act 2011	To consider the request.	Stephen Hollard	
Standing item - Work Programme	To review and amend (if necessary) items to be considered at future meetings of the Committee.	Andrew Woods	

Standards Committee Work Programme – 14 March 2024

11 April 2024

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)
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13 June 2024

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 Stephen Hollard	Gifts and Hospitality Guidance for Members
The Member/ Officer Relations Protocol	To review the operation and efficacy of the Protocol.	Poornima Karkera Stephen Hollard	The Member/ Officer Relations Protocol
The Use of Council Resources Guidance for Members	To review the operation and efficacy of the Guidance.	Poornima Karkera Stephen Hollard	The Use of Council Resources Guidance for Members
Standing item - Work Programme	To review and amend (if necessary) items to be considered at future meetings of the Committee.	Andrew Woods	

31 October 2024

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 Stephen Hollard / Yasmin Siddiq	
Process for Dispensations	To review the operation and efficacy of the process for granting dispensations.	Poornima Karkera Stephen Hollard	
Register of Members Interests	To consider the operation and efficacy of the Operation of the Register of Members' Interests.	Poornima Karkera Stephen Hollard	Register of Members Interests

Standards Committee Work Programme – 14 March 2024

Complaints made under the Members' Code of Conduct	Arrangements for Investigating Complaints made under the Members' Code of Conduct	Poornima Karkera Stephen Hollard	
Standing item - Work Programme	To review and amend (if necessary) items to be considered at future meetings of the Committee.	Andrew Woods	

13 March 2025

Annual Governance Statement (AGS) TBC	To consider the AGS insofar as relates to matters within the remit of the Standards Committee	Sean Pratt/Liz Collier	Annual Governance Statement (AGS)
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 Stephen Hollard / 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 Stephen Hollard	
Social Media Guidance for Members	To consider any updates/ revisions to the guidance and the efficacy of the guidance.	Poornima Karkera Stephen Hollard	
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	Yasmin Siddiq	
Standing item - Work Programme	To review and amend (if necessary) items to be considered at future meetings of the Committee.	Andrew Woods	

Standards Committee Work Programme – 14 March 2024

Unscheduled Items	
Procedure for the Local Hearing of Allegations of Misconduct by Members of the Council	To be scheduled after the next hearing has taken place.

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 2024 TBC if required	Standards Committee to retain responsibility of CCG (June 2021)
The Annual Governance Statement	June 2023	April 2024	Standards Committee to retain responsibility of AGS (June 2021)
Members' Code of Conduct	November 2023	May 2024	updated annually as needed as part of annual review of constitution
Arrangements for Investigating Complaints made under the Members' Code of Conduct	November 2023	November 2024	Reviewed annually
Gifts and Hospitality Guidance for Members	By Full Council February 2023 By Standards Committee June 2023	June 2024 (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	June 2024 (or earlier where there is a change in	Reviewed annually as part of the Council's

Standards Committee Work Programme – 14 March 2024

	By Standards Committee June 2023	the law or circumstances warrant an earlier review)	Constitution
The Use of Council Resources Guidance for Members	By Standards Committee June 2023	June 2024 (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 2023	March 2024 (or earlier where there is a change in the law or circumstances warrant an earlier review)	Reviewed annually
The Planning Protocol for Members	June 2023	June 2024	Reviewed annually as part of the Council's Constitution
Member Development Strategy / Member Training	March 2023	March 2024	Reviewed annually
Procedure for the Local Hearing of Allegations of Misconduct by Members of the Council	June 2021	TBC when next utilised	
Register of Members Interests	June 2023	October 2024	Considered annually.

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