



Standards Committee

Date: Thursday, 13 June 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 - Connolly, Curley, Evans, Good, Richards 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** 5 - 6
To approve as a correct record the minutes of the meeting held on 11 April 2024.
- 5. Operation and Efficacy of Planning Protocol** 7 - 10
The report of the City Solicitor is enclosed.
- 6. Review of the Operation and Efficacy of the Member/Officer Relations Protocol** 11 - 22
The report of the City Solicitor is enclosed.
- 7. The Gifts and Hospitality Guidance for Members** 23 - 36
The report of the The City Solicitor and Monitoring Officer is enclosed.
- 8. Work Programme** 37 - 42

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, 4 June 2024** by the Governance and Scrutiny Support Unit, Manchester City Council, Level 2, Town Hall Extension (Library Walk Elevation), Manchester M60 2LA.

This page is intentionally left blank

Standards Committee

Minutes of the meeting held on Thursday, 11 April 2024

Present:

Nicolé Jackson, Independent Co-opted Member – In the Chair
Councillors Andrews, Connolly, Good Lanchbury and Simcock

Councillor O'Donovan, Ringway Parish Council

Apologies:

Councillor Evans
Geoff Linnell (Independent Co-opted Member)

ST/24/09 Minutes

The Monitoring Officer provided a verbal update of the progress made on Disclosure and Barring Service (DBS) checks for elected members. Following the previous meeting it was reported that one elected member had yet to complete the DBS check, the reason for the delay was due to personal circumstances. The Monitoring Officer reported that following discussions with the member concerned, she was confident that the check would be completed and undertook to provide an update in due course.

Decision

To approve the minutes of the meeting held on 14 March 2024 as a correct record.

ST/24/10 Draft Annual Governance Statement (AGS) 2023/24

Consideration was given to the report of the City Treasurer providing the draft 2023/24 Annual Governance Statement (AGS). The AGS has been produced following completion of the annual review of the Council's governance arrangements and systems of internal control. Local authorities have a legal responsibility to conduct, at least annually, a review of the effectiveness of their governance framework including their system of internal control. The report set out the process followed to produce the AGS 2023/24.

The Committee was requested to comment on the contents of the draft version of the Council's 2023/24 Annual Governance Statement (AGS)

In welcoming the report, members of the Committee noted the streamlined format of the report and the language used to make the contents accessible for the reader. Officers were requested to circulate the AGS to all members of the Council.

Decisions

1. To note the report and the draft 2023/24 Annual Governance Statement submitted.
2. To note the comments made on the contents of the draft version of the Council's 2023/24 Annual Governance Statement (AGS).
3. To request that the final version of the Annual Governance Statement is circulated to all members of the Council for information.

**Manchester City Council
Report for Information**

Report to: Standards Committee - 13 June 2024
Subject: Operation and Efficacy of Planning Protocol
Report of: City Solicitor

Summary

To advise the Committee of the operation/efficacy of the Planning Protocol.

Recommendation

To note the position regarding the operation/efficacy of the Planning Protocol.

Wards Affected: All

Financial Consequences for the Revenue Budget: None directly

Financial Consequences for the Capital Budget: None directly

Contact officers:

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

Name: Robert Irvine
Position: Group Leader (Planning and Infrastructure) (Legal)
Telephone: 0161 219 6010
E-mail: r.irvine@manchester.gov.uk

Name: Julie Roscoe
Position: Director of Planning, Building Control and Licensing
Telephone: 0161 234 4552
E-mail: j.roscoe@manchester.gov.uk

Backgrounds documents (available for public inspection):

None

1. Introduction

- 1.1. This report provides Committee with an update and an overview of the operation and efficacy of the Council's Planning Protocol.
- 1.2. At the Committee on 15 June 2023, whilst noting a previous report on the Planning Protocol, Members commented that all council policies and protocols should adopt gender neutral terminology when being reviewed and updated.
- 1.3. Some very minor amends have been made having regard to the comment set out in 1.2 There are no other changes recommended at this time.

2. Effectiveness of the Protocol

- 2.1. Officers continue to be of the view that the Protocol remains effective. There continue to be very few occasions when the Protocol has to be referred to. As has been the case in previous years, the occasions when the Protocol has been referred to are almost exclusively related to advising Members on the provisions around personal/prejudicial interests, bias/predetermination and members' rights with regard to participating where these issues arise. There has also been some reference to material considerations and to the provisions on site visits.
- 2.2. There have been no complaints about Member conduct in relation to Planning matters since the last report to Committee in June 2023.
- 2.3. Members of the Planning and Highways Committee have continued to seek advice in relation to interests or potential bias/predetermination situations, suggesting the Protocol is effective in achieving its purpose.

3. Potential amendment to the Planning Protocol

- 3.1. Although it is considered that the Planning Protocol is effective, it is continually kept under review. Amendments to the Protocol are considered where particular issues arise which are either not covered by the Protocol or where the provisions in the Protocol could be improved or clarified.
- 3.2. As noted in the report to Committee in June 2023, the Protocol had mainly used gender-neutral language, although there were some instances where amendment had been needed. These have been made and adopted as part of an updated Constitution on 15 May 2024.
- 3.3. No further amendments to the Protocol are proposed at this time.

4. Conclusion

- 4.1. The Planning Protocol sets out a duty to promote and maintain high standards of conduct in the discharge of the Council's duty as local planning

authority. It is considered to be effective in doing so, but notwithstanding this the Protocol is reviewed annually and periodically changes are made having regard to legislative changes or to ensure best practice continues to be followed.

5. Recommendations

- 5.1. The recommendations appear at the front of this report.

This page is intentionally left blank

**Manchester City Council
Report for Information**

Report to: Standards Committee – 13 June 2024

Subject: Review of the Operation and Efficacy of the Member/Officer Relations Protocol

Report of: City Solicitor

Summary

This report provides an update to the Standards Committee on the operation and efficacy of the Member/Officer Relations Protocol.

Recommendation

The Committee is asked to note the position set out in the report regarding the operation and efficacy of the Member/Officer Relations Protocol

Wards Affected: All

Contact Officers:

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

Name: Peter Hassett
Position: Senior Lawyer
E-mail: peter.hassett@manchester.gov.uk

Background documents (available for public inspection):

None

1.0 Background

- 1.1 The Member/Officer Relations Protocol (“the Protocol”) is contained in Part 6 of the Council’s Constitution. Its purpose, as stated in paragraph 1.1 of the Protocol, is:

“...to guide Members and Officers of the Council in their relations with one another in such a way as to ensure the smooth running of the Council.”

Paragraph 1.4 goes on to say that the Protocol:

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

- 1.2 When the Council’s Constitution was last reviewed by the Council in May 2024 no changes were deemed necessary in respect of the Protocol other than to change the review date to annual review. A copy of the current version of the Protocol is appended to this report.

2.0 The View of the Monitoring Officer on the Operation and Efficacy of the Protocol

- 2.1 The Monitoring Officer is of the view that the existing Protocol is well understood by Members and is not aware of any queries or issues that have not been addressed through existing procedures.
- 2.2 The Member Induction Programme includes a session dealing with conduct and ethical standards issues, which includes a section on the Protocol. The induction process for Officers refers new staff to the Employee Code of Conduct, which in turn makes reference to the Protocol. Paragraphs 2.3 and 2.7 of the Protocol cover the situation where a Member wishes to raise issues about an Officer and the reverse scenario. The Monitoring Officer is of the view that the Protocol is working as intended and any issues have been resolved in accordance with the processes set out in these paragraphs of the Protocol.
- 2.3 The Monitoring Officer does not consider that any amendment of the Protocol is required at this time other than to update the review date.

3.0 Recommendation

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

MEMBER / OFFICER RELATIONS PROTOCOL

Section F

Member / Officer Relations Protocol

MEMBER / OFFICER RELATIONS PROTOCOL

1. INTRODUCTION AND PRINCIPLES

- 1.1 The purpose of this Protocol is to guide Members and Officers of the Council in their relations with one another in such a way as to ensure the smooth running of the Council.
- 1.2 Given the variety and complexity of such relations, this Protocol does not seek to be either prescriptive or comprehensive. It simply offers guidance on some of the issues which most commonly arise. It is hoped, however, that the approach which it adopts to these issues will serve as a guide to dealing with other circumstances.
- 1.3 This Protocol is to a large extent a written statement of current practice and convention. It seeks to promote greater clarity and certainty. If the Protocol is followed it should ensure that Members receive objective and impartial advice and that Officers are protected from accusations of bias and any undue influence from Members.
- 1.4 It also seeks to reflect the principles underlying the Code of Conduct for Members ("the Members' Code") and the Code of Conduct for Employees ("the Employees' Code"). The shared object of these codes is to enhance and maintain the integrity (real and perceived) of local government and the Codes, therefore, demand very high standards of personal conduct.
- 1.5 This Protocol should be read in conjunction with the Members' Code and the Employees' Code, the Council's Constitution and any guidance issued by the Standards Committee and/or Monitoring Officer.
- 1.6 This protocol relates to interactions and relations between Members and Officers both in-person and via other means, including through Social Media. Separate, more detailed guidance is in place for both Officers and members in relation to the use of social media.

2. GENERAL POINTS

- 2.1 Both Councillors and Officers are servants of the public and are indispensable to one another. But their responsibilities are distinct. Councillors are responsible to the electorate and serve only so long as their term of office lasts. Officers are responsible to the Council. Their job is to give advice to Councillors and the Council, and to carry out the Council's work under the direction and control of the Council, the Executive, committees and subcommittees.
- 2.2 At the heart of this Protocol, is the importance of mutual respect. Member/Officer relationships should be conducted in a positive and constructive way. Therefore, it is important that any dealings between Members and Officers should observe reasonable standards of courtesy, should show mutual appreciation of the importance of work / life balance and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party. This standard of conduct

MEMBER / OFFICER RELATIONS PROTOCOL

should also be adhered to in Members' dealings with Officers employed by external organisations.

- 2.3 A Member should not raise matters relating to the conduct or capability of an Officer at meetings held in public or before the press. This is a long-standing tradition in public service as an Officer has no means of responding to such criticisms in public. If a Member feels they have not been treated with proper respect, courtesy or has any concern about the conduct or capability of an Officer, and fails to resolve it through direct discussion with the Officer, they should raise the matter with the respective Chief Officer. The Chief Officer will then look into the facts and report back to the Member. If the Member continues to feel concern, then they should raise the issue with the Chief Executive. Any action taken against an Officer in respect of a complaint will be in accordance with the provisions of the Council's Disciplinary Policy.
- 2.4 An Officer should not raise with a Member matters relating to the conduct or capability of another Officer or to the internal management of a Section/Division/Department at or in a manner that is incompatible with the overall objectives of this Protocol. Such matters should be raised with the officer's immediate line manager or Chief Officer as appropriate.
- 2.5 Nothing in this protocol shall prevent an officer expressing a relevant concern under the Council's Whistleblowing Policy.
- 2.6 Failure to follow this protocol may be a breach of the Code of Conduct for Members, particularly of those obligations relating to bullying and bringing the Council or the Member's office into disrepute. Further information is set out in the Code of Conduct for Members.
- 2.7 Where an Officer feels that they have not been properly treated with respect and courtesy by a Member, they should raise the matter with their Chief Officer or the Chief Executive as appropriate. In these circumstances the Chief Officer or Chief Executive will take appropriate action including approaching the individual member concerned or discussing the matter with the Monitoring Officer where they consider there may be a breach of the Code of Conduct for Members.
- 3. OFFICER SUPPORT TO MEMBERS: GENERAL POINTS**
- 3.1 Officers being employees of the Council must act in the best interests of the Council as a whole and must not give politically partisan advice.
- 3.2 Members must respect the impartiality of officers and do nothing to compromise it, e.g. by insisting that an officer change their professional advice.
- 3.3 Close personal familiarity between individual Members and Officers can damage professional relationships and can prove embarrassing to other Members and Officers. Situations should be avoided therefore that could give rise to the appearance of improper conduct or behaviour.

MEMBER / OFFICER RELATIONS PROTOCOL

- 3.4 Certain statutory officers - the Chief Executive, the Chief Finance Officer and the Monitoring Officer have specific roles. These are addressed in the Constitution. Their roles need to be understood and respected by all Members. In particular members are reminded of the duty under the Members' Code to have regard to any relevant advice given by the Chief Finance Officer or Monitoring Officer.
- 3.5 The following key principles reflect the way in which officers generally relate to Members:
- all officers are employed by, and accountable to the authority as a whole and must remain politically impartial in the provision of advice and guidance;
 - support from officers is needed for all the authority's functions including full Council, Overview and Scrutiny, the Executive, Regulatory and other ordinary committees, Standards Committee, Joint Committees and individual Members representing their communities etc;
 - day-to-day managerial and operational decisions should remain the responsibility of the Chief Executive and other officers.
- 3.6 On occasion, a decision may be reached which authorises named Officers to take action between meetings following consultation with a Member or Members. It should be recognised that in these circumstances it is the Officer, rather than the Member or Members, who legally takes the action and it is the Officer who is accountable for it.
- 3.7 Finally, it should be remembered that Officers are accountable to their Chief Officer and that whilst Officers should always seek to assist a Member, they must not, in so doing go beyond the bounds of whatever authority they have been given by their Chief Officer.

4. OFFICER SUPPORT TO THE EXECUTIVE

- 4.1 It is clearly important that there should be a close working relationship between Executive Members and the Officers who support and/or interact with them. However, such relationships should never be allowed to become so close, or appear to be so close, as to bring into question the Officer's ability to deal impartially with other Members and other party groups. Officers must ensure that even if they are predominantly supporting the Executive their political neutrality is not compromised.
- 4.2 Whilst Executive Members will routinely be consulted as part of the process of drawing up proposals for consideration on the agenda for a forthcoming meeting, it must be recognised that in some situations an Officer will be under a duty to submit a report. Similarly, the Chief Executive, Chief Officer or other Senior Officer will always be fully responsible for the contents of any report submitted in their name.

MEMBER / OFFICER RELATIONS PROTOCOL

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

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

5. OFFICER SUPPORT: OVERVIEW AND SCRUTINY COMMITTEES

5.1 Overview and Scrutiny Committees have the following roles:

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

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

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

6. OFFICER ADVICE TO PARTY GROUPS

6.1 It must be recognised by all Officers and Members that in discharging their duties and responsibilities, Officers serve the Council as a whole and not any political group, combination of groups or any individual Member of the

MEMBER / OFFICER RELATIONS PROTOCOL

Council. The assistance provided by Senior Officers can take many forms ranging from a briefing meeting with an Executive Member, Lead Member, Chair or other Members prior to a meeting, to a presentation, to a full political group meeting. It is an important principle that such assistance is available to all political groups and individual members.

6.2 The Monitoring Officer will meet regularly with political group leaders or group whips to discuss standards issues.

6.3 Attendance at Party Political Group Meetings

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

6.4 Attendance at meetings of party groups is voluntary for officers and must be authorised by the Chief Executive (or in their absence the relevant Chief Officer) or the City Solicitor.

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

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

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

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

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

MEMBER / OFFICER RELATIONS PROTOCOL

- 6.7 Officers must respect the confidentiality of any party group discussions at which they are present. When information is disclosed to an officer during discussions with a party group that information should not be passed on to other groups. However, Members should be aware that this would not prevent officers from disclosing such information to other officers of the Council so far as that is necessary to performing their duties.
- 6.8 Any particular cases of difficulty or uncertainty in this area of Officer advice to party groups should be raised with the Chief Executive who will discuss them with the relevant group leader(s).

7. USE OF COUNCIL RESOURCES

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

8. MEMBERS' ACCESS TO INFORMATION AND TO COUNCIL DOCUMENTS

- 8.1 The rights of members to inspect council documents are set out in the constitution in the Access to Information Procedure rules. Members and Officers should both be mindful of their obligations under data protection legislation.
- 8.2. A Member must not disclose information given to them in confidence by anyone or information acquired which they believe is of a confidential nature, without the consent of a person authorised to give it, or unless they are required by law to do so and must not prevent another person from gaining access to information to which that person is entitled by law. A breach of these requirements is a breach of the Member's Code and actionable by way of referral by the Monitoring Officer of the matter to the Standards Committee. If the breach is serious a civil action may be brought against the Member and / or the Council for damages.
- 8.3 The Freedom of Information Act 2000 ("the 2000 Act") and Environmental Information Regulations 2004 provide rights of access to recorded information held by public authorities. The Council is required to proactively publish information via its Publication Scheme and to provide information in response to specific requests, subject to certain conditions and exemptions. The provision relating to access to Council meetings and documentation are reflected in the Council's constitution.

9. CORRESPONDENCE

- 9.1 Correspondence between an individual Member and an Officer should not normally be copied (by the Officer) to any other Member. Where it is necessary to copy the correspondence to another Member, (for instance where the Monitoring Officer considers this course of action is necessary to

MEMBER / OFFICER RELATIONS PROTOCOL

comply with the rules of natural justice), this should be made clear to the original Member. In other words, a system of 'silent copies' should not be employed.

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

10. PUBLICITY AND PRESS RELEASES

- 10.1 In recent years, all local authorities have increasingly used publicity to keep the public informed and to encourage public participation. The Government has issued a Code of Recommended Practice on Local Authority Publicity and all local authorities must have regard to the provisions of any such Code in coming to any decision on publicity. Further guidance on publicity and extracts from the Code are contained in the guidance note to members 'Use of Council Resources Guidance for Members'. In particular members and officers should note that during the election period special rules apply with regard to local authority publicity
- 10.2 Officers and Members of the Council will, therefore, in making decisions on publicity, take account of the provisions of the Code of Recommended Practice on Local Authority Publicity and any further guidance issued by the Monitoring Officer. If in doubt Officers and /or Members should seek advice from the Chief Executive or the Monitoring Officer.
- 10.3 All press releases are issued through the Press Office on behalf of the Council. Press releases are not issued by the Council on behalf of political groups. They can contain the comments of Executive members and committee Chairs where they are speaking in connection with the roles given to them by Council. Officer's comments can be included on professional and technical issues.

11. INVOLVEMENT OF WARD COUNCILLORS

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

12. OFFICER/MEMBER PROTOCOL

MEMBER / OFFICER RELATIONS PROTOCOL

- 12.1 This protocol forms part of the local framework for standards of behaviour approved by the Standards Committee and adopted by the Council as part of the Constitution.
- 12.2 Monitoring compliance with this protocol is the responsibility of the Standards Committee and the Monitoring Officer
- 12.3 Questions of interpretation of this Protocol will be determined by the Monitoring Officer.

2. REVIEW OF PROTOCOL

- 13.1 This protocol was last reviewed in **2024** and shall be reviewed every **year** thereafter, or earlier where there is a change in the applicable law or circumstances warranting an earlier review.

This page is intentionally left blank

**Manchester City Council
Report for Resolution**

Report to: Standards Committee – 13 June 2024
Subject: The Gifts and Hospitality Guidance for Members
Report of: The City Solicitor and Monitoring Officer

Summary

This report considers the operation and efficacy of the Gifts and Hospitality Guidance for Members.

Recommendations

That the Standards Committee:

1. Notes the Monitoring Officer's views on the efficacy and operation of the Gifts and Hospitality Guidance for Members.
 2. Provide comments as necessary on the Monitoring Officer's views regarding the efficacy and operation of the Gifts and Hospitality Guidance for Members.
-

Wards Affected: All

Contact Officers:

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

Name: Stephen Hollard
Position: Head of Legal (Governance)
Telephone: 0161 234 3336
E-mail: Stephen.hollard@manchester.gov.uk

Background documents (available for public inspection):

None

1.0 Background

- 1.1 As the Committee will be aware the Gifts and Hospitality Guidance for Members ('the Guidance') forms part of the Council's Constitution. The Committee received a report about the Guidance at its meeting in June 2023. That report considered the efficacy and operation of the Guidance up until 18 May 2023. A further update about gifts and hospitality received by Members for the period between 19 May 2023 and 31 January 2024 was provided to the Committee as part of the Monitoring Officer's Annual Report in March 2024. A final version of the List of Gifts and Hospitality received by the Lord Mayor between 13 May 2022 and 18 May 2023 was also provided as part of the Annual Report.
- 1.2 This report, in respect of notifications of gifts and hospitality, made by Members generally, covers the period from 1 February 2024 to 30 April 2024 (the date when this report was written). In respect of gifts and hospitality received by the Lord Mayor, this report covers the period 18 May 2023- 30 April 2024.
- 1.3 The Guidance was last considered as part of the annual review of the Council's Constitution in May 2024 and no substantive changes were considered necessary by the Council's Monitoring Officer at that date other than to update the review date of the Guidance.
- 1.4 The current version of the Gifts and Hospitality Guidance for Members is attached as Appendix 1 to this report.

2.0 Gifts and Hospitality Guidance for Members

- 2.1 The Council's Code of Conduct for Members ('the Code') requires Members to register any gifts and hospitality received with an estimated value of at least £100. This figure dates from the 2013 revision to the Code following the changes implemented by the Localism Act 2011. The Council's form for the Registration of Interests makes provision for gifts and hospitality to be recorded where applicable.
- 2.2 The Committee will be aware that whilst officers do provide advice to Councillors, if asked, on Members' Interests including gifts and hospitality it is the responsibility of individual Members to comply with the requirements of the Code. Reminders to Members regarding updating their Register of Interests and registering any gifts and hospitality are contained in the Ethical Governance Updates sent to all Members and in email reminders sent to Members during the course of the Municipal Year. As stated in the Monitoring Officer's Annual Report to this Committee in March 2024, an email reminder was sent to Members in February 2024. A reminder was also included in the last Ethical Update newsletter which was circulated to all Members on 21 March 2024.
- 2.3 The Committee is advised that two members updated their Register of

Interests form in connection with entries relating to gifts and/or hospitality for events which took place after 31 January 2024. The first entry concerned attendance at a weekend training event organised by the Local Government Association. This weekend training event, which took place in February 2024, was accepted in August 2023 which is when the Member notified the Monitoring Officer of it. Unfortunately, this was not picked up as part of the information provided as part of the March 2024 Annual Report. The estimated value of the event was recorded by the Member as being £150. The second entry relates to 2 complimentary tickets and hospitality for a football match between Watford and Preston North End in April 2024. The value of the tickets and hospitality was stated by the Member to be £400. The Monitoring Officer continues to be of the view that the level of new entries is unsurprising. It is also the Monitoring Officer's view that there is no indication that Members are unaware of the requirement to register gifts and hospitality as set out in the Guidance.

- 2.4 The Committee is further advised that there have been no refusals to accept gifts which have been notified to the Monitoring Officer during the period of this report.
- 2.5 Whilst the Lord Mayor is of course subject to the terms of the Code specific provision is made relating to gifts in guidelines for the Lord Mayor. The Lord Mayor's Office has advised that with respect to gifts there is an agreed process in place where the Curatorial Manager and/or the Collections Officer of the Our Town Hall Project assesses the gifts received by the Lord Mayor approximately every 4-6 months to decide which gifts should be retained in the 'Town Hall Collection' and which gifts can be retained by the Lord Mayor. The guidance also advises that whilst undertaking engagements care must be taken by the Lord Mayor to guard against being seen to solicit gifts.
- 2.6 A copy of the List of Gifts and Hospitality received by the Lord Mayor during 18 May 2023- 30 April 2024 is attached as Appendix 2. The Committee will note that an assessment by the Curatorial Manager of gifts numbered 52- 55, 57, 60, 62 and 66 on the list is scheduled to take place in May/June 2024 and therefore an update could not be provided at the time of writing this report. Any gifts that the Lord Mayor received as a ward councillor will be on their Register of Interests.
- 2.7 The Monitoring Officer is of the view that bearing in mind the number of events the Lord Mayor has to attend in their civic capacity the level of entries is again unsurprising. In deciding which gifts can be retained by the Lord Mayor or retained in the 'Town Hall Collection,' care needs to be taken not to cause offence to the donor if they intended the gift to be for the Lord Mayor personally. In addition, gifts are sometimes engraved to personalise them or they may be given to specifically mark a particular occasion, event or visit carried out by the incumbent Lord Mayor. Gifts provided in these circumstances will either be added to the Town Hall Collection or, if the Curatorial Manager decides not to add them, dealt with in accordance with the agreed process mentioned in paragraph 2.5 above again having regard to the overarching principle of ensuring no offence is caused to the donor. The

Committee is advised that the agreed process for assessing gifts is kept under review to ensure that it is appropriate and works well.

- 2.8 The Monitoring Officer does not consider that any amendment of the Gifts and Hospitality Guidance for Members is required, other than to update the review date.

3.0 Recommendations

- 3.1 The recommendations appear at the top of this report.

GIFTS AND HOSPITALITY

Section D

Gifts and Hospitality Guidance for Members

GIFTS AND HOSPITALITY

SECTION D: GIFTS AND HOSPITALITY GUIDANCE FOR MEMBERS

General Introduction

Manchester City Council's Code of Conduct for Members (the Code) requires members to notify the Monitoring Officer in writing of a personal interest in any business of the Council where it relates to or is likely to affect the interests of any person from whom the member has received a gift or hospitality with an estimated value of at least £100 (an interest under paragraph 11.2(c) of the Code).

In addition to the obligation to notify under paragraph 11.1 of the Code, the Council requires members to notify the Monitoring Officer of any gifts or hospitality accepted by either themselves or their partner by or on behalf of the elected member in connection with their appointment as an elected member or representative of the Council with an estimated value of at least £100.

It is also a breach of the Code for a member to conduct themselves in a manner which could reasonably be regarded as bringing their office or the Council into disrepute or for a member to use or attempt to use their position as a member improperly to confer on or secure for themselves or any other person an advantage or disadvantage.

The following protocol aims to assist members in complying with these obligations and seeks to provide wider guidance so members can avoid any situation where their integrity may be brought into question as a result of gifts and hospitality.

Legal position

The Bribery Act 2010 provides that it is a criminal offence for a member (either personally or through a third party whether for the member's benefit or the benefit of another) to request, receive, agree to receive, promise, offer or give any gift, loan, fee, reward or advantage for doing or not doing anything or showing favour or disfavour to any person in their official capacity. It is for the member to demonstrate that any such advantage has not been corruptly obtained. This guidance should be considered in conjunction with the Council's Anti-Bribery Policy.

1. Gifts and hospitality

Members are advised to treat with caution any offer, gift, or hospitality that is made personally to them in their capacity as an elected member/representative of the Council. The person or organisation making the offer may be doing business or seeking to do business with the Council or may be applying to the Council for some sort of decision in respect of which it is imperative that the member's independence should not be compromised e.g. planning or licensing approvals.

The requirements for notification of a personal interest under paragraph 11.2(c) of the Code and any other gifts or hospitality accepted by the member or their partner in connection with their position as an elected member/representative of the Council with an estimated value of at least £100 are set out at 2.1 below. It is recommended

GIFTS AND HOSPITALITY

that where a member refuses any gift or hospitality offered to them or to their partner in connection with their position as an elected member/representative of the Council, the member should notify the Monitoring Officer of the refusal as soon as reasonably practicable. The Council's Monitoring Officer will maintain a register for this purpose.

Below are some examples regarding acceptance of gifts and hospitality:

1.1 Gifts

All gifts and hospitality should only be accepted if they are in furtherance of the Council's objectives.

Generally personal gifts should not be accepted as an objective view could be that a gift was only given because of the persons standing as a Councillor. The exception is where the gift is of purely token value given to a wide range of people e.g. a pen or key ring, the member should be able to accept such a gift and as it will usually be substantially less than £100 in value there should be no need to register it.

Where the gift is of low value and refusal would cause needless offence and the giver is not currently seeking a decision or business from the Council the member should be able to accept it, and again as it will usually be substantially less than £100 in value there should be no need to register it.

Whilst it may be acceptable to accept a token or gift of low value on one occasion members should refuse repeated gifts, even if these are individually not of a significant value.

Cash or monetary gifts should always be refused without exception and the refusal notified to the Monitoring Officer.

Gifts given as prizes at exhibitions, conferences, seminars etc. as part of a free raffle or draw may be accepted but they belong to the Council and should be notified to the Monitoring Officer as soon as reasonably practicable (notwithstanding that their value may be less than £100). The Monitoring Officer in consultation with the chair of the Standards Committee will determine whether it is appropriate for the member to retain the gift in question.

1.2 Hospitality

It is increasingly the case that private companies offer hospitality e.g. free drinks, tickets to shows or hotel accommodation to persons with whom they do business or with whom they hope to do business in the future. Such hospitality could convey the impression that the member's judgement would be influenced. It would however be too rigid to say that no hospitality can be accepted. Members are reminded that any hospitality with an estimated value of at least £100 should be notified to the Monitoring Officer.

Examples of hospitality which may be acceptable are set out below but depend on the particular circumstances, for example, who is providing the hospitality, why the

GIFTS AND HOSPITALITY

member is there and the nature of the dealings between the Council, the member and the provider of the hospitality:

- A working meal provided to allow parties to discuss or to continue to discuss business;
- An invitation to attend a dinner or function of a Society, Institute or other non commercial body with whom the Council has contact; or
- Invitations to attend functions where the member represents the Council (opening ceremonies, public speaking events, conferences).
- The following are examples of unacceptable hospitality:
 - Holidays, including accommodation and travel arrangements;
 - Offers of complimentary theatre and sporting tickets for the member/family or free travel; or
 - Paid for corporate invites for evenings out with representatives from a company or firm who have dealings with the Council or who are likely to have dealings in the future.

Members are again advised to err on the side of caution and if in any doubt as to the integrity of the offer/invite, the member should consult the Monitoring Officer or refuse.

2. Personal interests under paragraph 11.2(c) of the Code

Paragraph 11.2 (c) provides that a Member has a personal interest in any business of the authority where it relates to or is likely to affect the interests of any person from whom a Member has received a gift or hospitality with an estimated value of at least £100.

2.1 Registration of a personal interest under paragraph 11.2(c) of the Code and other gifts and/or hospitality

A personal interest under paragraph 11.2(c) of the Code must be registered within 28 days of the member's election or appointment to office

In addition, members must notify the Monitoring Officer of any gifts or hospitality accepted by them or their partner in connection with their position as an elected member/representative of the Council with an estimated value of at least £100 within 28 days of the receipt of the gift or hospitality.

2.2 Disclosure of a personal interest under paragraph 11.2(c) of the Code and other gifts and/or hospitality

When a member attends a meeting of the Council at which the relevant business is considered, the member must disclose their personal interest under paragraph

GIFTS AND HOSPITALITY

11.2(c) of the Code where they are aware/ought reasonably to be aware of the existence of the personal interest.

The member must disclose to the meeting the existence and nature of that interest at the commencement of consideration of the relevant business or when the interest becomes apparent.

Where a member has a personal interest under paragraph 11.2(c) of the Code they need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.

2.3 Personal interests under paragraph 11.2 (c) of the Code and prejudicial interests under paragraphs 13.1 – 13.5 of the Code and other gifts and/or hospitality

When disclosing a personal interest under paragraph 11.2(c) of the Code members must also consider whether the personal interest is a prejudicial interest under paragraph 13.1 of the Code. If this is the case, paragraphs 13.2 – 13.5 of the Code apply.

Where the personal interest is also a prejudicial interest under paragraph 13.1 of the Code, 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 of the meeting at which the interest was disclosed.

3. Notifications

Notifications of gifts and hospitality should be sent to the Monitoring Officer at the following address.

Governance and Scrutiny Support Unit
Chief Executive's Department
Manchester City Council
2nd Floor
Town Hall Extension
Albert Square
Manchester M60 2LA

A form for this purpose is available from the Governance and Scrutiny Support Unit who administer the register on behalf of the Monitoring Officer.

4. The register of members' interests

Notifications will be included in the register of members' interests, a copy of which is available for public inspection and is published on the Council's website (subject to the rules on sensitive interests set out in paragraph 16 of the Code).

This register is subject to scrutiny by the Standards Committee and inspection by the Monitoring Officer, Head of Internal Audit and Risk Management and External Auditors.

GIFTS AND HOSPITALITY

5. Gifts which cannot be retained

Where the Monitoring Officer in consultation with the Chair of the Standards Committee determines that it would not be appropriate for a member to retain a gift, that gift will be returned, utilised by the Council or otherwise donated to an appropriate charitable organisation as determined appropriate by the Monitoring Officer following consultation with the Chair of the Standards Committee.

6. Conclusion

Members are advised to seek the advice of the Monitoring Officer in cases where their position is unclear.

Breaches of this protocol may result in a breach of the Code of Conduct for Members.

7. Review of guidance

This guidance was 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.

REGISTER OF GIFTS AND HOSPITALITY RECEIVED BY LORD MAYOR - 17 MAY 2023 - 30 APRIL 2024

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 (see note below)	Recorded by
	17/05/2023	No gifts received					
1	18/05/2023	Exhibition Organiser	Lord Mayor attended the opening of the Polish Heritage Days Enigma Exhibition at Manchester Central Library	Book - 'X Y & Z - The Real Story of How Engima was Broken' by Dermot Turing	£12.99	Donated to Libraries	LD
				T-Shirt with words 'Polish Heritage Day 2023'	£7.00	Lord Mayor	LD
				Enigma Promotional Magazine	£1.00	Lord Mayor	LD
2	09/06/2023	Team Leader, Kagoshima Football Association	Lord Mayor received Kagoshima Prefectural Youth Soccer Team in Lord Mayor's Suite	Authentic Oshima Tsumugi Silk Pongee Bag in original Tatsugo design	£10.00	Lord Mayor	LD
				Kagoshima Football Association Pennant and Sports Towel in canvas tote bag	£10.00	Lord Mayor	LD
				Bottle of Sweet Potato Whisky	£10.00	Donated We Love MCR Charity	LD
				Box of steamed confectionery	£5.00	Lord Mayor (perishable)	LD
3	23/06/2023	British Friends of Israel War Disabled	Lord Mayor received a group of veterans on a visit organised by the British Friends of Israel War Disabled in Lord Mayor's Suite	Glass coaster/stand, with silver detail and engraving which states 'With Compliments Zahal Disabled Veterans Organisation, Beit Halochem Israel'	£100.00	Lord Mayor	JP
4	29/06/2023	Delegation from Manchester Metropolitan Joint Institute, Hubei University	Lord Mayor received a delegation from the Manchester Metropolitan Institute, Hubei University in Lord Mayor's Suite	Mug with 'Manchester Metropolitan Joint Institute, Hubei University' branding	£5.00	Lord Mayor	LD
5	30/06/2023	Consul General of Portugal	Lord Mayor received Consul General of Portugal for courtesy call in Lord Mayor's Suite	Ceramic fish labelled 'A Sardinha de Lisboa'	£26.20	Lord Mayor	LD
6	30/06/2023	Consul General of Brazil	Lord Mayor received Consul General of Brazil for courtesy call in Lord Mayor's Suite	Book - 'Brazil 200 Years - Paths of Brazilian Diplomacy' - a commemorative exhibition based on the Itamaraty archives in Rio de Janeiro	£20.00	Donated to Libraries	LD
7	30/06/2023	Author of book	Author sent copy of their book to Lord Mayor	Book - 'The Last Stand - Memories of War' by Gary Bridson-Daley	£22.00	Donated to Libraries	LD
8	05/07/2023	Bureau Chief, Urdu Global Network	Interviewed Lord Mayor about becoming first female Asian Lord Mayor	Small bouquet of flowers from Tesco	£10.00	Lord Mayor (perishable)	LD
9	11/07/2023	Assistant High Commissioner of Bangladesh	Lord Mayor was invited to the Assistant High Commissioner of Bangladesh's First Bangladeshi Fruit Festival on 9 July 2023, but couldn't attend so sent her some of the produce	2 x 2kg boxes of Mangos	£10.00	Lord Mayor (perishable)	JP
10	12/07/2023	Lord Mayor's guest	Lord Mayor's guest at Council meeting	Small bouquet of flowers from Tesco	£10.00	Lord Mayor (perishable)	DW
11	12/07/2023	Mayor of Mariupol, Ukraine	Lord Mayor received the Mayor of Mariupol for courtesy call in Lord Mayor's Suite	Framed picture of stamps depicting Mariupol	£10.00	Town Hall Collection (assessed 29/01/2024)	LD
				Mug with 'Mariupol' branding	£5.00	Lord Mayor	LD
				Set of Postcards depicting Mariupol	£3.00	Lord Mayor	LD
12	18/07/2023	Consul General of the State of Libya – Manchester, Scotland and Northern Ireland	Lord Mayor received gift from Libyan Consul General, which was delivered to FM Office	Libyan Sweet - Baklava	£15.00	Lord Mayor (perishable)	DW
13	19/07/2023	Milkyway Pre School	Thank you to Lord Mayor for attending the Milkyway Graduation	Small bunch of pink flowers	£5.00	Lord Mayor (perishable)	JP
14	19/07/2023	Headteacher of Trinity High School	Thank you to Lord Mayor for attending the Year 9 Graduation	Lindt Selection Box of Chocolates	£17.00	Lord Mayor (perishable)	JP
15	20/07/2023	Principal, UK Versity	Thank you to Lord Mayor and Consort for attending the Year 9 Graduation	Tommy Hilfiger Monogram Medium Satchel	£130.00	Lord Mayor (Agreed with Monitoring Officer)	LD
				Lacoste Pour Homme Eau de Toiletter 100ml	£56.00	Lord Mayor (Agreed with Monitoring Officer)	LD
16	30/07/2023	Kazakhstan Para Swim Team	Thank you to Lord Mayor for hosting a Civic Reception	Kazakhstan branded bar of chocolate	£5.00	Lord Mayor (perishable)	JP
17	30/07/2023	Cyprus Para Swim Team	Thank you to Lord Mayor for hosting a Civic Reception	Wooden frame with a silver stag emblem and Cyprus outline with a plaque stating 'Cyprus Olympic Committee' silver plate	£15.00	Lord Mayor	JP
18	10/08/2023	Consul General of the People's Republic of China	Lord Mayor received the new Consul General of the People's Republic of China for courtesy call in Lord Mayor's Suite	Carved wooden stand with rotating circular picture frame with floral print in gold coloured fabric display box	£30.00	Lord Mayor	LD

19	18/08/2023	Manchester Academy of Fine Arts	Delivered to Lord Mayor's Suite ahead of Lord Mayor opening exhibition 'The Meditation of Drawing' on 10 September 2023 at Manchester Cathedral	2 x Book: 'The Story So Far: The Manchester Academy of Fine Arts from 1859 to 2003' by Sheila Dewsbury	£8.95	Donated to Libraries	LD
20	27/08/2023	Fun Day Organiser, Cameroonian Cultural Committee	Lord Mayor attended the Cameroon Family Fun Day at Manchester Communication Academy, Harpurhey	Cameroonian Traditional Headdress	£100.00	Town Hall Collection (assessed 29/01/2024)	LD
				Cameroonian Traditional Game comprising wooden box and 36 dried seeds	£10.00	Town Hall Collection (assessed 29/01/2024)	LD
				Gold plated medal and Cameroonian scarf	£7.00	Lord Mayor	LD
21	10/09/2023	Manchester Academy of Fine Arts	Lord Mayor attended an exhibition hosted by Manchester Academy of Fine Arts at Manchester Cathedral	Bouquet of flowers	£15.00	Lord Mayor (perishable)	DW
22	15/09/2023	Organisers of Davies Cup Group Stage at Manchester AO Arena	Lord Mayor requested 2 tickets for personal guests	2 tickets in stands	£30-£45 per ticket	Lord Mayor	DW
23	22/09/2023	Deputy Prime Minister for Digitisation and Minister of Regional Development, Czech Republic and Czech Ambassador to the UK	Lord Mayor received Deputy Prime Minister for Digitisation and Minister of Regional Development, Czech Republic and Czech Ambassador to the UK for courtesy call in Lord Mayor's Suite	Ceramic plate in the shape of Czechia	£46.00	Lord Mayor	LD
				Relax and Anti-Stress Shower Gel and Hand/Foot Cream Set	£16.00	Lord Mayor	LD
24	25/09/2023	Consul General of the People's Republic of China	Delivered to Lord Mayor's Suite on the occasion of the Mid-Autum Festival	Moon Cakes in an orange box	£30.00	Lord Mayor (perishable)	JP
25	02/10/2023	President of Bikes for Peace (Norway)	Lord Mayor received President of Bikes for Peace (Norway) in Lord Mayor's Suite	Book: 'Pedal on for World Peace - Bike for Peace Norway 40 Years' by Tore Naerland	£5.00	Donated to Libraries	LD
				Book: 'Peace Campaigns in the Spirit of Gandhi and Mandela - Bike for Peace Norway 2021-2022' by Tore Naerland	£5.00	Donated to Libraries	LD
26	03/10/2023	Ambassador of the Kingdom of Morocco to the UK	Lord Mayor received Ambassador of the Kingdom of Morocco for courtesy call in Lord Mayor's Suite	Brass model of Bab Mansour, a monumental gate in the City of Meknes, Morocco, in green faux leather presentation box	£15.00	Lord Mayor	LD
27	07/10/2023	CEO, Camel United Foods (Private) Ltd	Lord Mayor attended 63rd Independence Celebration of Nigeria at Nigeria House	Plaque in a box with the wording: 'Councillor Yasmine Dar, Lord Mayor of Manchester UK. Presented by CEO, Camel United Foods (Private) Ltd'	£10.00	Lord Mayor	LD
28	11/10/2023	Mayor of Chemnitz	Lord Mayor received Mayor of Chemnitz for courtesy call in Lord Mayor's Suite (40th anniversary of Sister City Agreement with Chemnitz)	Book - 'Chemnitz - Die Stadt in Bildern (City of Many Faces)' by Von Dirk Hanus	£26.00	Donated to Libraries	LD
29	25/10/2023	Governor of Garissa County, Kenya	Lord Mayor received the Governor and delegation from Garissa County, Kenya for courtesy call in Lord Mayor's Suite	Wooden shield depicting an antelope with the wording: 'Garissa County - Home of the Hirola: Hirola - the World's rarest and most endangered antelope. Largely found in the southern part of Garissa County. A unique, beautiful animal which looks like it is wearing spectacles. We call on the world community to help us conserve the Hirola'	£10.00	Lord Mayor	LD
				Lacquered wood plaque in a box with the wording: 'Friendship. The City of Manchester and Garissa County, Kenya'	£10.00	Lord Mayor	LD
30	27/10/2023	Global Banking School	Lord Mayor visited Global Banking School, Manchester	2 x Global Banking School branded Tote bag containing a branded mug, notebook, t-shirt and pen	£20.00	Lord Mayor	LD
				Flowers	£15.00	Lord Mayor (perishable)	LD
31	03/11/2023	Lord Mayor of Chemnitz	Lord Mayor attended Civic Visit to Chemnitz, Germany to celebrate 40th anniversary of Sister City Agreement	Wooden house with incense cone to burn through chimney with engraving to commemorate 40 year relationship		Town Hall Collection (assessed 29/01/2024)	LD
32	04/11/2023	Head of Protocol, Chemnitz	Lord Mayor attended Civic Visit to Chemnitz, Germany to celebrate 40th anniversary of Sister City Agreement	Handmade mug with image of Karl Marx	£7.00	Lord Mayor	LD
33	19/11/2023	SaLone Empowerment Project	Lord Mayor attended SaLone Empowerment Project Private Documentary Screening at 422 Community Hub	Wooden plaque in the shape of Sierra Leone with a Sierra Leone flag in the centre and 'Greetings from Sierra Leone' motif	£10.00	Lord Mayor	LD
34	20/11/2023	Consul General of Libya	Lord Mayor received Consul General of Libya for courtesy call in Lord Mayor's Suite on 16 November 2023. (Gift was delivered a couple of days later as it hadn't arrived from Libya at the time of the meeting)	Metal plate depicting Tripoli's Arch of Marcus Aurelius (2nd Century) engraved with the words: 'Lord Mayor Cllr.Yasmine Dar'	£15.00	Lord Mayor	LD
				Flowers	£15.00	Lord Mayor	LD
35	21/11/2023	Director of Kuwait Grand Mosque Administration, Ministry of Islamic Affairs	Lord Mayor received Director of Kuwait Grand Mosque Administration for courtesy call in Lord Mayor's Suite	Pen in leather presentation box with motif of 'Scandinavian Council for Relations'	£15.00	Lord Mayor	LD
				Plastic circular plaque of Grand Mosque on wooden stand	£15.00	Lord Mayor	LD
36	23/11/2023	Safespots, Wythenshawe	Lord Mayor hosted an afternoon tea for Councillors and Residents from Woodhouse Park Ward in Lord Mayor's Suite	Handmade Christmas decoration	£5.00	Lord Mayor	LD
37	02/12/2023	President, World Taekwondo Federation	Lord Mayor hosted a Civic Reception for the World Taekwondo Grand Prix Final	Wooden diptych-style plaque commemorating 50 years of the World Taekwondo Federation	£15.00	Lord Mayor	LD
				Embroidered black belt commemorating 50 years of the World Taekwondo Federation	£20.00	Town Hall Collection (assessed 29/01/2024)	LD

				2 x Programmes for World Taekwondo Grand Prix Final	£8.00	1. Donated to Libraries 2. Lord Mayor	LD
38	06/12/2023	Consul General of Romania	Lord Mayor received Consul General of Romania for courtesy call in Lord Mayor's Suite	Copy of Byzantine Hagiography Wooden Plaque -Virgin Mary crafted with indelible colour silk screen on the wood	£32.56	Lord Mayor	LD
39	07/12/2023	BME Network	Lord Mayor received members of the BME Network in Lord Mayor's Suite	Floral dress	£15.00	Lord Mayor	LD
				Jar of Puffed Gram	£2.00	Lord Mayor (perishable)	LD
				Set of 6 giraffe spoons	£5.00	Lord Mayor	LD
				1kg tub of Tartina Chocolate Spread	£10.00	Lord Mayor (perishable)	LD
				2 x T-Shirts with 'Across Ummah' logo	£10.00	Lord Mayor	LD
				2 x Pens with 'Across Ummah' logo	£2.00	Lord Mayor	LD
				2 x Jars of Homemade Fruity Indian Pickle	£8.00	Lord Mayor (perishable)	LD
			Black velvet/tartan shawl	£15.00	Lord Mayor	LD	
40	10/12/2023	Ketumati Buddhist Vihara	Lord Mayor attended a Celebratory Luncheon for Chief Sanga Nayaka at Ketumati Buddhist Vihara	Tea Bags	£5.00	Lord Mayor (perishable)	LD
41	12/12/2023	Moston Fields Primary School	Lord Mayor received pupils and staff from Moston Fields Primary School in Lord Mayor's Suite	Book: 'The Magic of Manchester' written and illustrated by Moston Fields Primary School, Manchester (two copies)	£5.00	Donated to Libraries	DW
42	14/12/2023	Owner, Etcı Mehmet Steakhouse Restaurant	Lord Mayor attended opening of Etcı Mehmet Steakhouse Restaurant in Manchester	Gift bag containing notebook, pen, water bottle and fridge magnet	£10.00	Lord Mayor	LD
43	16/12/2023	Bee United Women's Cricket Team	Lord Mayor received Bee United Women's Cricket Team in Lord Mayor's Suite	Black/yellow cap with 'Bee United' logo	£5.00	Town Hall Collection (assessed 29/01/2024)	LD
44	23/12/2023	Consul General of the People's Republic of China	Christmas gift	2024 calendar - Rare Species of Chinese Fauna	£5.00	Lord Mayor	LD
				Panda Teddy	£5.00	Lord Mayor	LD
45	23/12/2023	Consul General of Libya	Christmas gift	Gift basket containing olive oil and dates	£30.00	Lord Mayor (perishable)	
46	11/01/2024	War Widows of Manchester	Lord Mayor received War Widows of Manchester in Lord Mayor's Suite	Book: 'The War Widows Quilt' edited by Nadine Muller	£10.00	Donated to Libraries	LD
47	24/01/2024	Chair of North West Turkish Community Association	Lord Mayor received members of the North West Turkish Community Association in Lord Mayor's Suite	12 piece 'Kochmaster Premium' floral tea set	£15.00	Lord Mayor	LD
48	26/01/2024	Ambassador of Turkiye in London	Lord Mayor received Ambassador of Turkiye for courtesy call in Lord Mayor's Suite	Handmade Turkish Delight in wooden presentation box	£8.00	Lord Mayor (perishable)	LD
				Framed picture - 'Ebru' - Traditional Turkish art of 'Painting on Water'	£35.00	Lord Mayor	LD
GIFTS ASSESSED TO HERE BY CURATORIAL TEAM AS AT 29/01/2024							
49	31/01/2024	Lord Mayor's guest	Lord Mayor's guest at Council meeting	Small packet of Asian sweets	£5.00	Lord Mayor (perishable)	LD
50	01/02/2024	CEO, Alchemy Arts	Lord Mayor and Consort attended Alchemy Arts' Launch of 'Work Ready Programme' at Abraham Moss Library and Leisure Centre	Flowers	£15.00	Lord Mayor (perishable)	LD
				Book - 'Meetings with Mountains' by Peter Sanders, presented to Consort with the inscription "To My Dear Brother Mohammed Majid Dar (Lord Mayor's Consort). May Allah Surah continue to bless you & keep you in the company of the ones he loves. Alchey Arts x Feb 2024 x"	£65.00	Consort has requested to keep the book as it contains personal inscription (office to seek approval from Monitoring Officer)	LD
51	02/02/2024	St Margaret's CE School, Whalley Range	Lord Mayor attended St Margaret's School's World Hijab Day event	Small potted plant	£5.00	Lord Mayor (perishable)	LD
				Hand drawn framed Thank You Picture	£1.00	Lord Mayor (not assessed)	LD
52	07/02/2024	Consul General of Pakistan	Lord Mayor received Consul General of Pakistan for courtesy call in Lord Mayor's Suite	Black scarf with bronze embroidery	£15.00	Awaiting assessment	LD
53	09/02/2024	Delegation from Chengdu, China	Lord Mayor received delegation from Chengdu, China in Lord Mayor's Suite	Silk scroll with panda picture	£20.00	Awaiting assessment	LD
				Calendar	£5.00	Awaiting assessment	LD
				Two stuffed pandas	£15.00	Awaiting assessment	LD
				Brochure	£5.00	Awaiting assessment	LD
54	20/02/2024	Mayors for Peace delegation from Municipality of Kvinesdal, Norway	Lord Mayor received Mayors for Peace delegation from Municipality of Kvinesdal, Norway in Lord Mayor's Suite	Mug with 'Kvinesdal' branding	£8.00	Awaiting assessment	DW
				Baklava Ducan from Bosnia	£2.18	Lord Mayor (perishable)	DW
55	27/02/2024	Secretary General, Mayors for Peace	Lord Mayor received new Secretary General of Mayors for Peace for courtesy call in Lord Mayor's Suite	Miyajima-Bori Wooden carved bowl designed by Kazuo Hirokawa	£35.00	Awaiting assessment	LD
				Decorative square metal dish	£15.00	Awaiting assessment	LD
				Decorative rectangular metal dish	£20.00	Awaiting assessment	LD
56	29/02/2024	Chair and Secretary, Friends of Alexandra Park	Lord Mayor received Chair and Secretary of Friends of Alexandra Park to thank them for over 20 years voluntary work at Alexandra Park. (Gift arrived in post on 05/03/2024)	Brochure - Alexandra Park Manchester, A Park for the people since 1870	£5.00	Donated to Libraries	LD
57	01/03/2024	Consul General of Romania	Lord Mayor received new Consul General of Romania for courtesy call in Lord Mayor's Suite	Martisor Brooch. A martisor is a spring token, a tiny adornment tied with a red and white entwined cord and presented on 1 March. This tradition dates back 8,000 years.	£5.00	Awaiting assessment	LD

58	08/03/2024	Secretary of State of the Department for Romanian Diaspora	Lord Mayor received Secretary of State of the Department for Romanian Diaspora and Consul General of Romania for courtesy call in Lord Mayor's Suite	2 x Bottles of Aqua Carpatica Mineral Water	£5.00	Lord Mayor (perishable)	LD
59	13/03/2024	Chairman, Manchester and Lancashire Family History Society	Lord Mayor attended Manchester and Lancashire Family History Society 60th anniversary celebration at Manchester Central Library	Book - 'A Beacon of Hope - Seashell Trust celebrating 200 Years' by Ed Baines	£8.00	Donated to Libraries	LD
60	03/04/2024	China Europe International Business School	Lord Mayor met with the China Europe International Business School delegation at the National Cycling Centre	Lucky Golden Dragon Portable Cup in gift box	£52.39	Awaiting assessment	LD
61	16/04/2024	Deloitte Muslim Network	Lord Mayor attended the Deloitte North Client Eid Event at Hanover Building	Flowers	£15.00	Lord Mayor (perishable)	LD
				Chocolates	£10.00	Lord Mayor (perishable)	LD
62	17/04/2024	MACFEST	Lord Mayor received members of MACFEST in Lord Mayor's Suite	Glass award with plaque with wording "Lord Mayor of Manchester Yasmine Dar Thank You for Inviting the MACFEST Team 2024"	£25.00	Awaiting assessment	LD
				Porcelain "Chrysanthemum" vase by St Michael and Flowers	£10.00	Awaiting assessment	LD
63	28/03/2024	Host of Iftar	Lord Mayor attended MCFC Iftar in Chairman's Lounge, Etihad Stadium	Manchester City FC shirt with wording on back 'Lord Mayor Dar 2023-24'	£91.00	Lord Mayor has requested to keep shirt as it has been personalised with her name (office to seek approval from Monitoring Officer)	LD
64	23/04/2024	Consul General of Portugal	Lord Mayor received Consul General of Portugal for courtesy call in Lord Mayor's Suite to celebrate 50 years of the Carnation Revolution	Book - 'The Carnation Revolution' by Alex Fernandes	£16.98	Donated to Libraries	DW
65	25/04/2024	Bollywood Active CIC	Lord Mayor attended Bollywood Active CIC Eid Celebration in Longsight	Flowers	£10.00	Lord Mayor (perishable)	DW
66	27/04/2024	President, Jain Samaj Manchester	Lord Mayor attended Jain Samaj Manchester Gala Event at Jain Community Centre, Levenshulme	Wm Widdop Glass Panel Aluminium Base Mantel Clock with plaque inscribed "With Best Wishes, JAIN SAMAJ, Manchester"	£37.50	Awaiting assessment	LD
	28/04/2024 - 30/04/2024	No gifts received					

ASSESSMENT OF GIFTS

Curatorial Manager, Our Town Hall Project and/or Collections Officer, Our Town Hall Project assess gifts every 4-6 months to decide which gifts should be retained for the 'Town Hall Collection'. The remaining gifts are either: 1) donated to Libraries (eg books); 2) donated to the We Love MCR Charity (eg alcohol); or 3) given to the Lord Mayor to keep. Perishable gifts (eg flowers) are given direct to the Lord Mayor without assessment.

29/01/2024 - Curatorial Manager and Collections Officer assessed gifts numbered 1 to 48. They identified 5 gifts to be retained in Town Hall Collection, Nos 11, 20, 31, 37 and 43. - see highlighted yellow.

**Manchester City Council
Report for Resolution**

Report to: Standards Committee – 13 June 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 and Scrutiny Team Leader
0161 234 3011
andrew.woods@manchester.gov.uk

Background documents (available for public inspection): None

This page is intentionally left blank

Standards Committee Work Programme – 13 June 2024

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.	Stephen Hollard	Gifts and Hospitality Guidance for Members
The Member/ Officer Relations Protocol	To review the operation and efficacy of the Protocol.	Stephen Hollard	The Member/ Officer Relations Protocol
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.	Stephen Hollard / Yasmin Siddiq	
The Use of Council Resources Guidance for Members	To review the operation and efficacy of the Guidance.	Stephen Hollard	The Use of Council Resources Guidance for Members
Process for Dispensations	To review the operation and efficacy of the process for granting dispensations.	Stephen Hollard	
Register of Members Interests	To consider the operation and efficacy of the Operation of the Register of Members' Interests.	Stephen Hollard	Register of Members Interests
Arrangements for dealing with Complaints made under the Members' Code of Conduct	To consider the operation and efficacy of the Arrangements for Investigating Complaints made under the Members' Code of Conduct	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 – 13 June 2024

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	Date to be confirmed.
Annual Standards Report	To note and review the work done in the last year to promote and maintain high standards of conduct by members.	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.	Stephen Hollard	
Social Media Guidance for Members	To consider any updates/ revisions to the guidance and the efficacy of the guidance.	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	
Standing item - Work Programme	To review and amend (if necessary) items to be considered at future meetings of the Committee.	Andrew Woods	

June 2025 meeting (TBC)

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.	Stephen Hollard	Gifts and Hospitality Guidance for Members
The Member/ Officer Relations Protocol	To review the operation and efficacy of the Protocol.	Stephen Hollard	The Member/ Officer Relations Protocol

Standards Committee Work Programme – 13 June 2024

The Use of Council Resources Guidance for Members	To review the operation and efficacy of the Guidance.	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	

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 for commenting on CCG (June 2021)
The Annual Governance Statement	April 2024	March 2025	Standards Committee to retain responsibility for commenting on of AGS (June 2021)
Members' Code of Conduct	November 2023 and updated annually as needed as part of annual review of constitution	Reviewed annually as part of the review of the Constitution	
Arrangements for Investigating Complaints	November 2023	October 2024	Reviewed annually

Standards Committee Work Programme – 13 June 2024

made under the Members' Code of Conduct			
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 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 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 2024	March 2025 (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 2024	March 2025	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	Reviewed annually