

## Portfolio Governance – Terms of Reference Template

<p><b>Portfolio</b></p> <p><i>Insert the name of the Committee / portfolio body</i></p>	<p><b>AGMA Statutory Functions Committee</b></p>
<p><b>Function/Purpose</b></p> <p><i>Include here where functions have been given to the Committee through Government legislation, or where a joint purpose has been agreed.</i></p>	<p>The GMA Statutory Functions Committee (SFC) is a sub-committee of the Association of Greater Manchester Authorities (AGMA) Executive Board which discharges various functions in accordance with section 48 of the Local Government Act 1985 and the AGMA Constitution.</p> <p>The areas covered by the SFC are:</p> <ul style="list-style-type: none"> <li>• GM County Records and The Greater Manchester Archives and Local Studies Partnership</li> <li>• GM Disaster Relief Fund (Annual Report for noting)</li> </ul> <p>The Chair of the SFC can call an Emergency Sub Committee meeting (consisting of the Chair, Vice Chair and one other minority Member) if any urgent decision is required.</p> <p>Any decisions made by the Emergency Sub Committee will then be brought back to the next full Committee meeting.</p>

	<p>The SFC will receive and note an annual report in respect of the Greater Manchester Disaster Relief Fund outlining the allocation of grants made via the Fund.</p> <p>The SFC will receive reports from the Greater Manchester County Record Office and the Greater Manchester Archives and Local Studies Partnership.</p>
<p><b>Delegations</b></p> <p><i>Include here where delegations have been given through legislation or directly by the GMCA or GM Mayor.</i></p>	
<p><b>Accountability</b></p> <p><i>Include here how the committee or portfolio body is made up, to where it directly reports etc.</i></p>	<p>AGMA Executive Board</p>

<p><b>Statutory/Decision Making/Informal</b></p> <p><i>Include here whether the committee or portfolio body is statutory i.e. legally required.</i></p>	<p>Statutory</p>
<p><b>Membership</b></p> <p><i>Detail here the membership of the committee or portfolio body, the required number of (and type of) members i.e. those who are elected members. In listing officers, ensure that these are referenced by job title/organisation.</i></p>	<p>The Committee has one Member representative from each of the ten constituent Local Authorities. These representatives are nominated by each individual Authority and appointed by AGMA.</p> <p>The Committee has nominated deputies for each Member who may deputise at SFC and, in their absence, vote on his/her behalf.</p>
<p><b>Appointment of Chair (and Vice Chair)</b></p>	<p>Chair and Vice Chair to be appointed at the Annual Meeting.</p>

<p><i>Explain how the Chair is appointed and whether there is a legal requirement to appoint a certain person to Chair, also whether there is a designated length of term.</i></p>	
<p><b>Quoracy</b></p> <p><i>Detail how many members of the Committee or portfolio body are required to be present before a meeting can take place, and whether there are any specifications as to the breakdown of these members.</i></p>	<p>The quorum of The SFC will be two thirds of participating parties for any particular function that is under discussion.</p>
<p><b>Voting</b></p> <p><i>Set out here how a vote will be taken, if there is a majority vote, any casting vote etc.</i></p>	

<p><b>Meeting arrangements</b></p> <p><i>Detail here the current meeting arrangements, i.e. frequency, location etc</i></p>	<p>The Committee will meet at least twice a year in person with additional meeting as required.</p>
<p><b>Lead contact</b></p> <p><i>Include here who is the main point of contact for the Committee / portfolio body</i></p>	
<p><b>Date TOR were approved</b></p> <p><i>Detail the date that these terms of reference were approved</i></p>	<p>27.1.26</p>

## **STATUTORY FUNCTIONS COMMITTEE**

### **BACKGROUND AND STRUCTURE**

#### **GREATER MANCHESTER COUNTY RECORD OFFICE**

AGMA funds units, based in various locations across Greater Manchester, which cover a range of functions where joint provision benefits the ten Greater Manchester district authorities.

The Greater Manchester County Record Office (GMCRO) is operated by Manchester City Council's (MCC) Libraries, Information and Archives on behalf of the Association of Greater Manchester Authorities (AGMA). Since 1986 GMCRO has since been funded by annual contributions from participating districts and other joint AGMA authorities (excluding Stockport)

GMCRO houses four miles of archives and seeks to:

- identify, collect, preserve, and promote the widest possible public access to the documentary heritage of Greater Manchester in accordance with the statutory requirement of the Public Records Act 1958 and 1967, the Local Government (Records) Act 1962 and the Local Government Act 1972.
- GMCRO also provides a range of services for the districts including conservation, preservation management, digitisation, digital preservation, staff development and training for volunteers.

- GMCRO reports to the AGMA Statutory Functions Committee.

## **GREATER MANCHESTER ARCHIVES AND LOCAL STUDIES PARTNERSHIP**

Archives and local studies services in Greater Manchester provide invaluable access to the documented past of the City Region. In addition, there are excellent examples of how archives and local studies are actively engaged with communities in order to contribute to their councils' priorities. Much of the strength of both the traditional and newer community engagement role is made possible by the services being located in the heart of their communities. The current level of funding for archive and local studies services is a very small part of a council's budget.

Following a feasibility study the AGMA Statutory Functions Committee approved the creation of a formal Partnership to provide an over-arching strategy and development plan for the local authority archive and local studies services in Greater Manchester. The AGMA Statutory Function in July 2012 approved:

- The creation of an officer group to lead the work of the Greater Manchester Archives and Local Studies Partnership report to the AGMA Statutory Functions Committee.
- That the AGMA Statutory Functions Committee provide governance to the Greater Manchester Archives Partnership and to review the governance when the longer term vision and development plans are clear.

## **GREATER MANCHESTER DISASTER RELIEF FUND**

The Greater Manchester Disaster Relief Trust was established in 1978 following a major fire at a store in Central Manchester. Its primary purpose then was to relieve financial need, sickness or other disability arising from large scale disasters involving loss of life or injury to persons or property. Historically, the Trustees of the Fund were the Leaders of the 10 AGMA authorities.

However, following a review of the Fund in April 2009, the Community Foundation Greater Manchester (CFGM) - now Forever Manchester - took over the administration of the Fund on AGMA's behalf. It was agreed as part of this arrangement that:

- a representative from the Committee be appointed to the Advisory Panel which was set up to consider applications.
- CFGM/Forever Manchester to submit an annual report to the AGMA SFC outlining awards made from the Fund.