GMCA - Standards Committee

Date: 12 February 2019
Subject: Short Guide to the Code of Conduct for Members
Report of: GMCA Monitoring Officer

PURPOSE OF REPORT

At the meeting of the Standards Committee on 2 November 2017 the Committee asked for a short and simple document to be developed which could be circulated to all members of the GMCA and its committees to explain their obligations under the Code. A draft document is attached for the Committee’s consideration.

RECOMMENDATIONS:

The Committee is recommended to:

Consider the draft guide and provide feedback.

CONTACT OFFICERS:

Name: Liz Treacy
Position: Monitoring Officer, GMCA
E-mail: l.treacy@greatermanchester-ca.gov.uk

Name: Gwynne Williams
Position: Deputy Monitoring Officer, GMCA
Telephone: 0161 608 4007
E-mail: williamsg@manchesterfire.gov.uk

Risk Management – none
Legal Considerations – ensuring compliance with the Code of Conduct
Financial Consequences – none
Financial Consequences – none

**BACKGROUND PAPERS:**

GMCA Code of Conduct for Members

<table>
<thead>
<tr>
<th>TRACKING/PROCESS</th>
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<tbody>
<tr>
<td>Does this report relate to a major strategic decision, as set out in the GMCA Constitution (paragraph 14.2) or in the process (paragraph 13.1 AGMA Constitution) agreed by the AGMA Executive Board:</td>
<td>No</td>
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<th>EXEMPTION FROM CALL IN</th>
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<td>Are there any aspects in this report which means it should be considered to be exempt from call in by the AGMA Scrutiny Pool on the grounds of urgency?</td>
<td>No</td>
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<tr>
<th>TfGMC</th>
<th>Overview &amp; Scrutiny Committee</th>
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<td>NA</td>
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SHORT GUIDE

GMCA CODE OF CONDUCT FOR MEMBERS

1. WHO

Mandatory for

The Mayor
Members of GMCA
Substitute Members of GMCA
Voting Co-opted Members of GMCA’s committees
Appointed Members of Joint Committees

Voluntary for

Non-voting Co-opted Members of GMCA’s committees
Elected members from GM districts when they represent GMCA

2. WHEN

Acting in your official capacity, and

In meetings of:

• GMCA; or

• GMCA’s Committees or Sub-Committees, Joint Committees or Joint Sub-Committees

3. CONDUCT

General Principles

Selflessness: the public interest not personal gain
Integrity: avoid undue influences
Objectivity: decisions made on merit
Accountability: scrutiny is the norm
Openness: transparent decisions with reasons
Honesty: declare interests and avoid conflicts
Leadership: lead by example.
DO NOT

- Unlawfully discriminate
- Bully or be abusive
- Intimidate a complainant, a witness, or an investigator under the Code of Conduct
- Compromise the impartiality of GMCA’s officers
- Disclose confidential information without authority
- Deny lawful access to information
- Bring GMCA into disrepute
- Abuse your position
- Use GMCA’s resources improperly

DO

- Pay due regard to the advice of the Treasurer and Monitoring Officer
- Register your interests
- Declare your interests

INTERESTS

A. Pecuniary interests (you, your spouse or your partner)

Register within 28 days

- Employment or other paid office
- Sponsorship – payment in respect of expenses as a Member of GMCA, or election expenses.
- Contracts – between you/your partner (or a body in which you or your partner has a beneficial interest) and GMCA:
- Land you have an interest in within Greater Manchester
- Corporate Tenancies – where GMCA is the landlord you/your partner (or a body in which you or your partner has a beneficial interest) is the tenant
- Securities – you have a beneficial interest in securities of a body which has a place of business or land in the area of the GMCA

Do not speak or vote at a meeting on a matter in which you have a disclosable pecuniary interest

Disclose the interest at the meeting

Withdraw from the meeting

It is a criminal offence to fail to register disclosable pecuniary interests and to participate in any discussion or vote on a matter in which you have a disclosable pecuniary interest.
B. **Other Interests**

**Personal Interests**

You have a personal interest -

- If your well-being or financial position would be affected (i.e. more so than other ratepayers)
- If the well-being or financial position of somebody close to you would be affected or the organisations in which they are employed
- If the well-being or financial position of body referred to below would be affected
  - A body of which you are in a position of general control or management and to which you are appointed or nominated by GMCA;
  - A body of which you are in a position of general control or management which
    1. exercises functions of a public nature;
    2. is directed to charitable purposes; or
    3. one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union);
  - the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £100.

*Disclose the interest at the meeting*

You may speak and vote

C. **Prejudicial Interests**

You have a prejudicial interest -

Where your personal interest is one which a member of the public would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest and it:

- affects your financial position (or those persons or bodies referred to in section B above); or
- relates to the determining of any approval, consent, licence, permission or registration

*Do not speak or vote at a meeting on a matter in which you have a prejudicial interest*

*Disclose the interest at the meeting*

*Withdraw from the meeting*