

CONSTITUTION AND ETHICS COMMITTEE

MONDAY 22 NOVEMBER 2021

6.00 PM

Engine Shed, Sand Martin House, Bittern Way

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Committee Members:

Councillors: Allen, Bashir (Vice Chairman), W Fitzgerald (Chair), M Jamil, Jones, N Sandford and Simons

Substitutes: Councillors: Hemraj, A Shaheed and I Walsh

Further information about this meeting can be obtained from Dan Kalley on telephone 01733 296334 or by email – daniel.kalley@peterborough.gov.uk



**MINUTES OF THE CONSTITUTION AND ETHICS COMMITTEE
MEETING
HELD AT 6:00PM, ON
WEDNESDAY, 14 JULY 2021
SAND MARTIN HOUSE, PETERBOROUGH**

Present: Councillors Fitzgerald (Chair) Bashir (Vice-Chair), Allen, Simons, Jamil, Hemraj and Sandford

Officers in Attendance: Dan Kalley, Senior Democratic Services Officer
Fiona McMillan, Director of Law and Governance and Monitoring Officer
Amy Brown, Deputy Monitoring Officer
Pippa Turvey, Democratic and Constitutional Services Manager
Rachel Edwards, Head of Constitutional Services

Also in Attendance:

1. APOLOGIES FOR ABSENCE

There were apologies of absence received from Councillor Jones. Councillor Hemraj was in attendance as substitute

2. DECLARATIONS OF INTEREST

There were none.

3. MINUTES OF THE MEETING HELD ON 8 FEBRUARY 2021

The minutes of the meeting held on 8 February 2021 were agreed as a true and accurate record.

4. REVIEW OF PETERBOROUGH CITY COUNCIL'S CODE OF CONDUCT

The Constitution and Ethics Committee received a report in relation to a review of Peterborough City Council's code of conduct.

The Monitoring Officer introduced the report and stated that the report was looked at previously at the last meeting. Guidance had now been published by the Local Government Association (LGA) and had been circulated to members in advance of the meeting. This guidance was to be used in conjunction with the model code itself.

Peterborough City Council (PCC) had adopted its current code in 2012, when the Standards Committee and board were abolished. The Council following this made its own arrangements and a light touch approach was taken in light of advice from the Ministry for Housing, Communities and Local Government (MHCLG). The Committee on Standards in Public Life reviewed the code of conduct template created by the LGA in 2018. It was felt that a more robust model code of conduct was required. The LGA were tasked with creating a new model code of conduct and this was published on 23 December 2019. The basis for the model code of conduct were the Nolan principles plus additional requirements, specifically on member interests, introducing sections on respect, bullying, harassment and confidentiality.

A number of the new sections had previously been a part of the code prior to 2012, however there was no national standards committee and each authority was responsible for carrying out determinations on potential breaches of the code.

In addition, members were informed that the Committee on Standards in Public Life had written to councils asking them to review their current practices and adopt the new model code of conduct were applicable. Members were also informed that the task and finish group had looked at the model code of conduct and had recommended that this be adopted with some minor tweaks, especially in relation to bullying at harassment at Full Council meetings and that training was to be provided on an annual basis.

The Constitution and Ethics Committee debated the report and in summary the key points raised and responses to questions included:

- Some members felt that it was beneficial to move away from prescriptive code of conduct and adopt a light touch approach. The current code in Peterborough set out some clear principles on how councillors should behave. Before 2010 there was a legally prescribed code of conduct, the national standards board at the time had a draconian system of sanctions. This led to a number of tit for tat complaints, which in turn led to a discredited system.
- There were particular concerns around bringing council into disrepute and who would define this. It was important that the public looked at this and were able to hold councillors to account.
- It was important to recognise that independent bodies had recommended the LGA look at this. It was in the Council's interest to go with what was being proposed, especially as task and finish group recommended this.
- Members noted that the situation differs from the previous regime, in that although a number of old elements were brought back into the code the system of determining a breach was still within the hands of the Constitution and Ethics Sub-Committee.
- A worry was around what was the point of the new code if there were no sanctions to enforce.
- Sanctions were the biggest issue as they did not have the weight they should do. The Committee on Standards in Public life have

looked at this but were awaiting the Government's response to the model code before looking at this in further detail.

- It was hoped that an elected councillor would adhere to the advice given by the council. There was a need to put confidence back in the system to give confidence to members of the public.
- Within political groups the hope was that the code of conduct was adhered to by all members.
- The code at PCC could be looked at in the future if there were elements that were not working.
- There was a lot of responsibility on the Monitoring Officer and it was hoped that a high threshold would need to be met before an investigation was carried out.

The Constitution and Ethics Committee considered and **RESOLVED** (unanimous) to:

1. Recommend to Full Council the adoption of the amended code of conduct and LGA guidance.

5. CRIMINAL RECORD CHECKS FOR MEMBERS AND CO-OPTED MEMBERS

The Constitution and Ethics Committee received a report in relation to criminal record checks for members and co-opted members.

The Deputy Monitoring Officer introduced the report and commented that the origin of the report was to try and address the need for consistency over the way the Council addressed the need for criminal record checks.

Members were informed that the principle was to look at members of the Corporate Parenting Committee and any other members that the Constitution and Ethics Committee felt needed to have a criminal record check. It was recommended that for those members a without barred list disclosure could be carried out. It was also possible to carry out checks on a case by case basis where it was deemed necessary.

The Constitution and Ethics Committee debated the report and in summary the key points raised and responses to questions included:

- There had been an extreme examples of people having to undergo severe check within other organisations and bodies which had led to confusion and complications.
- It was possible to construct an argument that all Councillors had to have a basic criminal check, however to counter this an argument could be made that if a potential candidate had a conviction then they would not be allowed to be a Councillor.
- There was concern over the need to require an enhanced DBS check. This was usually reserved for when someone was discharging a function, most notably social workers, however in the case of members it might be difficult to quantify having an enhanced DBS check.

- By sitting on a Scrutiny Committee this would not involve, or only minimal, contact with vulnerable people. The policy was more appropriate for members of the Corporate Parenting Committee and some Cabinet Members.
- Having an enhanced criminal check might bring up small petty issues that happened in the past which were no longer appropriate to people, but may prevent them from wanting to become a Councillor or sit on a specific committee.
- There needed to be a sensible approach to carry out criminal record checks. It was important that a risk assessment was carried out before any checks were undertaken.
- It was important that the Council was cautious around vulnerable people and it was appropriate in some situations for a criminal check to be carried out.
- There were suggestions that a criminal check should be carried out when there was a clear case for doing so and there was a need to mitigate potential risks.
- It was important that the policy was correct and the wording around when a criminal check was needed was clear for members to understand. At the current time it was felt more work needed to be carried out.
- Members were informed that the proposal came from a senior officer within the authority and had been a recommendation following an inquiry into Rotherham Metropolitan Borough Council's handling of its social services.
- There were potentially cost implications for carrying out the checks. It was £23 for a basic criminal check and £40 for an enhanced check. Costs of this would be minimal and might be a bit an extra
- There was agreement that the report needed to go back to officers for further work before coming back to committee.

The Constitution and Ethics Committee considered and **RESOLVED** (Unanimous) to:

1. Defer the criminal checks for members and get more information from officers and a revised policy be presented at a future meeting if applicable.

6. UPDATE TO PETITION SCHEME

The Constitution and Ethics Committee received a report in relation to a proposed update to the petition scheme.

The Democratic and Constitutional Services Manager introduced the report and stated that a report had been presented to committee in October 2020 as part of a scheme of proposals. This report asked members to consider an addition to the scheme, whereby adding a further criteria for petitions to be rejected. This had arisen as a response from members and officers, responding to a petition where the Council were unable to take a different decision. This addition would make the scheme more realistic for officers and members of the public to deal with.

The Constitution and Ethics Committee debated the report and in summary the key points raised and responses to questions included:

- There were very few instances or decisions that would fall under this new proposal. For example some decisions, although not possible to overturn or take a different decision, there may be other services within the Council that could be petitioned whereby the petition could affect a decision already taken.
- There was a risk that by including the provision as set out would restrict people from getting involved with local democracy and having a voice with which to communicate their opinions to the Council. One such example was over Rhubarb Bridge, by which a petition had successfully altered a decision that had been taken.
- A lot of petitions involved emotive topics, restricting people's ability to petition the Council was not a good example of democracy.
- There was a worry that if a provision was not included where a decision had been taken and there was no possibility of a different decision being taken it could potentially stop or slow down the Council's ability to take action in certain areas, especially if there was a time limit involved.
- It was important for people to get their petitions in before a decision was due to be taken in order to get the best effect and try and change the course of a decision.
- Members debated a number of different alterations and additions to the proposed amendment to the scheme, however there was no agreement on these.

The Constitution and Ethics Committee considered and **RESOLVED** (4 for, 3 against) to recommend to Full Council the proposed amendment to the Petition Scheme so as to include grounds for refusing a petition in circumstances where it related to a decision by the Council that had already been taken and there was no realistic possibility of a different decision being taken.

7. DISPENSATIONS ISSUES

The Constitution and Ethics Committee considered and **RESOLVED** (Unanimous) to note that there had been no dispensations granted since the last meeting

8. UPDATE ON NATIONAL ISSUES (LGA MODEL CODE OF CONDUCT)

The Constitution and Ethics Committee considered and **RESOLVED** (Unanimous) to note that there had been no further updates on issues of national interest since the last meeting

9. CODE OF CONDUCT COMPLAINTS RECEIVED SINCE FEBRUARY 2021

The Constitution and Ethics Committee received an update report on the code of conduct complaints received by the Monitoring Officer since the last meeting in February 2021.

It was noted that there was a need for a high threshold being reached before complaints were being investigated, especially when it was one councillor against another

The Constitution and Ethics Committee considered and **RESOLVED** (Unanimous) to note the report on complaints received/being handled by the Monitoring Officer since the Committee's last meeting in February 2021.

10. WORK PROGRAMME, FUTURE DATES AND MEMBER ISSUES

The Constitution and Ethics Committee received a report in relation to the Committee's Work Programme for the Municipal Year 2021/22.

The Senior Democratic Services Officer introduced the report and confirmed that the work programme was up to date for the next municipal year and items could be added at any stage.

A further item on the Full Council agenda and motions might be an item depending on discussions at Group Leaders and how the current system operated at the Full Council meeting in July.

The Constitution and Ethics Committee considered and **RESOLVED** (unanimous) to note the Committee's work programme as at 14 July 2021.

6:00pm – 7.19pm

Chairman

CONSTITUTION AND ETHICS COMMITTEE	AGENDA ITEM No. 4
22 NOVEMBER 2021	PUBLIC REPORT

Report of:	Peter Carpenter, Director of Corporate Resources		
Cabinet Member(s) responsible:	Cllr Andy Coles, Cabinet Member for Finance		
Contact Officer(s):	Peter Carpenter, Director of Corporate Resources	Tel. 452520	
	Kirsty Nutton, Head of Finance	Tel. 384590	

UPDATE BUDGET AND POLICY FRAMEWORK PROCEDURE RULES

R E C O M M E N D A T I O N S	
FROM: Corporate Director: Resources	Deadline date: 12 November 2021
It is recommended that the Constitution and Ethics Committee approves the updated Budget Policy Framework Procedure Rules, as outlined in Appendix A and recommends to Council for approval.	

1. ORIGIN OF REPORT

1.1 This report is presented to Cabinet following referral from the Corporate Director of Resources, the S151 Finance Officer.

2. PURPOSE AND REASON FOR REPORT

2.1 The purpose of this report is to provide the Constitution and Ethics Committee the opportunity to review and approve the proposal to update the Budget Policy Framework Procedure Rules, as set out in part 4, section 6 of the Council's constitution.

2.2 This report is for the Constitution and Ethics Committee to consider under its terms of reference 2.7.2.1.

“Authority to oversee the operation of the Council's Constitution and authority to make recommendations to Full Council as to amendments and improvements to the Council's Constitution (including the codes and protocols) subject to the receipt and consideration of a report prepared by the Monitoring Officer, with the exception of those matters under the remit of the Executive.”

3. TIMESCALES

Is this a Major Policy Item/Statutory Plan?	NO	If yes, date for Cabinet meeting	NA
Date for relevant Council meeting	8 December 2021	Date for submission to Government Dept. <i>(Please specify which Government Dept.)</i>	NA

4. BACKGROUND AND KEY ISSUES

- 4.1 The Council has always operated a Cross Party Budget Working Group (BWG) to consider budget proposals designed to contain expenditure within the Council's financial envelope.

The recent [Financial and Governance Assurance Reviews](#), carried out on behalf of the Department of Levelling Up, Housing and Communities (DLUHC) highlight the significant financial challenges facing the Council. It is clear from these reviews that this Council alone needs to find its own financial solutions. It needs to prioritise what is important and ensure that its ambition for the City is affordable and remains within its financial envelope.

The reports outline a series of recommendations which the Council has actively started progressing. A Financial Sustainability Working Group (FSWG) has been established to replace the former Budget Working Group. This new group will have open and transparent conversations about the budget situation and types of decisions that must be taken. This will include involvement of all parties and will play a vital role in the delivery of financial sustainability for the Council.

The FSWG terms of reference included within the Budget Policy Framework Rules have been revised to reflect the strengthened role of this group, these are included within Appendix A. Some of the key changes are outlined in the following points:

- Each political group has an equity in representation regardless of their size so that there is full cross-party contribution to bringing forward budget proposals
- The reports which go to Cabinet Policy Forum (CPF) will also go in full to the FSWG
- The role of FSWG members will include bringing forward budget proposals for consideration
- Whilst it is hoped that budget proposals will be agreed on by consensus, if this is not achieved then the proposal that does not command consensus will still go to a public meeting of Cabinet to be discussed at the appropriate time.
- The opposition group members who attend the FSWG still have the ability to scrutinise at the Joint Meetings of Scrutiny Committee where they will already have had complete access to all the documents that Cabinet have seen.

5. CONSULTATION

- 5.1 The terms of reference have been considered by the leaders of each political group.

There are no further consultation requirements. This is an enhancement to the budget process.

6. ANTICIPATED OUTCOMES OR IMPACT

- 6.1 Following approval by the Constitution and Ethics Committee on 22 November 2021 and Full Council on 8 December 2021, the new FSWG terms of reference will form part of the Council's Constitution, forming an integral part of the Council's Budget Setting Process.

7. REASON FOR THE RECOMMENDATION

- 7.1 The reason for this proposal is to ensure that the Budget Policy Framework Procedure Rules reflect the current terms of reference for the FSWG.

This recommendation will best support the Council to fulfil its statutory obligation to set a lawful and balanced budget by 11 March annually.

8. ALTERNATIVE OPTIONS CONSIDERED

- 8.1 No other options have been considered. This recommendation strengthens the role of the Cross-Party Working Group, to ensure it has an active role in the delivery of a sustainable and balanced budget and a Medium Term Financial Strategy.

9. IMPLICATIONS

Financial Implications

9.1 None

Legal Implications

9.2 The provisions of the Local Government Finance Act 1992 (LGFA 1992) set out what the council must base its budget calculations on and require the council to set a balanced budget with regard to the advice of its Chief Financial Officer (section 151). The setting of the budget in March each year is a function reserved to Full Council, who will consider the draft budget which has been prepared and proposed by Cabinet. When it comes to making its decision in March each year the Council is under a legal duty to meet the full requirements of s31A of the LGFA 1992 which includes the obligation to produce a balanced budget.

9.3 Once the budget has been agreed by Full Council the Cabinet cannot make any decisions which conflict with it, although variations and year-in-year changes can be made in accordance with the Council's financial regulations.

9.4 Councils are under a general duty (Section 151 of the Local Government Act 1972) to make arrangements for 'the proper administration of their financial affairs'. It is for each council to decide on the detail of its budget setting process as part of this overall duty.

Equalities Implications

9.5 None.

10. BACKGROUND DOCUMENTS

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

11. APPENDICES

11.1 *Appendix A- Revised Budget Policy Framework Procedure Rules*

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Section 6 - Budget and Policy Framework Procedure Rules

1. THE FRAMEWORK FOR EXECUTIVE DECISIONS

- 1.1 The Council will be responsible for the adoption of its Budget and Policy Framework. The Executive will be responsible for implementing the Budget and Policy Framework. The Executive will be responsible for initiating Budget and Policy framework proposals, and Council will be responsible for their approval on the recommendation of the Executive.
- 1.2 The Council may, from time to time, review which plans and strategies shall comprise the major policy framework (as listed in in Part 2 Article 4). The Cabinet will usually make recommendations on the plans that should be added or deleted.

2. PROCESS FOR DEVELOPING THE COUNCIL'S BUDGET

- 2.1 The budget setting process will have a two phased approach for developing and recommending budget proposals to Council for approval.
- 2.2 The Council's budget will be reviewed and reported on twice throughout each financial year. The Cabinet will consider the Council's Budget and Financial Strategy on both occasions. The Corporate Resources Director will confirm the number of phases and the timetable that will apply in the forthcoming financial year by the end of March prior to the start of each financial year.
- 2.3 This approach will enable identified budget proposals for savings and income generation and actions that mitigate new arising financial pressures to be implemented earlier in the financial year. This will therefore enable the Council to benefit from the result of more timely management action.
- 2.4 The Cabinet shall consider the Council's Budget and Financial Strategy in accordance with the Budget setting plan set out in 2.4 below. This will include consideration of the Revenue Budget, the Asset Investment Strategy, the Treasury Management Strategy and Medium Term Financial Strategy (MTFS).

Budget setting plan

MEETING	CONTENT	DATE
PHASE ONE		
Cabinet	To consider the first phase of budget proposals for consultation (following consideration from Cabinet Policy Forum and Financial sustainability Working Group). The publication of the report commences	Summer/ Autumn

Scrutiny Committee	To formally scrutinise the first phase of budget proposals	Summer/Autumn
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Cabinet	To recommend the first phase of budget proposals to Council having regard to feedback from the joint scrutiny committee and stakeholders	Summer/Autumn
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Council	To approve the first phase of budget proposals	Summer/
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PHASE TWO

Cabinet	To agree: <ul style="list-style-type: none"> • Council Tax base and estimated position on the • Collection Fund • NNDR1 (Business Rates position) • Any changes proposed to the Council Tax • Support Scheme. 	January
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Cabinet	To consider the final phase of budget proposals and the MTFs report for consultation (Following consideration from Cabinet Policy Forum and Financial sustainability Working Group). The	February
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Scrutiny Committee	To formally scrutinise the final phase of budget proposals.	February
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Audit Committee	To review and approve the Asset Investment Strategy and Treasury Management Strategy prior to inclusion in the MTFs.	January/February
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Cabinet	To recommend the MTFs including the revenue budget and Council Tax rates to Council having regard to feedback from the joint scrutiny committee and stakeholder consultation.	February
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Council	Approve the consolidated MTFs, including the revenue and capital budget and Council Tax Resolution.	March
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PHASE ONE

2.5 The purpose of Phase One is:

- (a) identify new financial pressures arising in the current financial year and take timely actions to contain expenditure within approved budgets
- (b) to identify the likely budget position for the forthcoming financial year prior to the Government providing the financial settlement and
- (c) to provide an opportunity for directors to work up budget proposals at an early stage in consultation with Members and relevant stakeholders, and allow sufficient time for the delivery and implementation of budget proposals, in advance of the forthcoming financial year.

2.6 Directorates and the Financial Sustainability Working Group (FSWG) will be required to develop and present budget proposals that will contribute towards containing expenditure within the approved budget for the current financial

year and balancing the budget in future financial years. These options will be discussed with Cabinet Members and the FSWG. An outline terms of reference for the group is attached. (Appendix 1).

- 2.7. Within Phase One Cabinet will formally publish budget proposals and if required, will be subject to a consultation process, which will commence at this time. As part of the consultation process, the Cabinet shall formally consult all scrutiny committees at a joint meeting on these proposals. The Cabinet shall also consult with local stakeholders, including residents, partner organisations and businesses.
- 2.8. Cabinet will then formally consider the budget proposals and the results of the consultation, including the views of the joint scrutiny committee and make recommendations to Council to agree them.

PHASE TWO

- 2.9 Phase Two will result in Cabinet making recommendations to Council on further budget proposals and the consolidated MTFS Report, to enable Council to set a lawful and balanced budget and to set the Council Tax by 11 March each year. Every Council has a statutory obligation to agree the Council tax by that date.
- 2.10 In January, Cabinet will formally publish its second phase of budget proposals and the consolidated MTFS and if required, will be subject to a consultation process, which will commence at this time. As part of the consultation process, the Cabinet shall formally consult on the further budget proposals with all scrutiny committees at a joint meeting on these proposals. The Cabinet shall also consult with local stakeholders, including residents, partner organisations and businesses, the same process outlined in Phase One to ensure that decisions made reflect community and Members' views.
- 2.11 Following consultation, the final budget proposals and consolidated MTFS report will be considered by Cabinet and presented to Council for consideration and approval. This will be required to take place no later than 11 March.
- 2.12 Details of the Cabinet's consultation process as set out within the budget plan shall be included in the Forward Plan.
- 2.13 At any stage during the year, Cabinet Members may also consult and seek advice from any scrutiny committees about relevant service issues in relation to the formulation of budget proposals. Scrutiny committees have the ability to develop their own proposals as part of any themes they are reviewing as part of their work programme. Any such proposals will be reported to Cabinet and Cabinet will formally respond when recommending their budget proposals.
- 2.14 In addition to the requirements of this procedure rule the Cabinet may also receive and invite comments from any or all Members or persons on its proposals.
- 2.15 The Growth, Environment & Resources Scrutiny Committee will have overall oversight of the Budget and finance issues (and corporate issues such as Council Tax and the Treasury Management Strategy).

3. PROCESS FOR DEVELOPING THE POLICY FRAMEWORK

- 3.1 Where statutory deadlines allow, at least two months before a plan or strategy in the policy framework needs to be adopted by Council, the relevant Scrutiny Committee will consider initial proposals for the plan or strategy. Details of any consultation processes shall be included in relation to each of these matters in the Forward Plan, where the plan or strategy is being recommended by the Cabinet. The consultation process shall be published and available on the Council's website.
- 3.2 Any representations made to the relevant Scrutiny Committee shall be taken into account when considering the initial proposals, and shall be reflected in any report dealing with them. If the matter is one where a Scrutiny Committee has carried out a review of policy, then the outcome of that review will also be considered alongside the initial proposals.
- 3.3 The Scrutiny Committee may consult local stakeholders, any or all Members and any such persons or communities as they shall consider appropriate, allowing a period of four weeks for them to respond to the initial proposals, unless there are special factors that make this timescale inappropriate. If there are, it will inform the consultees of the time for response when the proposals are referred to them.
- 3.4 With the exception of the corporate priorities, the relevant Scrutiny Committee will submit its proposals, including any views received during the consultation process, to the Cabinet for them to determine and make recommendations to Council.

4. ADOPTION OF BUDGET AND POLICY FRAMEWORK

- 4.1 The Cabinet will consider the comments of the Scrutiny Committees and, if it considers it appropriate, may amend its proposals before submitting them to the Council meeting for consideration. It will also report to Council on how it has taken into account any recommendations from the scrutiny committee.
- 4.2 The Council will consider the proposals of the Cabinet and may adopt them, amend them, refer them back to the Cabinet for further consideration, or substitute its own proposals in their place. In considering the matter, the Council shall have before it the Cabinet's proposals and any report from the relevant Scrutiny Committees.
- 4.3 Where at a Council meeting a member wishes to move a substantial amendment or amendments which amount to an alternative Budget to be adopted by the Council, they may only do so provided they give notice in writing of the proposed amendment(s) to the Proper Officer no later than 10 am **five** working days before the Council meeting (not including the day of the meeting). A substantial amendment, or amendments which amount to an alternative budget, is deemed to be one that proposes a different level of Council Tax. Any other amendments must comply with the rules relating to amendments to motions in the Council Standing Orders. Notice of a substantial amendment shall be circulated to all Members and the alternative proposal(s) will be dealt with as amendments in the order they are received by the Proper Officer.

- 4.4 The Council's decision will be published on the Council's website. The Proper Officer will notify the Leader of the Council's decision and a copy shall be given to the Leader. The notice of decision shall be dated and shall state either that the decision shall be effective immediately (if the Council accepts the Cabinet's proposals without amendment) or (if the Cabinet's proposals are not accepted without amendment), that the Council's decision will become effective on the expiry of five working days after the publication of the notice of decision, unless the Leader objects to it in that period.
- 4.5 If the Leader objects to the decision of the Council, he or she shall give written notice to the Proper Officer to that effect prior to the date upon which the decision is to be effective. The written notification must state the reasons for the objection. Where such notification is received, the Proper Officer shall convene a further meeting of the Council to reconsider its decision and the decision shall not be effective pending that meeting.
- 4.6 The Council meeting must take place within 10 working days of the receipt of the Leader's written objection. At that Council meeting, the decision of the Council shall be reconsidered in the light of the objection, which shall be available in writing for the Council.
- 4.7 The Council shall at that meeting make its final decision which shall be published on the Council's website, and shall be implemented immediately.
- 4.8 These procedures only applies to plans which relate to executive functions. Plans that relate to non-executive functions will be reported to the relevant committee prior to submission to Council.

5. DECISIONS OUTSIDE THE BUDGET OR POLICY FRAMEWORK

- 5.1 Subject to the provisions of paragraph 6 below, the Executive may only take decisions which are in line with the Budget and Policy Framework. If the Executive wishes to make a decision which is contrary to the Policy Framework, or contrary to or not wholly in accordance with the Budget approved by the Council, then that decision may only be taken by the Council. In approving the Medium Term Financial Strategy, the Council will specify the level of virement within the budget. Any other changes to the Budget and Policy Framework are reserved to the Council.
- 5.2 The Executive shall take advice from the Monitoring Officer and/or the Chief Financial Officer as to whether a decision would be contrary to the Policy Framework, or contrary to or not wholly in accordance with the Budget. If the advice of either of those officers is that the decision would not be in line with the existing Budget and/or Policy Framework, then the decision must be referred by the Executive to the Council for decision, unless the decision is a matter of urgency, in which case the provisions in paragraph 6 below apply. However the decision may only be taken:
- (a) if it is not practical to convene a quorate meeting of the full Council;

- (b) if the Chair of the Growth, Environment & Resources Scrutiny Committee agrees that the decision is a matter of urgency;
 - (c) In the absence of the Chair of the Growth, Environment & Resources Scrutiny Committee, the Chair of the Scrutiny Committee relevant to the decision must give consent;
 - (d) In the absence of both Chairs, the consent of the Mayor or Deputy Mayor will suffice.
- 6.2 The reasons for urgency and why it is not practical to convene a quorate meeting of the Council and the Chairman of the relevant scrutiny committee's consent to the decision being taken as a matter of urgency must be noted on the record of the decision.
- 6.3 Following the decision, the decision taker will provide a full report to the next Council meeting explaining the decision, the reasons for it and why the decision was treated as a matter of urgency.

7. IN-YEAR CHANGES TO BUDGET OR POLICY FRAMEWORK

- 7.1 Changes to the Budget may be made by the Executive where those changes:
- (a) are necessary to ensure compliance with the law, ministerial direction or government guidance;
 - (b) where the changes do not exceed virement limits set by Council;
 - (c) follow a decision to spend less than the budget allocated by Council (R (Buck)v Doncaster MBC (2013)).
- 7.2 Changes to the Budget may be made by the Executive where those changes are in respect of:
- (a) a policy which would normally be agreed annually by the Council following consultation, but where the existing policy document is silent on the matter under consideration.
 - (b) two or more policies which conflict with one another on the matter under consideration.

8. CALL-IN OF DECISIONS OUTSIDE THE BUDGET OR POLICY FRAMEWORK

- 8.1 Where a Scrutiny Committee is of the opinion that an Executive decision is, or if made would be, contrary to the Policy Framework, or contrary to or not wholly in accordance with the Council's Budget, then it shall seek advice from the Monitoring Officer and/or Chief Financial Officer.
- 8.2 Where the Monitoring Officer and/or Chief Financial Officer are of the opinion that the decision in question is contrary to the Policy Framework or contrary to or not wholly in accordance with the Council's Budget then they shall prepare a report to the Cabinet with a copy to every Member of the Council. Regardless of whether the decision is delegated or not, the Cabinet must meet to decide what action to take in respect of the Monitoring Officer's report and to prepare a report to Council.

- 8.3 If the decision has yet to be made, or has been made but not yet implemented, and the advice from the Monitoring Officer and/or the Chief Financial Officer is that the decision is or would be contrary to the Policy Framework or contrary to or not wholly in accordance with the Budget, a scrutiny committee may refer the matter to Council. In such cases, no further action will be taken in respect of the decision or its implementation until the Council has met and considered the matter. The Council shall meet within 21 days of the request by the Scrutiny Committee. At the meeting it will receive a report of the decision or proposals and the advice of the Monitoring Officer and/or the Chief Financial Officer. The Council may either:
- (a) endorse a decision or proposal of the Executive decision taken as falling within the existing Budget and Policy Framework. In this case no further action is required, save that the decision of the Council be minuted and circulated to all Members in the normal way;
 - (b) amend the Council's Financial Regulations or Policy concerned to encompass the decision or proposal of the body or individual responsible for that Executive function and agree to the decision with immediate effect. In this case, no further action is required save that the decision of the Council be minuted and circulated to all Members in the normal way;
 - (c) where the Council accepts that the decision or proposal is contrary to the Policy Framework or contrary to or not wholly in accordance with the Budget, and does not amend the existing framework to accommodate it, require the Cabinet to reconsider the matter in accordance with the advice of the Monitoring Officer and/or Chief Financial Officer.

Financial Sustainability Working Group – Terms of Reference

Objective

There is an urgent imperative for the Council to deliver a balanced and sustainable budget and an expectation from Government, expressed through the recent MHCLG review, that the Council will move to this sustainable budget position by the 2023/24 financial year. Officer structures were introduced to ensure that the financial challenges and the move to sustainability are closely governed with urgency and grip. These arrangements are as follows:

- There is a two-weekly process of evaluating ideas, developing business cases, and escalating and unblocking issues (RIT and Executive CMT)
- There is a monthly meeting of the Corporate Management Team (CMT) that makes decisions on the strategic financial proposals (from an officer basis) and holds an operational oversight of performance against budget actions.

This officer structure (set out in Annex A) now needs to be matched in new member arrangements and structures.

Core to this is the creation of a cross party working group of members, working in partnership, reviewing Council expenditure and services, ideas presented by officers, and producing ideas of their own for officers to evaluate with a view to recommending a sustainable, balanced budget to Cabinet for the next financial year and the medium term.

This will also include reviewing the current year financial position and making recommendations to be incorporated as part of a revised budget, in order to strengthen the current financial position and deliver savings and efficiencies at the earliest opportunity. These terms of reference set out the purpose, membership and operations of this new cross party working group.

Purpose

The primary purpose of the Financial Sustainability Working Group (FSWG) is to address the funding gap and deliver a robust and sustainable budget by 2023/24, by:

- Conducting a thorough review of all the Council's budgets;
- Formulating a budget strategy to create a balanced and sustainable budget by 2023/24;
- Reviewing budget ideas and proposals presented by senior officers and agreeing which of those ideas are incorporated in the budget and which require further work to be undertaken;
- Identifying new savings, income generation and efficiency opportunities for officers to work on and bring back as proposals for the budget;
- Recommending a budget for the 2022/23 financial year to Council within available resources;
- Advising the Council on a Medium Term Financial Strategy for following financial years;
- Advising the Council on the budget position during the current financial year (including Revenue programme, capital programme, reserve levels and asset disposals).

Constitution & powers

This is a working group of Cabinet and any recommendations would be made to Cabinet for consideration and approval.

Membership

The FSWG shall comprise of:

- Group Leaders and their Deputies;
- The Finance Spokesperson for each Group;
- The Cabinet Member for Finance.

Substitution arrangements will not apply.

The Financial Sustainability Working Group shall appoint a Chair and Vice-Chair at its first Meeting. The quorum of the Working Group shall be half plus one based on the agreed membership at the start of each financial year.

Operations

Meetings will be held on a monthly basis, within 2 weeks of the Officer CMT Budget Group (as set out in Annex A). Meetings may be held more or less frequently as the Group sees fit.

Meetings of the Working Group will be supported by the Chief Executive and the Section 151 Officer. The Corporate Management Team will attend as necessary to present and discuss proposals, and respond to Group queries.

Meetings will be administered by the Corporate Finance Team with confidential briefing papers issued in advance of the meeting and notes, attendance and actions taken at each meeting.

Papers distributed prior to the meetings will contain the same information as those discussed at Budget CMT and Budget CPF.

Papers will be confidential as proposals being discussed will directly affect Staff and Service users.

Officer Meeting Structure



CONSTITUTION AND ETHICS COMMITTEE	AGENDA ITEM No. 5
22 NOVEMBER 2021	PUBLIC REPORT

Report of:	Fiona McMillian – Director of Law and Governance	
Cabinet Member(s) responsible:	Councillor Marco Cereste, Cabinet Member for Digital Services and Transformation	
Contact Officer(s):	Rachel Edwards – Head of Constitutional Services Susan Proctor – Executive and Members Services Manager	Tel. 452277

UPDATE TO CIVIC PROTOCOL

RECOMMENDATIONS	
FROM: Director of Law and Governance	Deadline date: 20 September 2021
<p>It is recommended that the Constitution and Ethics committee: -</p> <p>1. To consider and debate the amendments to the Civic Protocol, which includes the insertion of the Honour Panel criteria and Honorary Alderman and make any recommendations to Full Council.</p>	

1. ORIGIN OF REPORT

1.1 This report is submitted to the Constitution and Ethics committee following a request from the Monitoring Officer to update the current protocol.

2. PURPOSE AND REASON FOR REPORT

2.1 The purpose of this report is to provide the Constitution and Ethics committee with a opportunity to review and debate this proposal.

- (a) amended the protocol to gender neutral
- (b) amended job titles for officers
- (c) updated civic procession orders
- (d) amendments to public buildings – to include Sand Martin House
- (e) inserted Honours Panel criteria
- (f) inserted Honorary Alderman criteria
- (g) inserted Mayors vehicle in accordance with Carbon Management Plan

2.2 This report is for Constitution and Ethics committee to consider under its Terms of Reference No. 2.7.2.1

Authority to oversee the operation of the Council's Constitution and authority to make recommendations to Full Council as to amendments and improvements to the Council's Constitution (including the codes and protocols) subject to the receipt and consideration of a

report prepared by the Monitoring Officer, with the exception of those matters under the remit of the Executive.

3. **TIMESCALES**

Is this a Major Policy Item/Statutory Plan?	NO	If yes, date for Cabinet meeting	
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4. **BACKGROUND AND KEY ISSUES**

- 4.1 The civic protocol, attached at Appendix A, is Part 5, Section 6 of Peterborough City Council's Constitution. This protocol supports the Mayor in Civic and Ceremonial duties as 'First Citizen of the City of Peterborough'. This has been updated to reflect the gender neutral titles and updating the job titles of officers within the protocol.
- 4.2 Members are directed to take note of the inclusion on further detail around the Honours Panel within section 15 of the report and section 17 detailing information on Honorary Alderman.
- 4.3 Further appendices are attached with more detailed guidance on the role of the Honours Panel and a briefing note on Honorary Alderman is also attached for Members guidance.

5. **CONSULTATION**

- 5.1 Subject to the Constitution and Ethics committee agreement to these recommendations in this report, the proposed amendments to this protocol will be presented to Full Council. This is part of the process to give all members the opportunity to debate the proposal, before a final decision is made at Full Council to implement these proposals.

6. **ANTICIPATED OUTCOMES OR IMPACT**

- 6.1 It is anticipated that the Constitution and Ethics committee will take the opportunity to review the proposals and update the Civic Protocol. Any recommendations made will be presented to the next meeting of Full Council before coming into effect.

7. **REASON FOR THE RECOMMENDATION**

- 7.1 The reason for this proposal is to ensure that the Civic Protocol is updated to reflect the Honours Panel and Honorary Alderman Status.

8. **ALTERNATIVE OPTIONS CONSIDERED**

- 8.1 Proposed option – to update Civic Protocol to include the criteria for the Honours Panel and Honorary Alderman Status.

To do nothing – would mean that this criteria is not documented in Peterborough City Council's Constitution.

9. **IMPLICATIONS**

Financial Implications

9.1 *None.*

Legal Implications

9.2 *None.*

Equalities Implications

9.3 This proposal includes the removal of gender titles.

10. BACKGROUND DOCUMENTS

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

10.1 PCC Constitution

11. APPENDICES

Appendix A – Part 5 Section 6 Civic Protocol (Council Constitution)

Appendix A(1) – Clean version Part 5 Section 6 Civic Protocol

Appendix B – Honours Panel criteria

Appendix C – Draft Matrix – Honours Panel

Appendix D - Briefing note Alderman

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Peterborough City Council
Civic Protocol

Contents

<u>Section</u>	
1	The importance of the Council's mayoralty and civic service
2	The Mayor's statutory role
3	The Mayor's civic role
4	How the Mayor is appointed
5	The Mayoress or Consort
6	The Deputy Mayor and Deputy Mayoress or Consort
7	The Mayor's Chaplain and Cadet, and the Town crier
8	Civic insignia
9	Formal address and orders of precedence
10	The Council's programme of civic events
11	Civic hospitality
12	Civic dinners
13	Civic gifts
14	European and other overseas links
15	Honours Panel Criteria
16	Freedom of the City of Peterborough
17 15	Honorary Alderman
18 16	The Mayor's charities and the Charity Committee
19 17	The Mayor's and Deputy Mayor's allowance
20 18	Administration and funding of the mayoralty and civic service

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Civic Protocol

1. The importance of the Council's mayoralty and civic service

- 1.1 Peterborough City Council plays an important part in providing community leadership. The City Council recognises two key aspects to this: political leadership is provided through the Leader of the Council and other Cabinet Members who together form the Executive; while civic leadership is focussed upon the mayoralty, provided through the Council's civic service.
- 1.2 As Peterborough's 'first citizen', the Mayor acts as ambassador for the City Council, and also for Peterborough itself on the wider regional, national and international stage. By being an impartial figure, he or she can represent the whole community, regardless of differences. The Mayor can visit communities and business interests both in Peterborough and farther afield, representing the Council and the City, and he or she can also welcome delegates and visitors to the City Council on the community's behalf.
- 1.3 The civic function provides an element of continuity in the community, even though the incumbent of the mayoralty may change annually. It can act as a focal point for community celebrations and pride and also commemorations and shared sorrow. Civic events and hospitality are an important part of community life, enhancing its social fabric and helping to attract confidence in the City which brings benefits in terms of inward investment. The Council's civic programme is reviewed annually by the Head of Constitutional Services ~~and the Executive and Members Services Manager~~ with the Mayor, ~~Chief Executive and annually, the content of the Council's civic programme~~ to ensure that it retains its important traditions and continuity, while also adapting where appropriate so that it remains attractive and relevant to the community.

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2 The Mayor's statutory role

- 2.1 The primary duty of the Mayor is to act as chair ~~man~~ of Peterborough City Council and thus preside over meetings of the Council, in accordance with the Local Government Act 1972 which states:
- s3(i) - "The chair ~~man~~ (mayor) of a principal council shall be elected annually by the Council from among the councillors";
- s4(i) - "The election of the chair ~~man~~ (mayor) shall be the first business transacted at the annual meeting of a principal council".
- 2.2 As chair ~~man~~ of Council, the Mayor's role is to ensure proper conduct of the Council meeting in compliance with the law and the Council's procedural rules for meetings. ~~He or she is, is. They are~~ also required to:
- o determine whether urgent items may be considered at a Council meeting without prior notice;
 - o determine whether or not to call an extraordinary meeting of Council; and exercise, if they wish to, a second or 'casting vote' at Council in the event of an equal vote upon any issue.
- 2.3 The Mayor is advised, in this function, by the Chief Executive or Director of ~~Legal Law~~ and Governance and the Head of Constitutional Services.
- 2.4 The Mayor is expected during their term of office to remain politically impartial. Councillors will support the Mayor in this, and respect ~~his or her~~ ~~their~~ neutral position.

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3 The Mayor's civic role

- 3.1 In fulfilling the role of Peterborough's first citizen, the Mayor is expected to speak and act for all of the diverse communities represented in Peterborough.

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3.2 The Mayor will usually lead each of the civic events in the Council's annual programme. ~~He or she~~ **They** also attends all events, wherever possible, to which the Council has been invited to send a civic representative. In particular, priority will be given to events involving the Lord-Lieutenant and those arranged by nearby local authorities to which the Council is invited to send a civic representative, the Council's key priorities is on supporting communities and promoting the City rather than merely attending other authorities' events. Where it is not possible for the Mayor to attend such an event, the Deputy Mayor will attend in ~~his or her~~ **their** place. When considering attendance, the Mayor and Mayoral Services Manager will balance civic priorities against the need to honour prior engagements where possible.

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3.3 When the Council requires a leading figure to be present at an event which it has organised in connection with the services which it delivers within the community – such as to open a new service or a festival – the Mayor will usually be invited to fulfil that role. If this is not possible, the Deputy Mayor will be invited. Where events are community-based, the officers arranging the event will usually invite ward councillors to attend. This would typically be undertaken by the organisers of the event not Mayoral Services.

3.4 If the Mayor accepts an invitation to attend a function in another local authority, it is courtesy to seek the consent of the Mayor or ~~Chairman~~ **man** of that local authority if the invitation did not come from their civic office and to request permission for the wearing of chains at the event.

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3.5 The Mayor is frequently invited to attend events in the community, such as openings and fund-raising events organised by voluntary organisations. There are also invitations to attend lectures, social events and so forth. Where possible the Mayor or Deputy will attend. However, the mayoral calendar is busy and this will not always be possible. The Mayor will, in deciding whether or not to accept an invitation, give priority to events described at section 3.2 above, and to those which promote Peterborough. ~~He or she~~ **They** will also have regard to advice from the Mayoral Services Manager and to the date order in which invitations are received into the Mayoral Office.

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3.6 Once the Mayor is elected, ~~he or she~~ **they** will discuss with the Mayoral Services Manager and Head of Constitutional Services the coming year to plan ahead for civic events, and will take officers' advice about any issues or events arising that year which would particularly benefit from the Mayor's involvement, and it is usual for the Mayor to select one or more themes which they would like to focus upon during their mayoral year. These discussions will guide officers in identifying those events which the Mayor should participate in, and also help the Mayor and Mayoral Services Manager to assess which external invitations the Mayor should accept.

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3.7 In addition to the Mayor or Deputy Mayor attending an event, it is also noted that other Cabinet Members, Chief Officers, Leader of the Council, ~~prefer~~ **Chief Executive or other members** may have been invited by the organisers of the event, and in some cases, may be asked to deliver speeches.

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3.8 The Council's role in extending civic hospitality is described at section 11 below.

4. How the Mayor is appointed

4.1 The procedural rules set out in the Council's Constitution, governing the conduct of Council business, describe the procedure for identifying a 'Mayor-Elect' each year, to allow the person selected sufficient time to make adequate preparations for the year of office well in advance of actual election at the Annual Council Meeting. Councillors remain after the closure of a Council meeting early each New Year, for a private meeting of all members. The usual practice is for the Chief Executive to facilitate the meeting by inviting councillors to propose a candidate. This is usually done with a short speech, and duly seconded. Any further nominations are made in the same manner. The Chief Executive then invites councillors to vote for each candidate in turn. Thus the candidate most likely to receive Council's formal support at the Annual Council Meeting is identified, but the resulting nomination has no official status, no minutes are taken and the result is not binding upon the Annual Meeting.

4.2 Peterborough City Council appoints Mayors on the basis of their length of service with the Council. The Council may take into account factors such as experience at chairing meetings, the need for the Mayor to have time to attend many day-time as well as evening appointments, and the range of duties which the Mayor will be required to undertake. It is also usual for the Mayor and Deputy Mayor to represent two different political parties, although this is not obligatory. Mayors serve a one year term of office.

4.3 A Mayor's Induction pack is provided by Mayoral Services Manager which explains the full range of issues with which the Mayor will become involved.

5. The Mayoress or Consort

5.1 It is usual for the Mayor to identify the person who will accompany them to all or most of the civic and social activities which they attend in their official capacity as Mayor. The choice of companion is entirely at the Mayor's discretion. A female companion is designated Mayoress, while a male companion is designated the Mayor's Consort.

5.2 The position of Mayoress or Consort is not provided for in law and therefore has no legal status. The Mayoress or Consort cannot represent the Mayor at city events; their role is to accompany and assist the Mayor. In the absence of the Mayor, this duty would fall to the Deputy Mayor.

6. The Deputy Mayor and Deputy Mayoress or Consort

6.1 The Deputy Mayor will deputise whenever the Mayor is unable to carry out a mayoral duty. In particular, if the Mayor is not able to present at a Council meeting, the Deputy Mayor will take the chair. When the Mayor is present at Council, the Deputy Mayor will sit to the Mayor's side upon the dais in order to help the Mayor in chairing the meeting (for example, identifying councillors who wish to speak about an item under discussion).

6.2 The Deputy Mayor will also attend each of the events in the Council's annual civic events programme, forming part of the mayoral party. ~~He or she~~ They will deputise for the Mayor at such events, in the Mayor's absence.

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6.3 The Deputy Mayor will attend council-run or external events where possible, if the Mayor is unable to do so. In deciding whether or not to accept such invitations, the Deputy Mayor will have regard to the same advice and priorities as are indicated for the Mayor at paragraph 3.4 above.

6.4 Like the Mayor, the Deputy Mayor usually identifies a companion to accompany them to civic and social events attended in their official capacity as Deputy Mayor. A female companion is designated Deputy Mayoress, while a male companion is designated the Deputy Mayor's Consort.

7. The Mayor's Chaplain and Cadet, and the Town Crier

7.1 It is custom and practice for the Mayor to appoint a Chaplain. The appointment is honorary, is at the Mayor's discretion and has no official status. The Chaplain acts as spiritual adviser to the Mayor, says prayers before each Council meeting and attends major civic functions and dinners where ~~he or she~~ they will be expected to say grace. The Chaplain will also make arrangements for the Mayor's Civic Service, held each year in the Mayor's own ward.

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7.2 The Mayor may also consider appointing a Mayor's Cadet for their term of office. This will be young person from the army, naval, air force or police cadets, selected by the Mayor. Like the Chaplain, the position of Mayor's Cadet is honorary, at the Mayor's discretion and has no official status. The Cadet, where appointed, will accompany and assist the Mayor at official functions, enabling a young representative to be present at civic events and also providing good opportunities for personal development for the cadet.

7.3 Peterborough's Town Crier is an honorary position. The Crier is chosen from candidates who come forward after public advertisement or notice, and is selected by the Leader of the Council

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usually after a public 'crying' competition. The appointment is generally continued from year to year, until the current incumbent stands down. The Crier is expected to uphold the dignity of ~~his or her~~ their office, but may also engage in other crying activities provided that these do not bring the office of Town Crier into disrepute.

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8. The civic insignia

8.1 Mayors in Peterborough wear a robe of office, together with a chain of office on all formal ceremonial occasions. If the ceremony is ~~out of~~ doors, the Mayor will wear a hat, which in the case of a man is a black cocked hat and for a lady a black tri-corn hat. On normal day to day civic occasions, the Mayor and Mayoress will wear only the chain of office. The Mayor is expected to wear the robe and chain of office for Council meetings, but if it is particularly hot, the Mayor can adjourn the meeting and remove the robe.

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8.2 If the Mayor accepts an invitation to attend a function in another local authority, it is courtesy to seek the consent of the Mayor or ~~Chairman~~ of that local authority to wear the chain of office if this is required.

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9. Formal address and orders of precedence

9.1 In writing, and on formal occasions, the Mayor should be addressed as 'The Right Worshipful the Mayor of the City of Peterborough'. At all other times the correct form of address is 'Mr Mayor' if the holder of office is a man or 'Madam Mayor' if the holder of office is a woman (the use of Madam Mayor is at the Mayor's choice).

9.2 The precedence of the Mayor is set down under Section 3(4) of the Local Government Act 1972 which states "The ~~Chairman~~ of the District Council shall have precedence in the District, but not so as prejudicially to affect Her Majesty's royal prerogative."

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9.3 The Lord Lieutenant, when present at a civic procession or royal occasion, takes precedence over the Mayor as the monarch's representative. The Deputy Lord Lieutenant of the County does not take precedence over the Mayor, unless he is deputising for the Lord Lieutenant. There are no clear rules in respect of the precedence of the High Sheriff, but general advice is that the High Sheriff's duties are largely restricted to judicial functions, so ~~he or she~~ they does not represent the monarch in the same way as does the Lord Lieutenant. Therefore, if the High Sheriff is present at a city occasion, ~~he or she~~ they should yield precedence to the Mayor. The precedence of other office holders is very much based upon guidance available in books of etiquette, together with local tradition.

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9.4 Where possible a Police Representative ~~or the Mayor's Support Officer~~ will ~~normally~~ lead the Mayoral Party processions and the order of precedence for the City of Peterborough for civic processions and royal occasions is as follows (see also paragraph 9.6 below):

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The Lord Lieutenant The Mayor and Mayoress/Consort The Chief Executive and Leader of the Council The Deputy Mayor and Mayoress/Consort Any Minister of the Crown present* The High Sheriff Members of Parliament (Privy Councillors have precedence)** Elected Mayor	(This group forms the mayoral party)
Serving Military Representatives Police & Crime Commissioner Police and Fire Honorary Freemen of the City (representatives of organisations which have received this honour will follow individual freemen) Honorary Alderman	

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Past Mayors	
Chief Constable and Chief Fire Officer	
Visiting Chairsmen	
Visiting Mayors (these may come later in the procession, after city councillors, in cases where a large number of visitors are present)	
Past Mayors	
Leader of the Council	
Cabinet Members	
Group Leaders	
Other city councillors and city council officers	
Other guests	

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* Where it is customary to include local Members of Parliament (MPs) in the order of precedence for a civic procession, most local authorities place them between the mayoral party and councillors.

This is the case in Peterborough. However, if an MP is a Minister of the Crown, ~~he or she~~ **they are** included in the mayoral party.

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** Where an MP is a Privy Councillor, ~~he or she~~ **they** takes precedence over other MPs.

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9.5 Any civic procession is led by the Mayor's ~~Support Officer~~ **Services Assistant** carrying the mace, preceded by a police representative where necessary.

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9.6 During a royal visit to Peterborough, the order of presentation to the royal visitors by the Lord Lieutenant shall be determined by Her Majesty the Queen. The City Council will usually be consulted by the Lord Lieutenant's office prior to the visit in order to advise Her Majesty. The City Council will usually recommend the following:

Lord Lieutenant and partner guest	(This group forms the
High Sheriff and partner guest	mayoral party)
Mayor and Mayoress/Consort	
Chief Executive and partner	
Deputy Mayor and Mayoress/Consort	
MPs and partners (Privy Councillors have precedence)	
MEP & partner	
Leader of the Council	
Chief Constable and partner and	
Chief Fire Officer and partner	
(After these presentations, the Lord Lieutenant will present the principal organiser of the event)	

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Apart from the lead from the Lord Lieutenant and High Sheriff – other order to be same as above.

On the occasion of a royal visit to Cambridgeshire, which includes Peterborough, then the Cambridgeshire County Council ~~chairman~~ will also be presented.

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10. The Council's programme of civic events

10.1 The Council organises or participates in a series of major civic events which occur each municipal year. These are indicated below:

Annual programme of civic events	Usual time of year	Principal organisation(s)
Mayor Making and Annual Council Meeting (This includes the ceremonial investiture of the Mayor, and an event in honour of the retiring Mayoral Party and new Mayors).	May	Peterborough City Council Mayoral Services Executive and Members Services liaising with Democratic and

		<u>Constitutional Services</u>
<u>Cathedral Civic Service</u> (To install the Mayor in his/her <u>their</u> seat in the Cathedral. Also an opportunity to formally seek spiritual blessing and guidance for the new Mayor throughout their term of office.)	June	Peterborough City Council Mayoral <u>Executive and Members</u> Services liaising with Cathedral
<u>Town Hall 'Open Day'</u> (An opportunity for any member of the public to visit the Town Hall <u>or Sand Martin House</u> , meet the Mayor and see displays about the Council's role and services. Light refreshments are served, where possible by pupils from a senior school in the Mayor's ward.)	June	Peterborough City Council Mayoral <u>Executive and Members</u> Services
<u>The Mayor's Civic Service</u> (A service at a place of worship in the Mayor's own ward.)	timing is at the Mayor's discretion	Peterborough City Council/the Mayor's selected place of worship Mayoral <u>Executive and Members</u> Services in liaison with nominated Church
<u>Traditional opening of Bridge Fair</u> (The Mayor opens the fair at The Embankment, and the fair master takes the mayoral party and guests – including mayors from other local authorities in the area - on a tour of the fair; afterwards, guests are traditionally invited to join a 'sausage supper' at the Town Hall <u>or Sand Martin House</u> , the proceeds of the tickets for which go to the Mayor's charity fund.)	First Tuesday in October	Peterborough City Council Mayoral <u>Executive and Members</u> Services
<u>Remembrance Sunday Service and Parade</u> (The service is preceded by a military and civic procession from the Town Hall to the cathedral, where wreaths are laid at the war memorial prior to the service, and followed by a military parade with a march past the Town Hall at which the mayoral party takes a salute outside the Town Hall. The civic procession follows back to the Town Hall, and a wreath above the Town Hall front door is unveiled.	November	The wreath laying service and civic procession is organised by the Mayoral <u>Executive and Members</u> Services Team in liaison with the Royal British Legion and the Cathedral.
<u>Two Minutes' Silence</u> (A short service takes place at 11am on Armistice Day at the War Memorial. It is	November	Organised by the Mayoral <u>Executive and Members</u> Services Team in

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preceded and followed by a civic procession to and from the Town Hall. The vicar of St John's Church presides at the service and is joined by the mayoral party and the President of the Royal British Legion.		liaison with Royal British Legion representatives
<u>Holocaust Memorial Day</u> (A local event linked to this national day, often comprising a museum exhibition and an outdoor service representing as many of Peterborough's communities as possible. Remembering past tragedies and promoting harmony and tolerance.)	January	Peterborough City Council, in partnership with community representatives There is an organising committee but all organisation via <u>Mayoral Executive and Memnbers</u> Services
<u>The Mayor's Ball</u> (This is the Council's major civic social event of the year, open to anyone upon purchase of a ticket. The proceeds go to the Mayor's charity fund. Fundraising activities associated with the Ball are the responsibility of the Mayor's voluntary Charity Committee, but the Mayoral Services Team organises the Ball itself.)	May Now generally scheduled as the Mayor's Finale Ball	Organised by <u>Mayoral Executive and Members</u> Services and supported by the Mayor's Charities.

10.2 Other civic events may be arranged during the year and include Fly the Flag events for the Commonwealth, Armed Forces, Red Ensign (Navy), 999 Emergency Services Day and Windrush Day. This can include, for example, parades or civic receptions for visitors or events of major significance (such as a visit from the civic party representing one of the Council's twinned authorities), or associated with the opening of a major festival. The Mayoral Executive and Members Services Team will ensure that the Mayor and guests are invited and will also arrange any reception required at the Town Hall or Sand Martin House.

10.3 A Freedom Parade may be requested by a military organisation which holds the freedom of the city of Peterborough, when it wishes to exercise its right to march through the city. Such a parade would be organised by the organisation but hosted by the Peterborough City Council which will join in the planning of the event. If the City Council decides to award the honorary freedom of the city or alderman status to a person or organisation, this will involve a special Council meeting to determine whether or not to award the honour, followed later by a ceremony to make the award which will be arranged by the Council's Mayoral Executive and Members Services Team in conjunction with the recipient of the honour.

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11. Civic hospitality

11.1 Civic hospitality, such as light refreshments, may be offered to civic events, and when the Mayor receives visitors in the Mayor's Parlour. This would usually arise on occasions such as those which promote Peterborough, or which reciprocate civic hospitality extended to Peterborough's representatives upon an earlier visit elsewhere, or which recognise important voluntary work for the benefit of Peterborough's citizens.

11.2 Such hospitality will usually be organised and funded by the Council's Mayoral Services budget, but significant commitments instigated by a service department would require support and

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contributions from the lead service department. The Mayoral hospitality budget and programme are managed by the Head of Constitutional Services and ~~Mayoral~~ **Executive and Members** Services Manager, in consultation with the Leader of the Council and the Chief Executive, who may be requested to approve funding for special events over and above the civic hospitality cash limited budget when this would be in the best interests of Peterborough. Any other civic hospitality commitments that the Mayor wishes to incur will be met by the Mayor personally.

- 11.3 Members of the public are able to write and request a tour of the Town Hall public rooms. The ~~Mayoral~~ **Executive and Members** Services Team will accommodate such requests wherever reasonably possible. Upon such occasions, the ~~Mayoral~~ **Support Officer** ~~Services Assistant~~ will accompany the visitors and explaining the history of the public rooms and the Council's civic procedures. This activity is often associated with educational visits, by students or younger children. A small charge may be levied, to cover the Council's reasonable costs.

12. Civic dinners

- 12.1 At formal civic dinners, guests are received at an opening reception by the Mayor and ~~his or her~~ **their** consort, accompanied by the Deputy Mayor and ~~their~~ ~~his or her~~ consort.
- 12.2 After the reception, guests are invited to the dining room. A seating plan will be pre-arranged by the ~~Mayoral~~ **Executive and Members** Services Team. At the top table, the principal guest will be seated at the Mayor's right while the Mayoress/Consort is placed at the Mayor's left. The principal guest's partner takes the seat next to the Mayoress/Consort.
- 12.3 If the Mayor and Deputy Mayor are robed, while guests are moving from the reception to their seats the Mayor and Deputy may remove their robes. They will retain their chains of office, as will the Mayoress/Consort and Deputy Mayoress/Consort. When the Mayor and Mayoress/Consort are ready, the ~~Mayor's Support Services~~ ~~Services Assistant~~ will announce their arrival to the assembled guests and they will then be 'clapped' to their places.
- 12.4 Prior to the guests being invited to sit down, the ~~Mayor's Support Officer~~ ~~Mayoral Services Assistant~~ will announce that the Mayor's Chaplain or other designated person will say grace. Guests will then sit and dinner will be served. Following the meal, ~~toasts~~ will be called. The first will be the 'Loyal Toast' to the monarch, proposed by the Mayor or the Leader of the Council. All present should be asked to stand and the Mayor/Leader will say "The Queen". No other names or persons are added to the 'Loyal Toast'. Other toasts will follow as listed in the printed menu.

13. Civic gifts

- 13.1 It is common practice for the Mayor and Deputy Mayor to be given gifts when attending external functions in their official capacity. Gifts are also often exchanged when delegates visit Peterborough. It is custom and practice that the Mayor or Deputy Mayor receives such gifts on behalf of the City Council, and they are forwarded to the ~~Mayor's Support Officers~~ ~~Mayoral Services Assistant~~ for entry on the civic inventory and displayed as appropriate.
- 13.2 Small gifts, such as badges or pens which are clearly indicated as a personal gift for the Mayor or Deputy Mayor, may of course be kept. They Mayor and Deputy should have regard to the Code of Conduct for Councillors when deciding whether to receive and keep such gifts, and should ensure that they are recorded in the hospitality register as required by the code (currently, this requires as a minimum that all gifts valued at ~~£50~~ ~~£25~~ or over should be recorded). Gifts which the Mayor or Deputy receive in their official capacity are recorded in a register held by the ~~Mayoral~~ **Executive and Members** Services Manager; any gifts received in their capacity as an elected councillor are recorded in the register applicable to all councillors, held by the Director of ~~Legal~~ **Law** and Governance.

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- 13.3 The ~~Mayoral~~ **Executive and Members** Services Manager obtains civic gifts, as required, with agreement from the Head of Constitutional Services. These are used upon the following types of occasion:

Gift purpose	Typical example of a gift which may be given (this list is for guidance only)
To recognise the contribution of retired and non-elected councillors who have served for a considerable length of time or have served as Mayor;	Possibly a glass paperweight, crystal glasses, china plate or a crystal bowl bearing an inscription such as "For services to Peterborough City Council". The type of gift will reflect the length of service. For a particularly long-serving councillor, a specific gift with a personal engraving might be appropriate.
Ambassadors and other visiting dignitaries representing a city elsewhere and gifts taken to the City Council's twinned and friendship cities during official visits	Possibly a clock or other suitable item, engraved with the Peterborough crest.
Small gifts for visitors such as volunteer organisations, youth organisations, etc.	Mayors Badges

- 13.4 The list above is not exhaustive. The Head of Constitutional Services and ~~Mayoral~~ **Executive and Members** Services Manager ensure that expenditure is controlled carefully, while ensuring that the dignity of the occasion and/or the contribution of the recipient is properly reflected.

14. European and overseas links

- 14.1 Peterborough has official 'twinning' (partnership) links with Bourges in France, Viersen in Germany, Alcalá de Henares in Spain, Forlì in Italy and Vinnitsa in the Ukraine. The Council also has a number of friendship links.
- 14.2 The Mayor, as the representative of the City, is often invited to attend civic ceremonial functions, business conventions, events and exhibitions in Peterborough's partner cities. The Mayor may be offered the opportunity to undertake a visit to one of the twinning Towns, which is determined by budget constraints. This is to be discussed with the Head of Constitutional Services and ~~Mayoral~~ **Executive and Members** Services Manager. The Mayor may accept additional invitations to visit Peterborough's twin towns if they incur the costs personally.
- 14.3 In the event that the Mayor is unable to attend a civic/partnership invitation, reference should be made to Part 3 – paragraph 3.7: The Mayor's Civic Role, for the procedure to be followed.
- 14.4 If an invitation to visit Peterborough is extended to a Mayor or other delegates from any of Peterborough's partner cities, on behalf of the Council, the general expenses of the visit will be funded from both the ~~Services~~ Budget and other partner organisations. On occasions, the Mayor may host a civic reception for the visitors, the ~~Mayoral~~ **Executive and Members** Services budget may provide the funding - subject to budget constraints and approval from the Head of Constitutional Services and ~~Mayoral~~ **Executive and Members** Services Manager.

15 Honours Panel Criteria

- 15.1 The role of the panel is to take politics out of the endorsement of nominations by Peterborough City Council, giving weight to the nominations process and increasing the number of successful nominations.
- 15.2 The panel is made up of cross-party members, which includes three Conservative, one Werrington First and one Labour member. The Liberal Democrats declined to have representation to this

informal meeting. This group, and its decisions have no formal status, recommendations are made to Full Council for all awards such as Freeman of the City, Alderman (to set criteria) and Civic Awards.

15.3 All group nominations must be endorsed by two supporters, who must not be involved in running the group, or be a partner or relative of anyone in running it. A volunteer with the group or a beneficiary of its services may act as a supporter, but if they do, the other supporter must be completely independent of the group. The criteria for a group nomination is:-

- provide a high quality service to benefit individuals or groups in the community;
- operate and provide a service in Peterborough;
- must have been operating for a minimum of 3 years (exceptions may be made for short-term projects); and
- must made up entirely of volunteers (including trustees), or it includes some paid staff, but they must be in the minority of those involved

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15.4 All individual nominations must be endorsed by one supporter, who must not be a partner or relative to that individual. The individual must show extraordinary achievements and contributions. Some examples of categories for an individual nomination are:-

- Public service:nurses, doctors, teachers, civil servants, police officers
- Exceptional service to the local community
- Involvement in business and industry
- Scientists
- Arts practitioners and administrators – artists, actors, musicians, writers etc
- Involvement in sport
- Journalists and broadcasters

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15.5 The panel should receive all nominations in advance of the meeting, and then discuss each one during the meeting.

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15.6 The panel will then consider and if in agreement recommend the nominations to an extraordinary Council meeting.

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16.45 Freedom of the City of Peterborough

~~16.145.4~~Freedom of the City may be offered in accordance with the provisions of section ~~248 and 249~~ (5) of the Local Government Act 1972 (as amended by section 180 of the Local Government Planning and Land Act 1980). This should be recommended to the Honour's Panel for a decision to be made.

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~~16.245.2~~The freedom may be awarded to an individual or an organisation such as a local branch of a military organisation or a locally-based volunteer emergency service. It is awarded where the person or organisation has made a significant contribution to the social fabric or well-being of the citizens and city of Peterborough.

~~16.345.3~~Persons awarded the freedom, including leading representatives of organisations so honoured, are invited to all civic events organised by the Council and also to Mayor's charity events. They are invited to participate in civic processions, in the order of precedence indicated earlier in this protocol.

~~16.445.4~~ In order to award the freedom, the Council must hold an extraordinary meeting convened for that purpose only. Should the Council receive a request or nomination for the freedom to be awarded, it is the role of the Honours Panel to make the recommendation to Full Council. . The decision to award the freedom must, as a legal requirement, be supported by not less than two-thirds a majority of those present and voting at the special convened meeting. Once the decision has been

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made by Council, a separate ceremony will be arranged later to mark the presentation of the honour. This may include a freedom march, in the case of a military honour. All recipients are noted on the plaque outside of the Council Chamber.

~~16.5~~ Military organisations awarded the freedom may exercise the right to march through Peterborough. On such occasions, the Council will offer civic hospitality – referred to earlier in this protocol.

~~16.3~~ **17 Honorary Alderman**

~~17.1~~ Honorary Alderman may be offered in accordance with the provision of section 249 of the Local Government Act 1972. This should be recommended to the Honours Panel for a decision to be made.

~~17.2~~ Alderman status may be awarded to a past Councillor, who has served a minimum of three terms or 11 years of office and that are considered to have rendered eminent services to the Council.

~~17.3~~ Past Councillors awarded Alderman Status are invited to attend all civic events organised by the Council and also to Mayor's charity events. They are invited to participate in civic processions, in the order of precedence indicated earlier in this protocol.

~~17.4~~ In order to award Alderman Status to past members of the Council, the Council must hold an extraordinary meeting convened for that purpose only. Should the Council receive a request or nomination for Alderman to be awarded, it is the role of the Honours Panel to make the recommendation to Full Council. The decision to award Alderman Status must, as a legal requirement, be supported by not less than two-thirds of those present and voting at the special convened meeting. Once the decision has been made by Council, a separate ceremony will be arranged later to mark the presentation of the honour.

~~16.18~~ **The Mayor's charities and the Charity Committee**

~~18.1~~ ~~16.4~~ At the Annual Council Meeting, the Mayor will announce the charity or charities for which ~~they~~ ~~he~~ ~~or she~~ will support and promote fundraising activities during the year. It is usual for these to be locally based charities which are able to supply a small number of dedicated volunteers who can form the Charity Committee during that mayoral year together with a larger number of volunteers who can devote time to running fundraising events. The Mayor of Peterborough Charities is now registered as a charity with the Charity Commission and Trustees need to be identified from the Committee and registered with the Commission.

~~18.2~~ ~~16.2~~ It is the Mayor's responsibility to convene ~~their~~ ~~his or her~~ Charity Committee at the start the mayoral year – preferably, the committee members will have been identified earlier, once the Mayor-Elect is identified in January. At the inaugural meeting, the committee will appoint its chairman and secretary. The Head of Constitutional Services will give guidelines as to what is expected of the charity members and the Mayoral Services Team during the mayoral year.

~~18.3~~ ~~16.3~~ The ~~Mayoral~~ ~~Executive and Members~~ Services Manager will be appointed ~~as~~ ~~as~~ ~~treasurer~~ ~~at the~~ ~~AGM~~ ~~Charity meeting, along with Chair and Secretary.~~ ~~for the committee but cannot act as Charity Committee Secretary or as lead organiser, as their focus is upon the Council's civic programme and mayoral support rather than upon the Mayor's charities.~~ The ~~Mayoral~~ ~~Executive and Members~~ Services Team can provide assistance with printing of posters and tickets for charity event. However, the Mayor's Ball, the Sausage Supper and the Proms Concert, all of which are civic events planned, organised and co-ordinated by the ~~Mayoral~~ ~~Executive and Members~~ Services Team, even though the proceeds of them go to the Mayor's charities. The Head of Constitutional Services act as a trustee for this committee.

~~18.4~~ ~~16.4~~ The Charity Committee will organise and run their events; collect tombola and raffle prizes; and actively help to promote, sell tickets and seek sponsorship.

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~~18.516.5~~ The ~~Mayoral Executive and Members Services Manager~~ records and receipts, banks all monies received from fundraising events in the charity bank account, reports a statement of the account at each committee meeting and presents cheques to the Mayor's chosen charities at the end of the Mayoral Municipal year, usually at an informal presentation in the Mayor's Parlour. ~~At the end of each Mayoral year, PCC's internal audit team review the accounts for that year.~~

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~~19.47.~~ **The Mayor's and Deputy Mayor's allowances**

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~~19.147.4~~ Sections 3(5) and Sections 3(4) of the Local Government Act 1972 provide for the Council to pay to the Mayor and Deputy Mayor respectively an allowance to help with the expenses incurred in fulfilling their office. The allowance is determined by Council, and the amount currently in force is stated in the Members' Allowances Scheme. Although not required by law, the Council may consult its independent Remuneration Panel as to the level of payment which is appropriate in each case.

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~~19.247.2~~ The types of expenditure which Peterborough City Council expects its mayor's allowance, which is retained by the ~~Mayoral Executive and Members Services Manager Office~~ to cover are the provision of any tickets purchased for the Mayor and ~~their his or her~~ consort as part of functions attended in the capacity of mayor (such as for a dinner); the Mayor's tickets to ~~their his/her~~ own charity events and the Mayor's Ball; the cost of their ward civic service and refreshments. Any unused balance in this account at the year-end is returned to the Council's general fund ~~and offered as a saving to this budget area.~~

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~~19.317.3~~ The Deputy Mayor's allowance is to cover their personal expenses, and those of their consort, similarly to the Mayor's allowance.

~~19.447.4~~ An element of the allowance to the Mayor and Deputy Mayor is paid to them directly via their members' allowance, and this is intended to cover expenditure (such as clothing, dry cleaning; ~~travel, travel~~, telephone, postage and purchase of items (i.e. raffle tickets when attending events)

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~~19.547.5~~ The Mayor's and Deputy Mayor's Allowances are identified at Part 6, paragraph 4, of the Constitution (Members' Allowances Scheme).

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~~20.18.~~ **Administration and funding of the mayoralty and civic service**

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~~20.118.4~~ ~~The~~ The Head of Constitutional Services and ~~Mayoral Executive and Members Services Manager~~ are responsible for civic and ceremonial matters, with the Chief Executive retaining an important leading role as Council's most senior officer.

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~~20.248.2~~ ~~Mayoral Executive and Members Services~~ runs the Mayor's office. This includes arranging civic and ceremonial events, keeping the Mayor's diary and accounts, assisting with the organisation of the Mayor's Charities, liaising with organisations and individuals on the Mayor's behalf and generally briefing, advising and supporting the Mayor and Deputy Mayor in carrying out their duties.

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~~20.348.3~~ The Mayor is also assisted by the ~~Mayor's Support Officers, Services Assistants~~ who acts as City Mace Bearer. They also accompany the Mayor at Council meetings and civic events, and when guests are received in the Mayor's Parlour. ~~He or she~~ ~~The Mayor's Attendants~~ ~~is are~~ responsible for civic regalia, assists the ~~Mayoral Executive and Members Services Team~~ in providing civic hospitality and also hosts visitors such as students who visit the Town Hall ~~or Sand Martin House~~ on educational visits to learn about its history and the Council's civic procedures.

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~~20.448.4~~ The ~~Mayor's Support Officers, Mayoral Services Assistant~~ is responsible for transporting the Mayor in the mayoral car for official duties. Every effort is made to make maximum use of the vehicle so, as far as is possible, the mayoral car is also used for transporting the Deputy Mayor upon official business - although the Mayor's use takes precedence and alternative transport is sometimes necessary for the Deputy Mayor. The car is not used by the Mayor or Deputy Mayor's

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consorts, except when associated with accompanying the Mayor or Deputy on official business. Wherever possible, the mayoral party travels together in order to avoid the need for several separate journeys to and from events. It is the ~~Mayoral~~ **Executive and Members** Services Manager's responsibility to schedule the use of the car. The Chief Executive is authorised to replace the vehicle every five years, or in accordance with the leasing arrangements and this should be the most cost-effective option for the Council. The following guidelines will be applied in respect of procuring a replacement:

- a) The vehicle will be at the lower end of the emissions scale for cars-
- b) The vehicle will, if possible, be generally regarded as 'British' or with British connections
- b)c) ~~The vehicle will, if possible, be electric, in accordance with the Carbon Management Plan~~

~~20.518.5~~ At major events, assistance is also provided by the Beadles. In particular they assist with security and also civic hospitality.

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~~20.618.6~~ The Council's corporate civic budget is controlled by the Head of Constitutional Services and managed on a daily basis by the ~~Mayoral~~ **Executive and Members** Services Manager. The account covers civic hospitality as described at section 11 above, the Mayor's and Mayor's Office expenses, funding of civic events, civic gifts, maintenance of civic insignia and other such civic expenses.

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~~20.718.7~~ In order that expenditure upon civic matters is clearly identifiable, the costs of other support will be charged to the civic account as necessary such as car parking and road closures. In order to minimise such costs, use of car parking permits will be restricted to major civic events.

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~~20.818.8~~ At the close of each mayoral year, the ~~Mayoral~~ **Executive and Members** Services Manager will arrange for the Mayor's name to be engraved on the plaque upon the wall outside the Mayor's Parlour. A portrait photograph of the Mayor, ~~and and their his or her~~ consort at the Mayor's discretion, will also be obtained and hung in the Parlour.

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~~20.918.9~~ Every year a full Council photograph will be taken prior to the Annual Council meeting. The current photograph will be displayed in the Town Hall and on the Council's website, and a selection of past photographs will also be displayed where space allows.

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Peterborough City Council

Civic Protocol

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Civic Protocol

1. The importance of the Council's mayoralty and civic service

- 1.1 Peterborough City Council plays an important part in providing community leadership. The City Council recognises two key aspects to this: political leadership is provided through the Leader of the Council and other Cabinet Members who together form the Executive; while civic leadership is focussed upon the mayoralty, provided through the Council's civic service.
- 1.2 As Peterborough's 'first citizen', the Mayor acts as ambassador for the City Council, and also for Peterborough itself on the wider regional, national and international stage. By being an impartial figure, he or she can represent the whole community, regardless of differences. The Mayor can visit communities and business interests both in Peterborough and farther afield, representing the Council and the City, and he or she can also welcome delegates and visitors to the City Council on the community's behalf.
- 1.3 The civic function provides an element of continuity in the community, even though the incumbent of the mayoralty may change annually. It can act as a focal point for community celebrations and pride and also commemorations and shared sorrow. Civic events and hospitality are an important part of community life, enhancing its social fabric and helping to attract confidence in the City which brings benefits in terms of inward investment. The Council's civic programme is reviewed annually by the Head of Constitutional Services and the Executive and Members Services Manager with the Mayor to ensure that it retains its important traditions and continuity, while also adapting where appropriate so that it remains attractive and relevant to the community.

2 The Mayor's statutory role

- 2.1 The primary duty of the Mayor is to act as chair of Peterborough City Council and thus preside over meetings of the Council, in accordance with the Local Government Act 1972 which states:
- s3(i) - "The chair (mayor) of a principal council shall be elected annually by the Council from among the councillors";
- s4(i) - "The election of the chair (mayor) shall be the first business transacted at the annual meeting of a principal council".
- 2.2 As chair of Council, the Mayor's role is to ensure proper conduct of the Council meeting in compliance with the law and the Council's procedural rules for meetings. They are also required to:
- determine whether urgent items may be considered at a Council meeting without prior notice;
 - determine whether or not to call an extraordinary meeting of Council; and exercise, if they wish to, a second or 'casting vote' at Council in the event of an equal vote upon any issue.
- 2.3 The Mayor is advised, in this function, by the Chief Executive or Director of Law and Governance and the Head of Constitutional Services.
- 2.4 The Mayor is expected during their term of office to remain politically impartial. Councillors will support the Mayor in this, and respect their neutral position.

3 The Mayor's civic role

- 3.1 In fulfilling the role of Peterborough's first citizen, the Mayor is expected to speak and act for all of the diverse communities represented in Peterborough.
- 3.2 The Mayor will usually lead each of the civic events in the Council's annual programme. They also attends all events, wherever possible, to which the Council has been invited to send a civic

representative. In particular, priority will be given to events involving the Lord-Lieutenant and those arranged by nearby local authorities to which the Council is invited to send a civic representative, the Council's key priorities is on supporting communities and promoting the City rather than merely attending other authorities' events. Where it is not possible for the Mayor to attend such an event, the Deputy Mayor will attend in their place. When considering attendance, the Mayor and Mayoral Services Manager will balance civic priorities against the need to honour prior engagements where possible.

- 3.3 When the Council requires a leading figure to be present at an event which it has organised in connection with the services which it delivers within the community – such as to open a new service or a festival – the Mayor will usually be invited to fulfil that role. If this is not possible, the Deputy Mayor will be invited. Where events are community-based, the officers arranging the event will usually invite ward councillors to attend. This would typically be undertaken by the organisers of the event not Mayoral Services.
- 3.4 If the Mayor accepts an invitation to attend a function in another local authority, it is courtesy to seek the consent of the Mayor or Chair of that local authority if the invitation did not come from their civic office and to request permission for the wearing of chains at the event.
- 3.5 The Mayor is frequently invited to attend events in the community, such as openings and fund-raising events organised by voluntary organisations. There are also invitations to attend lectures, social events and so forth. Where possible the Mayor or Deputy will attend. However, the mayoral calendar is busy and this will not always be possible. The Mayor will, in deciding whether or not to accept an invitation, give priority to events described at section 3.2 above, and to those which promote Peterborough. They will also have regard to advice from the Mayoral Services Manager and to the date order in which invitations are received into the Mayoral Office.
- 3.6 Once the Mayor is elected, they will discuss with the Mayoral Services Manager and Head of Constitutional Services the coming year to plan ahead for civic events, and will take officers' advice about any issues or events arising that year which would particularly benefit from the Mayor's involvement, and it is usual for the Mayor to select one or more themes which they would like to focus upon during their mayoral year. These discussions will guide officers in identifying those events which the Mayor should participate in, and also help the Mayor and Mayoral Services Manager to assess which external invitations the Mayor should accept.
- 3.7 In addition to the Mayor or Deputy Mayor attending an event, it is also noted that other Cabinet Members, Chief Officers, Leader of the Council, or Chief Executive or other members may have been invited by the organisers of the event, and in some cases, may be asked to deliver speeches.
- 3.8 The Council's role in extending civic hospitality is described at section 11 below.

4. How the Mayor is appointed

- 4.1 The procedural rules set out in the Council's Constitution, governing the conduct of Council business, describe the procedure for identifying a 'Mayor-Elect' each year, to allow the person selected sufficient time to make adequate preparations for the year of office well in advance of actual election at the Annual Council Meeting. Councillors remain after the closure of a Council meeting early each New Year, for a private meeting of all members. The usual practice is for the Chief Executive to facilitate the meeting by inviting councillors to propose a candidate. This is usually done with a short speech, and duly seconded. Any further nominations are made in the same manner. The Chief Executive then invites councillors to vote for each candidate in turn. Thus the candidate most likely to receive Council's formal support at the Annual Council Meeting is identified, but the resulting nomination has no official status, no minutes are taken and the result is not binding upon the Annual Meeting.
- 4.2 Peterborough City Council appoints Mayors on the basis of their length of service with the Council. The Council may take into account factors such as experience at chairing meetings, the need for the Mayor to have time to attend many day-time as well as evening appointments, and the range

of duties which the Mayor will be required to undertake. It is also usual for the Mayor and Deputy Mayor to represent two different political parties, although this is not obligatory. Mayors serve a one year term of office.

- 4.3 A Mayor's Induction pack is provided by Mayoral Services Manager which explains the full range of issues with which the Mayor will become involved.

5. The Mayoress or Consort

- 5.1 It is usual for the Mayor to identify the person who will accompany them to all or most of the civic and social activities which they attend in their official capacity as Mayor. The choice of companion is entirely at the Mayor's discretion. A female companion is designated Mayoress, while a male companion is designated the Mayor's Consort.
- 5.2 The position of Mayoress or Consort is not provided for in law and therefore has no legal status. The Mayoress or Consort cannot represent the Mayor at city events; their role is to accompany and assist the Mayor. In the absence of the Mayor, this duty would fall to the Deputy Mayor.

6. The Deputy Mayor and Deputy Mayoress or Consort

- 6.1 The Deputy Mayor will deputise whenever the Mayor is unable to carry out a mayoral duty. In particular, if the Mayor is not able to present at a Council meeting, the Deputy Mayor will take the chair. When the Mayor is present at Council, the Deputy Mayor will sit to the Mayor's side upon the dais in order to help the Mayor in chairing the meeting (for example, identifying councillors who wish to speak about an item under discussion).
- 6.2 The Deputy Mayor will also attend each of the events in the Council's annual civic events programme, forming part of the mayoral party. They will deputise for the Mayor at such events, in the Mayor's absence.
- 6.3 The Deputy Mayor will attend council-run or external events where possible, if the Mayor is unable to do so. In deciding whether or not to accept such invitations, the Deputy Mayor will have regard to the same advice and priorities as are indicated for the Mayor at paragraph 3.4 above.
- 6.4 Like the Mayor, the Deputy Mayor usually identifies a companion to accompany them to civic and social events attended in their official capacity as Deputy Mayor. A female companion is designated Deputy Mayoress, while a male companion is designated the Deputy Mayor's Consort.

7. The Mayor's Chaplain and Cadet, and the Town Crier

- 7.1 It is custom and practice for the Mayor to appoint a Chaplain. The appointment is honorary, is at the Mayor's discretion and has no official status. The Chaplain acts as spiritual adviser to the Mayor, says prayers before each Council meeting and attends major civic functions and dinners where they will be expected to say grace. The Chaplain will also make arrangements for the Mayor's Civic Service, held each year in the Mayor's own ward.
- 7.2 The Mayor may also consider appointing a Mayor's Cadet for their term of office. This will be young person from the army, naval, air force or police cadets, selected by the Mayor. Like the Chaplain, the position of Mayor's Cadet is honorary, at the Mayor's discretion and has no official status. The Cadet, where appointed, will accompany and assist the Mayor at official functions, enabling a young representative to be present at civic events and also providing good opportunities for personal development for the cadet.
- 7.3 Peterborough's Town Crier is an honorary position. The Crier is chosen from candidates who come forward after public advertisement or notice, and is selected by the Leader of the Council usually after a public 'crying' competition. The appointment is generally continued from year to year, until the current incumbent stands down. The Crier is expected to uphold the dignity of their

office, but may also engage in other crying activities provided that these do not bring the office of Town Crier into disrepute.

8. The civic insignia

- 8.1 Mayors in Peterborough wear a robe of office, together with a chain of office on all formal ceremonial occasions. If the ceremony is outdoors, the Mayor will wear a hat, which in the case of a man is a black cocked hat and for a lady a black tri-corn hat. On normal day to day civic occasions, the Mayor and Mayoress will wear only the chain of office. The Mayor is expected to wear the robe and chain of office for Council meetings, but if it is particularly hot, the Mayor can adjourn the meeting and remove the robe.
- 8.2 If the Mayor accepts an invitation to attend a function in another local authority, it is courtesy to seek the consent of the Mayor or Chair of that local authority to wear the chain of office if this is required.

9. Formal address and orders of precedence

- 9.1 In writing, and on formal occasions, the Mayor should be addressed as ‘The Right Worshipful the Mayor of the City of Peterborough’. At all other times the correct form of address is ‘Mr Mayor’ if the holder of office is a man or ‘Madam Mayor’ if the holder of office is a woman (the use of Madam Mayor is at the Mayor’s choice).
- 9.2 The precedence of the Mayor is set down under Section 3(4) of the Local Government Act 1972 which states “The Chair of the District Council shall have precedence in the District, but not so as prejudicially to affect Her Majesty’s royal prerogative.”
- 9.3 The Lord Lieutenant, when present at a civic procession or royal occasion, takes precedence over the Mayor as the monarch’s representative. The Deputy Lord Lieutenant of the County does not take precedence over the Mayor, unless he is deputising for the Lord Lieutenant. There are no clear rules in respect of the precedence of the High Sheriff, but general advice is that the High Sheriff’s duties are largely restricted to judicial functions, so they do not represent the monarch in the same way as does the Lord Lieutenant. Therefore, if the High Sheriff is present at a city occasion, they should yield precedence to the Mayor. The precedence of other office holders is very much based upon guidance available in books of etiquette, together with local tradition.
- 9.4 Where possible a Police Representative or the Mayor’s Support Officer will lead the Mayoral Party processions and the order of precedence for the City of Peterborough for civic processions and royal occasions is as follows (see also paragraph 9.6 below):

<p>The Lord Lieutenant The Mayor and Mayoress/Consort The Chief Executive and Leader of the Council The Deputy Mayor and Mayoress/Consort Any Minister of the Crown present* The High Sheriff Members of Parliament (Privy Councillors have precedence)** Elected Mayor</p>	<p>(This group forms the mayoral party)</p>
<p>Serving Military Representatives Police & Crime Commissioner Police and Fire Honorary Freemen of the City (representatives of organisations which have received this honour will follow individual freemen) Honorary Alderman Past Mayors Chief Constable and Chief Fire Officer Visiting Chairs</p>	

Visiting Mayors (these may come later in the procession, after city councillors, in cases where a large number of visitors are present) Leader of the Council Cabinet Members Group Leaders Other city councillors and city council officers Other guests	
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- * Where it is customary to include local Members of Parliament (MPs) in the order of precedence for a civic procession, most local authorities place them between the mayoral party and councillors. This is the case in Peterborough. However, if an MP is a Minister of the Crown, they are included in the mayoral party.
 ** Where an MP is a Privy Councillor, they takes precedence over other MPs.

- 9.5 Any civic procession is led by the Mayor's Support Officer carrying the mace, preceded by a police representative where necessary.
- 9.6 During a royal visit to Peterborough, the order of presentation to the royal visitors by the Lord Lieutenant shall be determined by Her Majesty the Queen. The City Council will usually be consulted by the Lord Lieutenant's office prior to the visit in order to advise Her Majesty. The City Council will usually recommend the following:

Lord Lieutenant and guest High Sheriff and guest Mayor and Mayoress/Consort Chief Executive Deputy Mayor and Mayoress/Consort MPs (Privy Councillors have precedence)	(This group forms the mayoral party)
Leader of the Council Chief Constable Chief Fire Officer (After these presentations, the Lord Lieutenant will present the principal organiser of the event)	

Apart from the lead from the Lord Lieutenant and High Sheriff – other order to be same as above. On the occasion of a royal visit to Cambridgeshire, which includes Peterborough, then the Cambridgeshire County Council chair will also be presented.

10. The Council's programme of civic events

- 10.1 The Council organises or participates in a series of major civic events which occur each municipal year. These are indicated below:

Annual programme of civic events	Usual time of year	Principal organisation(s)
<u>Mayor Making and Annual Council Meeting</u> (This includes the ceremonial investiture of the Mayor, and an event in honour of the retiring Mayoral Party and new Mayors).	May	Peterborough City Council Executive and Members Services liaising with Democratic and Constitutional Services
<u>Cathedral Civic Service</u> (To install the Mayor in their seat in the Cathedral. Also an opportunity to formally	June	Peterborough City Council Executive and Members Services

seek spiritual blessing and guidance for the new Mayor throughout their term of office.)		liaising with Cathedral
<u>Town Hall 'Open Day'</u> (An opportunity for any member of the public to visit the Town Hall or Sand Martin House, meet the Mayor and see displays about the Council's role and services. Light refreshments are served, where possible by pupils from a senior school in the Mayor's ward.)	June	Peterborough City Council Executive and Members Services
<u>The Mayor's Civic Service</u> (A service at a place of worship in the Mayor's own ward.)	timing is at the Mayor's discretion	Peterborough City Council/the Mayor's selected place of worship Executive and Members Services in liaison with nominated Church
<u>Traditional opening of Bridge Fair</u> (The Mayor opens the fair at The Embankment, and the fair master takes the mayoral party and guests – including mayors from other local authorities in the area - on a tour of the fair; afterwards, guests are traditionally invited to join a 'sausage supper' at the Town Hall or Sand Martin House, the proceeds of the tickets for which go to the Mayor's charity fund.)	First Tuesday in October	Peterborough City Council Executive and Members Services
<u>Remembrance Sunday Service and Parade</u> (The service is preceded by a military and civic procession from the Town Hall to the cathedral, where wreaths are laid at the war memorial prior to the service, and followed by a military parade with a march past the Town Hall at which the mayoral party takes a salute outside the Town Hall. The civic procession follows back to the Town Hall, and a wreath above the Town Hall front door is unveiled.	November	The wreath laying service and civic procession is organised by the Executive and Members Services Team in liaison with the Royal British Legion and the Cathedral.
<u>Two Minutes' Silence</u> (A short service takes place at 11am on Armistice Day at the War Memorial. It is preceded and followed by a civic procession to and from the Town Hall. The vicar of St John's Church presides at the service and is joined by the mayoral party and the President of the Royal British Legion.	November	Organised by the Executive and Members Services Team in liaison with Royal British Legion representatives
<u>Holocaust Memorial Day</u>	January	Peterborough City Council,

(A local event linked to this national day, often comprising a museum exhibition and an outdoor service representing as many of Peterborough's communities as possible. Remembering past tragedies and promoting harmony and tolerance.)		in partnership with community representatives There is an organising committee but all organisation via Executive and Memnbers Services
<u>The Mayor's Ball</u> (This is the Council's major civic social event of the year, open to anyone upon purchase of a ticket. The proceeds go to the Mayor's charity fund. Fundraising activities associated with the Ball are the responsibility of the Mayor's voluntary Charity Committee, but the Mayoral Services Team organises the Ball itself.)	May Now generally scheduled as the Mayor's Finale Ball	Organised by Executive and Members Services and supported by the Mayor's Charities.

- 10.2 Other civic events may be arranged during the year and include Fly the Flag events for the Commonwealth, Armed Forces, Red Ensign (Navy), 999 Emergency Services Day and Windrush Day. This can include, for example, parades or civic receptions for visitors or events of major significance (such as a visit from the civic party representing one of the Council's twinned authorities), or associated with the opening of a major festival. The Executive and Members Services Team will ensure that the Mayor and guests are invited and will also arrange any reception required at the Town Hall or Sand Martin House.
- 10.3 A Freedom Parade may be requested by a military organisation which holds the freedom of the city of Peterborough, when it wishes to exercise its right to march through the city. Such a parade would be organised by the organisation but hosted by the Peterborough City Council which will join in the planning of the event. If the City Council decides to award the honorary freedom of the city or alderman status to a person or organisation, this will involve a special Council meeting to determine whether or not to award the honour, followed later by a ceremony to make the award which will be arranged by the Council's Executive and Members Services Team in conjunction with the recipient of the honour.
- 11. Civic hospitality**
- 11.1 Civic hospitality, such as light refreshments, may be offered to civic events, and when the Mayor receives visitors in the Mayor's Parlour. This would usually arise on occasions such as those which promote Peterborough, or which reciprocate civic hospitality extended to Peterborough's representatives upon an earlier visit elsewhere, or which recognise important voluntary work for the benefit of Peterborough's citizens.
- 11.2 Such hospitality will usually be organised and funded by the Council's Mayoral Services budget, but significant commitments instigated by a service department would require support and contributions from the lead service department. The Mayoral hospitality budget and programme are managed by the Head of Constitutional Services and Executive and Members Services Manager, in consultation with the Leader of the Council and the Chief Executive, who may be requested to approve funding for special events over and above the civic hospitality cash limited budget when this would be in the best interests of Peterborough. Any other civic hospitality commitments that the Mayor wishes to incur will be met by the Mayor personally.

- 11.3 Members of the public are able to write and request a tour of the Town Hall public rooms. The Executive and Members Services Team will accommodate such requests wherever reasonably possible. Upon such occasions, the Mayoral Support Officer will accompany the visitors and explaining the history of the public rooms and the Council's civic procedures. This activity is often associated with educational visits, by students or younger children. A small charge may be levied, to cover the Council's reasonable costs.

12. Civic dinners

- 12.1 At formal civic dinners, guests are received at an opening reception by the Mayor and their consort, accompanied by the Deputy Mayor and their consort.
- 12.2 After the reception, guests are invited to the dining room. A seating plan will be pre-arranged by the Executive and Members Services Team. At the top table, the principal guest will be seated at the Mayor's right while the Mayoress/Consort is placed at the Mayor's left. The principal guest's partner takes the seat next to the Mayoress/Consort.
- 12.3 If the Mayor and Deputy Mayor are robed, while guests are moving from the reception to their seats the Mayor and Deputy may remove their robes. They will retain their chains of office, as will the Mayoress/Consort and Deputy Mayoress/Consort. When the Mayor and Mayoress/Consort are ready, the Mayor's Support Services will announce their arrival to the assembled guests and they will then be 'clapped' to their places.
- 12.4 Prior to the guests being invited to sit down, the Mayor's Support Officer will announce that the Mayor's Chaplain or other designated person will say grace. Guests will then sit and dinner will be served. Following the meal, toasts will be called. The first will be the 'Loyal Toast' to the monarch, proposed by the Mayor or the Leader of the Council. All present should be asked to stand and the Mayor/Leader will say "The Queen". No other names or persons are added to the 'Loyal Toast'. Other toasts will follow as listed in the printed menu.

13. Civic gifts

- 13.1 It is common practice for the Mayor and Deputy Mayor to be given gifts when attending external functions in their official capacity. Gifts are also often exchanged when delegates visit Peterborough. It is custom and practice that the Mayor or Deputy Mayor receives such gifts on behalf of the City Council, and they are forwarded to the Mayor's Support Officers for entry on the civic inventory and displayed as appropriate.
- 13.2 Small gifts, such as badges or pens which are clearly indicated as a personal gift for the Mayor or Deputy Mayor, may of course be kept. They Mayor and Deputy should have regard to the Code of Conduct for Councillors when deciding whether to receive and keep such gifts, and should ensure that they are recorded in the hospitality register as required by the code (currently, this requires as a minimum that all gifts valued at £50 or over should be recorded). Gifts which the Mayor or Deputy receive in their official capacity are recorded in a register held by the Executive and Members Services Manager; any gifts received in their capacity as an elected councillor are recorded in the register applicable to all councillors, held by the Director of Law and Governance.
- 13.3 The Executive and Members Services Manager obtains civic gifts, as required, with agreement from the Head of Constitutional Services. These are used upon the following types of occasion:

Gift purpose	Typical example of a gift which may be given (this list is for guidance only)
To recognise the contribution of retired and non-elected councillors who have served for a considerable length of time or have served as Mayor;	Possibly a glass paperweight, crystal glasses, china plate or a crystal bowl bearing an inscription such as "For services to Peterborough City Council". The type of gift will reflect the length of

	service. For a particularly long-serving councillor, a specific gift with a personal engraving might be appropriate.
Ambassadors and other visiting dignitaries representing a city elsewhere and gifts taken to the City Council's twinned and friendship cities during official visits	Possibly a clock or other suitable item, engraved with the Peterborough crest.
Small gifts for visitors such as volunteer organisations, youth organisations, etc.	Mayors Badges

13.4 The list above is not exhaustive. The Head of Constitutional Services and Executive and Members Services Manager ensure that expenditure is controlled carefully, while ensuring that the dignity of the occasion and/or the contribution of the recipient is properly reflected.

14. European and overseas links

14.1 Peterborough has official 'twinning' (partnership) links with Bourges in France, Viersen in Germany, Alcalá de Henares in Spain, Forlì in Italy and Vinnitsa in the Ukraine. The Council also has a number of friendship links.

14.2 The Mayor, as the representative of the City, is often invited to attend civic ceremonial functions, business conventions, events and exhibitions in Peterborough's partner cities. The Mayor may be offered the opportunity to undertake a visit to one of the twinning Towns, which is determined by budget constraints. This is to be discussed with the Head of Constitutional Services and Executive and Members Services Manager. The Mayor may accept additional invitations to visit Peterborough's twin towns if they incur the costs personally.

14.3 In the event that the Mayor is unable to attend a civic/partnership invitation, reference should be made to Part 3 – paragraph 3.7: The Mayor's Civic Role, for the procedure to be followed.

14.4 If an invitation to visit Peterborough is extended to a Mayor or other delegates from any of Peterborough's partner cities, on behalf of the Council, the general expenses of the visit will be funded from both the Mayoral Budget and other partner organisations. On occasions, the Mayor may host a civic reception for the visitors, the Executive and Members Services budget may provide the funding - subject to budget constraints and approval from the Head of Constitutional Services and Executive and Members Services Manager.

15 Honours Panel Criteria

15.1 The role of the panel is to take politics out of the endorsement of nominations by Peterborough City Council, giving weight to the nominations process and increasing the number of successful nominations.

15.2 The panel is made up of cross-party members, which includes three Conservative, one Werrington First and one Labour member. The Liberal Democrats declined to have representation to this informal meeting. This group, and its decisions have no formal status, recommendations are made to Full Council for all awards such as Freeman of the City, Alderman (to set criteria) and Civic Awards.

15.3 All group nominations must be endorsed by two supporters, who must not be involved in running the group, or be a partner or relative of anyone in running it. A volunteer with the group or a beneficiary of its services may act as a supporter, but if they do, the other supporter must be completely independent of the group. The criteria for a group nomination is:-

- provide a high quality service to benefit individuals or groups in the community;
- operate and provide a service in Peterborough;

- must have been operating for a minimum of 3 years (exceptions may be made for short-term projects); and
 - must be made up entirely of volunteers (including trustees), or it includes some paid staff, but they must be in the minority of those involved
- 15.4 All individual nominations must be endorsed by one supporter, who must not be a partner or relative to that individual. The individual must show extraordinary achievements and contributions. Some examples of categories for an individual nomination are:-
- Public service: nurses, doctors, teachers, civil servants, police officers
 - Exceptional service to the local community
 - Involvement in business and industry
 - Scientists
 - Arts practitioners and administrators – artists, actors, musicians, writers etc
 - Involvement in sport
 - Journalists and broadcasters
- 15.5 The panel should receive all nominations in advance of the meeting, and then discuss each one during the meeting.
- 15.6 The panel will then consider and if in agreement recommend the nominations to an extraordinary Council meeting.

16 Freedom of the City of Peterborough

- 16.1 Freedom of the City may be offered in accordance with the provisions of section 249 (5) of the Local Government Act 1972 (as amended by section 180 of the Local Government Planning and Land Act 1980). This should be recommended to the Honour's Panel for a decision to be made.
- 16.2 The freedom may be awarded to an individual or an organisation such as a local branch of a military organisation or a locally-based volunteer emergency service. It is awarded where the person or organisation has made a significant contribution to the social fabric or well-being of the citizens and city of Peterborough.
- 16.3 Persons awarded the freedom, including leading representatives of organisations so honoured, are invited to all civic events organised by the Council and also to Mayor's charity events. They are invited to participate in civic processions, in the order of precedence indicated earlier in this protocol.
- 16.4 In order to award the freedom, the Council must hold an extraordinary meeting convened for that purpose only. Should the Council receive a request or nomination for the freedom to be awarded, it is the role of the Honours Panel to make the recommendation to Full Council. . The decision to award the freedom must, as a legal requirement, be supported by not less than two-thirds of those present and voting at the special convened meeting. Once the decision has been made by Council, a separate ceremony will be arranged later to mark the presentation of the honour. This may include a freedom march, in the case of a military honour. All recipients are noted on the plaque outside of the Council Chamber.
- 16.5 Military organisations awarded the freedom may exercise the right to march through Peterborough. On such occasions, the Council will offer civic hospitality – referred to earlier in this protocol.

17 Honorary Alderman

- 17.1 Honorary Alderman may be offered in accordance with the provision of section 249 of the Local Government Act 1972. This should be recommended to the Honours Panel for a decision to be made.
- 17.2 Alderman status may be awarded to a past Councillor, who has served a minimum of three terms or 11 years of office and that are considered to have rendered eminent services to the Council.
- 17.3 Past Councillors awarded Alderman Status are invited to attend all civic events organised by the Council and also to Mayor's charity events. They are invited to participate in civic processions, in the order of precedence indicated earlier in this protocol.
- 17.4 In order to award Alderman Status to past members of the Council, the Council must hold an extraordinary meeting convened for that purpose only. Should the Council receive a request or nomination for Alderman to be awarded, it is the role of the Honours Panel to make the recommendation to Full Council. . The decision to award Alderman Status must, as a legal requirement, be supported by not less than two-thirds of those present and voting at the special convened meeting. Once the decision has been made by Council, a separate ceremony will be arranged later to mark the presentation of the honour.

18 The Mayor's charities and the Charity Committee

- 18.1 At the Annual Council Meeting, the Mayor will announce the charity or charities for which they will support and promote fundraising activities during the year. It is usual for these to be locally based charities which are able to supply a small number of dedicated volunteers who can form the Charity Committee during that mayoral year together with a larger number of volunteers who can devote time to running fundraising events. The Mayor of Peterborough Charities is now registered as a charity with the Charity Commission and Trustees need to be identified from the Committee and registered with the Commission.
- 18.2 It is the Mayor's responsibility to convene their Charity Committee at the start the mayoral year – preferably, the committee members will have been identified earlier, once the Mayor-Elect is identified in January. At the inaugural meeting, the committee will appoint its chairman and secretary. The Head of Constitutional Services will give guidelines as to what is expected of the charity members and the Mayoral Services Team during the mayoral year.
- 18.3 The Executive and Members Services Manager will be appointed as treasurer at the AGM Charity meeting, along with Chair and Secretary. The Executive and Members Services Team can provide assistance with printing of posters and tickets for charity event. However, the Mayor's Ball, the Sausage Supper and the Proms Concert, all of which are civic events planned, organised and co-ordinated by the Executive and Members Services Team, even though the proceeds of them go to the Mayor's charities. The Head of Constitutional Services act as a trustee for this committee.
- 18.4 The Charity Committee will organise and run their events; collect tombola and raffle prizes; and actively help to promote, sell tickets and seek sponsorship.
- 18.5 The Executive and Members Services Manager records and receipts all monies from fundraising events in the charity bank account, reports a statement of the account at each committee meeting and presents cheques to the Mayor's chosen charities at the end of the Mayoral Municipal year, usually at an informal presentation in the Mayor's Parlour. At the end of each Mayoral year, PCC's internal audit team review the accounts for that year.

19 The Mayor's and Deputy Mayor's allowances

- 19.1 Sections 3(5) and Sections 3(4) of the Local Government Act 1972 provide for the Council to pay to the Mayor and Deputy Mayor respectively an allowance to help with the expenses incurred in fulfilling their office. The allowance is determined by Council, and the amount currently in force is stated in the Members' Allowances Scheme. Although not required by law, the Council may

consult its independent Remuneration Panel as to the level of payment which is appropriate in each case.

- 19.2 The types of expenditure which Peterborough City Council expects its mayor's allowance, which is retained by the Executive and Members Services Manager to cover are the provision of any tickets purchased for the Mayor and their consort as part of functions attended in the capacity of mayor (such as for a dinner); the Mayor's tickets to their own charity events and the Mayor's Ball; the cost of their ward civic service and refreshments. Any unused balance in this account at the year-end is returned to the Council's general fund and offered as a saving to this budget area.
- 19.3 The Deputy Mayor's allowance is to cover their personal expenses, and those of their consort, similarly to the Mayor's allowance.
- 19.4 An element of the allowance to the Mayor and Deputy Mayor is paid to them directly via their members' allowance, and this is intended to cover expenditure (such as clothing, dry cleaning, travel, telephone, postage and purchase of items (i.e. raffle tickets when attending events))
- 19.5 The Mayor's and Deputy Mayor's Allowances are identified at Part 6, paragraph 4, of the Constitution (Members' Allowances Scheme).

20. Administration and funding of the mayoralty and civic service

- 20.1 The Head of Constitutional Services and Executive and Members Services Manager are responsible for civic and ceremonial matters, with the Chief Executive retaining an important leading role as Council's most senior officer.
- 20.2 Executive and Members Services runs the Mayor's office. This includes arranging civic and ceremonial events, keeping the Mayor's diary and accounts, assisting with the organisation of the Mayor's Charities, liaising with organisations and individuals on the Mayor's behalf and generally briefing, advising and supporting the Mayor and Deputy Mayor in carrying out their duties.
- 20.3 The Mayor is also assisted by the Mayor's Support Officers who acts as City Mace Bearer. They also accompany the Mayor at Council meetings and civic events, and when guests are received in the Mayor's Parlour. The Mayor's Attendants is are responsible for civic regalia, assists the Mayoral Executive and Members Services Team in providing civic hospitality and also hosts visitors such as students who visit the Town Hall or Sand Martin House on educational visits to learn about its history and the Council's civic procedures.
- 20.4 The Mayor's Support Officers are responsible for transporting the Mayor in the mayoral car for official duties. Every effort is made to make maximum use of the vehicle so, as far as is possible, the mayoral car is also used for transporting the Deputy Mayor upon official business - although the Mayor's use takes precedence and alternative transport is sometimes necessary for the Deputy Mayor. The car is not used by the Mayor or Deputy Mayor's consorts, except when associated with accompanying the Mayor or Deputy on official business. Wherever possible, the mayoral party travels together in order to avoid the need for several separate journeys to and from events. It is the Executive and Members Services Manager's responsibility to schedule the use of the car. The Chief Executive is authorised to replace the vehicle every five years, or in accordance with the leasing arrangements and this should be the most cost-effective option for the Council. The following guidelines will be applied in respect of procuring a replacement:
- a) The vehicle will be at the lower end of the emissions scale for cars
 - b) The vehicle will, if possible, be generally regarded as 'British' or with British connections
 - c) The vehicle will, if possible, be electric, in accordance with the Carbon Management Plan
- 20.5 At major events, assistance is also provided by the Beadles. In particular they assist with security and also civic hospitality.

- 20.6 The Council's corporate civic budget is controlled by the Head of Constitutional Services and managed on a daily basis by the Executive and Members Services Manager. The account covers civic hospitality as described at section 11 above, the Mayor's and Mayor's Office expenses, funding of civic events, civic gifts, maintenance of civic insignia and other such civic expenses.
- 20.7 In order that expenditure upon civic matters is clearly identifiable, the costs of other support will be charged to the civic account as necessary such as car parking and road closures. In order to minimise such costs, use of car parking permits will be restricted to major civic events.
- 20.8 At the close of each mayoral year, the Executive and Members Services Manager will arrange for the Mayor's name to be engraved on the plaque upon the wall outside the Mayor's Parlour. A portrait photograph of the Mayor, and their consort at the Mayor's discretion, will also be obtained and hung in the Parlour.
- 20.9 Every year a full Council photograph will be taken prior to the Annual Council meeting. The current photograph will be displayed in the Town Hall and on the Council's website, and a selection of past photographs will also be displayed where space allows.

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HONOURS PANEL: CRITERIA

The panel's role and constitution:

The role of the panel is to take politics out of the endorsement of nominations by the City Council so that -

~~It is hoped that~~ local people will feel ~~be~~ encouraged to make nominations with an understanding of ~~when they know about~~ the role of the Nominations Officer and the Nominations Panel.

Endorsement by an independent panel should ~~It is hoped that endorsement by the Council, through an independent panel, may~~ add weight to nominations with the aim of increasing ~~and so increase~~ the number of successful nominations.

The panel should consider all nominations that are sent to the Nominations Officer.

Referral to Council:

Nominations for honours and for the Award for Voluntary Service will not be referred to Council.

Will nominations be assessed against set criteria?

Some criteria, which are not exclusive, are given on the relevant websites and ~~it would be sensible to ask~~ the Nominations Officer will ~~to~~ check whether nominations match some or all of these criteria to ~~and~~ reflect extraordinary achievements and contributions from ordinary people.

(1) Honours (individuals)

- Public service: examples are nurses, doctors, teachers, civil servants, police officers
- Exceptional service to the local community
- Involvement in business and industry
- Scientists
- Arts practitioners and administrators – artists, actors, musicians, writers etc
- Involvement in sport
- Journalists and broadcasters

The website includes sample cases and relevant details include:

- Increasing the success of a venture (e.g. number of volunteers, sales from charity shop, number of people receiving support, area covered by project)
- Length of service/commitment – founder member of a group
- Spread of community involvement e.g. working with more than one group
- Contribution is acknowledged/recognised by local community
- Support/contribution stretches across all age ranges, includes young and old
- Involvement of local businesses/corporate sector in local community projects, including financial support
- Personal hands-on involvement - on a one-to-one basis
- Innovative projects – reaching new groups, connecting disparate people who might not otherwise interact

- Use of professional expertise to assist local community e.g. fund raising, financial skills, sharing professional knowledge through training

While over 65% of honours awards go to people aged between 50 and 69, it is important to note that the age of the person nominated is not a criterion, but the panel expects evidence of innovative work of wide significance or sustained contribution.

(2) Queen's Award for Voluntary Service (groups)

Outstanding achievement by groups of volunteers who:

- regularly devote their time to helping others in the community
- improve the quality of life and opportunity for others
- provide an outstanding service

A successful group will have demonstrated that it:

- meets a particular need;
- provides community-focused voluntary activities of a very high quality;
- has generated a high level of goodwill and respect amongst those it serves and the community as a whole;
- has evolved locally and is locally run; and
- has a proven track record of active involvement in the community, normally over a period of three years or more, for the social, economic or environmental wellbeing of local individuals or groups.

A group (two or more persons) may be nominated for the Award if:

- it is providing a high quality service to benefit individuals or groups in the community;
- it is operating and providing a service in [Peterborough](#);
- it has been operating for a minimum of 3 years (exceptions may be made for short-term projects); and
- it is made up entirely of volunteers (including trustees), or it includes some paid staff, but they must be in the minority of those involved.

Each nomination must be endorsed by two supporters, who must not be involved in running the group, or be a partner or relative of anyone involved in running it. A volunteer with the group or a beneficiary of its services may act as a supporter, but if they do, *the other supporter must be completely independent of the group*. The group must be happy to be nominated.

At what point will nominations be brought before the panel?

~~All The Chief Executive wants all the~~ nominations received ~~will be to be~~ sent to the panel. ~~It is suggested that copies are sent to the panel members for them~~ to consider before they meet to discuss which nominations should receive the panel's support. A covering sheet ~~will~~~~might~~ highlight the criteria matched.

There may be nominations of high merit, which do not necessarily match many criteria. For example, very few honours are given to people under the age of 29, but there might be an exceptional young individual who merited the panel's support.

Those nominations which the panel selects for support would be researched. A draft statement of support, based on the information received, would be sent to the panel for consideration before a meeting to endorse the statement. After this, the nomination and the endorsement would be forwarded to the relevant government office.

How will nominations be investigated?

It is suggested that once the panel have agreed that a nomination merits support, investigations should take place.

Further information might be obtained from:

- the panel members themselves
- officers of the council
- members of the business sector
- members of the voluntary sector

Once this information has been received, the Nominations Officer will use it to prepare a statement in support of the nomination to be endorsed by the panel.

What will be done with those nominations which are not endorsed?

All nominations will be forwarded to the relevant government office.

~~There is It may be appropriate to have~~ a set period for the consideration of nominations and the preparation of supporting statements ~~so the process is finite and clear. — people might be discouraged from sending nominations via the Council if the nomination appears to be delayed.~~

~~The panel may wish the~~ Nominations Officer ~~will~~~~te~~ write to the person making the nomination to acknowledge receipt of the nomination and to confirm the date on which the nomination was forwarded.

Draft matrices

Honours

Criterion	Yes/No
Paid work in public service (e.g. education, health, police)	
Voluntary service to local community	
Involvement in industry/technology/science	
Involvement in arts (e.g. performer, writer, administrator)	
Involvement in sports	
Involvement in media (e.g. radio, television, newspapers)	
Contribution	
Increases success of venture	
Founder member – long service in this area	
Involvement in more than one area/field	
Contribution recognised by local community	
Work for which nominated encompasses wide range of people (e.g. young and old, ethnic communities, physically handicapped & able bodied)	
Has involved local businesses/corporate sector in voluntary work	
Personal hands-on involvement	
Innovative work	
Sharing of professional expertise (e.g. financial skills, training others)	
IS THE CONTRIBUTION OUTSTANDING?	

Queen’s Award for Voluntary Service

Criterion	Yes/No
Regular community work by a group of 2 or more	
Improves the quality of life and opportunities for others	
Provides an outstanding service	
Meets a particular need	
Provides community-focused voluntary activities of a very high quality	
Has generated a high level of goodwill and respect amongst those it serves and the community as a whole	
Has a proven track record of active involvement in the community, (normally over a period of three years or more) for the social, economic or environmental wellbeing of local individuals or groups	
Has been operating for a minimum of 3 years (exceptions may be made for short-term projects)	
it is made up entirely of volunteers (including trustees), or if it includes some paid staff, they must be in the minority of those involved	
Nomination has 2 supporters, one of whom is independent of group	
Group has agreed to be nominated	
IS THE CONTRIBUTION OUTSTANDING?	

AGENDA ITEM 2: CRITERIA

The panel asked for clarification and advice from the Chief Executive:

- On wording to describe the panel's role and constitution
- On whether the nominations for Honours would be referred to Council after consideration by the panel

The panel asked for clarification on how the nominations would be processed:

- How will they be investigated?
- Will they be assessed against set criteria?
- At what point will they be brought to the panel?
- What will be done with those that are not endorsed?

The panel asked for a draft matrix to be drawn up.

The panel's role and constitution:

The role of the panel is to take politics out of the endorsement of nominations by the City Council.

It is hoped that local people will be encouraged to make nominations when they know about the role of the Nominations Officer and the Nominations Panel.

It is hoped that endorsement by the Council, through an independent panel, may add weight to nominations and so increase the number of successful nominations.

The panel should consider all nominations that are sent to the Nominations Officer.

Referral to Council:

Nominations for honours and for the Award for Voluntary Service will not be referred to Council.

Will nominations be assessed against set criteria?

Some criteria, which are not exclusive, are given on the relevant websites and it would be sensible to ask the Nominations Officer to check whether nominations match some or all of these.

(1) Honours (individuals)

- Public service: nurses, doctors, teachers, civil servants, police officers
- Service to the local community
- Involvement in industry
- Scientists
- Arts practitioners and administrators – artists, actors, musicians, writers etc
- Involvement in sport
- Journalists and broadcasters

The website includes sample cases and relevant details include:

- Increasing the success of a venture (e.g. number of volunteers, sales from charity shop, number of people receiving support, area covered by project)
- Length of service/commitment – founder member of a group

- Spread of community involvement e.g. working with more than one group
- Contribution is acknowledged/recognised by local community
- Support/contribution stretches across all age ranges, includes young and old
- Involvement of local businesses/corporate sector in local community projects, including financial support
- Personal hands-on involvement - on a one-to-one basis
- Innovative projects – reaching new groups, connecting disparate people who might not otherwise interact
- Use of professional expertise to assist local community e.g. fund raising, financial skills, sharing professional knowledge through training

Although the age of the person nominated is not a criterion, it may be worth noting that over 65% of honours awards go to people aged between 50 and 69. This may be because younger people have not been able to dedicate as many years to the work for which they might be nominated.

(2) Queen's Award for Voluntary Service (groups)

Outstanding achievement by groups of volunteers who:

- regularly devote their time to helping others in the community
- improve the quality of life and opportunity for others
- provide an outstanding service

A successful group will have demonstrated that it:

- meets a particular need;
- provides community-focused voluntary activities of a very high quality;
- has generated a high level of goodwill and respect amongst those it serves and the community as a whole;
- has evolved locally and is locally run; and
- has a proven track record of active involvement in the community, normally over a period of three years or more, for the social, economic or environmental wellbeing of local individuals or groups.

A group (two or more persons) may be nominated for the Award if:

- it is providing a high quality service to benefit individuals or groups in the community;
- it is operating and providing a service in the United Kingdom;
- it has been operating for a minimum of 3 years (exceptions may be made for short-term projects); and
- it is made up entirely of volunteers (including trustees), or it includes some paid staff, but they must be in the minority of those involved.

Each nomination must be endorsed by two supporters, who must not be involved in running the group, or be a partner or relative of anyone involved in running it. A volunteer with the group or a beneficiary of its services may act as a supporter, but if they do, *the other supporter must be completely independent of the group*. The group must be happy to be nominated.

At what point will nominations be brought before the panel?

The Chief Executive wants all the nominations received to be sent to the panel. It is suggested that copies are sent to the panel members to consider before they meet to discuss which nominations should receive the panel's support. A covering sheet might highlight the criteria matched.

There may be nominations of high merit, which do not necessarily match many criteria. For example, very few honours are given to people under the age of 29, but there might be an exceptional young individual who merited the panel's support.

Those nominations which the panel selects for support would be researched. A draft statement of support, based on the information received, would be sent to the panel for consideration before a meeting to endorse the statement. After this, the nomination and the endorsement would be forwarded to the relevant government office.

How will nominations be investigated?

It is suggested that once the panel have agreed that a nomination merits support, investigations should take place.

Further information might be obtained from:

- the panel members themselves
- officers of the council
- members of the business sector
- members of the voluntary sector

Once this information has been received, the Nominations Officer will use it to prepare a statement in support of the nomination to be endorsed by the panel.

What will be done with those nominations which are not endorsed?

All nominations will be forwarded to the relevant government office.

It may be appropriate to have a set period for the consideration of nominations and the preparation of supporting statements – people might be discouraged from sending nominations via the Council if the nomination appears to be delayed.

The panel may wish the Nominations Officer to write to the person making the nomination to acknowledge receipt of the nomination and to confirm the date on which the nomination was forwarded.

Draft matrices

Honours

Criterion	Yes/No
Paid work in public service (e.g. education, health, police)	
Voluntary service to local community	
Involvement in industry/technology/science	
Involvement in arts (e.g. performer, writer, administrator)	
Involvement in sports	
Involvement in media (e.g. radio, television, newspapers)	
Contribution	
Increases success of venture	
Founder member – long service in this area	
Involvement in more than one area/field	
Contribution recognised by local community	
Work for which nominated encompasses wide range of people (e.g. young and old, ethnic communities, physically handicapped & able bodied)	
Has involved local businesses/corporate sector in voluntary work	
Personal hands-on involvement	
Innovative work	
Sharing of professional expertise (e.g. financial skills, training others)	

Queen’s Award for Voluntary Service

Criterion	Yes/No
Regular community work by a group of 2 or more	
Improves the quality of life and opportunities for others	
Provides an outstanding service	
Meets a particular need	
Provides community-focused voluntary activities of a very high quality	
Has generated a high level of goodwill and respect amongst those it serves and the community as a whole	
Has a proven track record of active involvement in the community, (normally over a period of three years or more) for the social, economic or environmental wellbeing of local individuals or groups	
Has been operating for a minimum of 3 years (exceptions may be made for short-term projects)	
it is made up entirely of volunteers (including trustees), or if it includes some paid staff, they must be in the minority of those involved	
Nomination has 2 supporters, one of whom is independent of group	
Group has agreed to be nominated	

HONOURS PANEL
<i>ENTER MEETING DATE (IN BOLD CAPS)</i>
<i>BRIEFING NOTE AUTHOR</i>

BRIEFING NOTE – ALDERMAN AWARD: PROCESS AND PLANNING

1. PURPOSE & REASON FOR THE BRIEFING PAPER NOTE

This briefing note is to provide guidance on the process and planning involved in the awarding of the Alderman status.

2. BACKGROUND

The Honours Panel

The Honours Panel is made up of representatives from each party except for the Liberal Democrats who declined the invitation. The Honours Panel is an informal group and although its decisions have no formal status it has agreed that individuals recommended for the honorary status of Alderman should meet a set criteria.

Honorary Alderman

Alderman is an honorary status. Honorary Alderman may attend and take part in such civic ceremonies as the Council may from time to time decide. They have no other formal role. Honorary Alderman are not entitled to receive and members' allowances or other payments, allowances, expenses, etc.

Whilst a person whom is a serving councillor cannot be made an Honorary Alderman, a person awarded this status may subsequently be re-elected as a councillor but shall not then be addressed as Alderman or entitled to take part in civic ceremonies as an Alderman.

3. LEGISLATION

Section 249 of the Local Government Act 1972 as amended, empowers the Council, by resolution passed by not less than two thirds of the members voting at a meeting specially convened for the purpose, to confer the title of Honorary Alderman on a person who has, in the Council's opinion, rendered eminent services to the Council as a past member.

4. INFORMATION

Individuals recommended for the honorary status should meet the following criteria:

- A former councillor who has been re-elected for at least 3 terms and has served a minimum of **11 years service in total**;
- Who has rendered eminent services to the council as a past member, taking into account membership of committees and external organisations;
- Whether or not the former councillor served as Mayor and whether he or she achieved anything worthy of particular note;

Planning

Once the panel have selected individuals to be recommended for the honorary status, a citation will be drafted for each individual. A council meeting will be specially convened in which a recommendation is made for the status of Honorary Alderman to be awarded to the former councillors listed in the recommendation.

If the council passes the resolution to confer the title of Honorary Alderman to the individuals recommended, the Honours Panel can proceed to award the status. The panel will need to discuss the format of the award ceremony and consider where and when it will occur. The Alderman badges will be ordered and engraved and the citations professionally written and framed.

Timetable

The Honours Panel are to discuss the timetable in order to prepare a standard process which will include the timescale required to:

- Discuss recommendations for award of Honorary Alderman
- Prepare draft citations
- Organise a meeting of the council to pass the resolution to confer the title of Honorary Alderman on a persons recommendation and to prepare the report to Council
- Organisation of the award ceremony, ordering badges and framed citation

5. IMPLICATIONS

The legal implications are set out in the body of this report. There will be modest financial implications which will be met from within the existing civic budget for the provision of a suitable badge of office and the cost of a ceremony.

6. CONSULTATION

No consultation is required

7. BACKGROUND DOCUMENTS

None

CONSTITUTION AND ETHICS COMMITTEE	AGENDA ITEM No. 6
22 NOVEMBER 2021	PUBLIC REPORT

Report of:	Fiona McMillan, Director of Law and Governance and Monitoring Officer	
Cabinet Member(s) responsible:	Councillor Fitzgerald, Leader of the Council	
Contact Officer(s):	Dan Kalley, Senior Democratic Services Officer	Tel. 296334

CONSTITUTION AND ETHICS COMMITTEE START TIME 2022/23

RECOMMENDATIONS	
FROM: <i>Director of Law and Governance</i>	Deadline date: January 2022
<p>It is recommended that the Constitution and Ethics Committee:</p> <ol style="list-style-type: none"> 1. Agree and recommend to Council the start time for all Constitution and Ethics Committee meetings for the Municipal Year 2022-23. 	

1. ORIGIN OF REPORT

1.1 This report is submitted to the Constitution and Ethics Committee meeting following the Full Council decision on 24 July 2019 to allow Committees to decide their own start times for the Municipal Year 2020-21.

2. PURPOSE AND REASON FOR REPORT

2.1 The purpose of this report is to allow the Constitution and Ethics Committee to discuss and agree the start times for meetings from the beginning of the Municipal Year 2022-23. The draft schedule of meetings will be agreed at Full Council on either 22 January or 4 March 2020.

2.2 This report is for the Constitution and Ethics Committee to consider under Council Standing Order section 4.4.1

The timings of normal committee meetings will be agreed by the committee for the next municipal year in January of the preceding municipal year (or as near to this time as possible).

3. TIMESCALES

Is this a Major Policy Item/Statutory Plan?	NO	If yes, date for Cabinet meeting	
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4. BACKGROUND AND KEY ISSUES

- 4.1 At the Constitution and Ethics Committee on 8 July 2019 the Committee agreed by majority to recommend to Council that all Committees can agree their start times for the Municipal Year 2020-21. This was again agreed by majority at the Full Council meeting on 24 July 2019.
- 4.2 The Council standing orders have been updated to reflect this decision and gives Committees the opportunity to decide their own start time.
- 4.3 In order for the start times to be incorporated into the draft meeting schedule it is important for the Committee to make a decision on this before the January Full Council meeting. This is the only opportunity for the Committee to make this decision as the next meeting is after the January Council meeting.
- 4.4 Council standing orders allow the Committee to agree its start time every Municipal Year, thereby allowing the Committee to change the start times if it is felt that the start time was not suitable or working.
- 4.5 The Committee will need to decide the best start time and will need to weigh up attendance at meetings and the impact on the Council and members of the public.
- 4.6 The Committee has for the past two years met at 6pm. For the municipal year 2020/21 all meetings were held virtually due to the ongoing Pandemic and due to the uncertainty over this meeting times for 2021/22 have been kept at the same time.

5. CONSULTATION

- 5.1 Consultation on the start times for the committee is being presented to members at this meeting Any recommendations will be presented to Full Council as part of the meeting schedule report.

6. ANTICIPATED OUTCOMES OR IMPACT

- 6.1 It is anticipated that the Committee will agree a start time for meetings for the Municipal Year 2022-23 and this will be proposed as part of the draft meeting schedule.

7. REASON FOR THE RECOMMENDATION

- 7.1 The recommendation allows the Constitution and Ethics Committee to debate the start time of the meeting and make recommendations following debate.

8. ALTERNATIVE OPTIONS CONSIDERED

- 8.1 N/A

9. IMPLICATIONS

Financial Implications

- 9.1 There are none.

Legal Implications

- 9.2 There are none.

Equalities Implications

- 9.3 There are none.

10. BACKGROUND DOCUMENTS

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

10.1 Minutes of the Constitution and Ethics Committee 8 July 2019
Report to Full Council 24 July 2019

11. APPENDICES

11.1 None.

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CONSTITUTION AND ETHICS COMMITTEE	AGENDA ITEM No. 7
22 NOVEMBER 2021	PUBLIC REPORT

Report of:	Fiona McMillan, Director of Law and Governance	
Cabinet Member(s) responsible:	Councillor Cereste, Cabinet Member for Digital Services and Transformation	
Contact Officer(s):	Pippa Turvey, Constitutional and Democratic Services Manager	Tel. 452460

FULL COUNCIL MOTION PROCESS REVIEW

RECOMMENDATIONS	
FROM: <i>Director of Law and Governance</i>	Deadline date: <i>N/A</i>
<p>It is recommended that the Constitution and Ethics Committee:</p> <ol style="list-style-type: none"> 1. Consider the introduction of an informal protocol or change to Council Standing Orders in relation to the sharing of motions. 2. Review the introduction of 'Motions with Major Implications' within Council Standing Orders and make any relevant recommendations. 	

1. ORIGIN OF REPORT

- 1.1 This report is submitted to the Constitution and Ethics Committee following a request from Group Leaders on 12 October 2021.

2. PURPOSE AND REASON FOR REPORT

- 2.1 The purpose of this report is to allow the Committee to consider the appropriate point at which motions should be shared with Members.
- 2.2 This report is for the Constitution and Ethics Committee to consider under its Terms of Reference No. 2.7.2.1, '*... to make recommendations to Full Council as to amendments and improvements to the Council's Constitution ...*'.

3. TIMESCALES

Is this a Major Policy Item/Statutory Plan?	NO	If yes, date for Cabinet meeting	N/A
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4. BACKGROUND AND KEY ISSUES

Notice and Sharing of Motions

- 4.1 Current Council Standing Orders do not include any requirement for the draft or final versions of motions to be shared at any stage prior to publication within the agenda. Members are provided with the option to share their motion with other Members prior to the agenda publication if they wish. If not, motions will only be shared through the circulation of the agenda (or briefing note published online, in the case of motions with Major Implications).

4.2 In relation to amendments to motions, at the point an amendment is received in draft form, Members will be asked if they are happy for this to be shared with the mover of the original motion. Following the receipt of final amendment wording, Members will be asked if they wish this to be shared with other Members. If not, amendments will only be shared through the publication and circulation of the additional information pack the day before the meeting.

4.3 A suggestion has been received from several Members that advance notice of motions would be beneficial in the consideration and drafting of any possible amendments. This could be achieved through motions being shared following the final deadline at the latest, rather than the day of agenda publication. In order to introduce such a change, the Council Standing Orders could be altered in order to make sharing motions a formal requirement, or for Members to agree to an informal protocol.

4.4 Option 1 – Amending Council Standing Orders

This would ensure that sharing motions ahead of agenda publication was a constitutional requirement, and would require the approval of Full Council. Suggested revised wording is:

“19.4 Notice for Other Motions

Except for motions which can be moved without notice under Standing Order 19 and motions with major implications, written notice of every motion must be delivered to the proper officer in its initial form by noon eight clear working days before the date of the meeting and in final form noon six clear working days before the date of the meeting (not including the day of the meeting) at which point they will be circulated to all Members. These will be entered in a book open to public inspection.”

4.5 Option 2 – Informal Protocol

An informal protocol to share motions with Members following the final motion deadline would not require approval from Full Council, however it would not be enforceable under the Constitution.

4.6 For clarity, in accordance with current Standing Orders, the final deadline for ‘standard’ motions is 12 noon on the day before agenda publication. The deadline for draft amendments is 12 noon three clear days before the meeting. For example, for the Full Council meeting on 10 November 2021, final motions will be received on Monday 1 November, with draft amendments received on Thursday 4 November. At the moment, Members will first see motions on Tuesday 2 November when the agenda is published, which provides days to draft amendments.

Review ‘Motions with Major Implications’ Process

4.7 At the Full Council meeting held on 3 March 2021 the further criteria of ‘Motions with Major Implications’ was added to Council Standing Orders. This required motions with significant resource implications (the equivalent of £100,000 or more) or a significant impact on Council policy or procedures, the Council’s strategic/contractual partners, or the city as a whole be received in draft form 14 clear days before the meeting. Nine clear days before the meeting such motions will be published alongside a briefing note from the relevant Director.

4.8 Following the addition of this criteria there have been three meetings of Full Council, on 23 June 2021, 28 July 2021 and 10 November 2021. In total, 14 motions have been considered (four in June, five in July and five in November), although there were seven motions on the agenda in November two of these were withdrawn and not debated. Of these, four have been considered to have ‘major implications’ (one in June, two in July and one in November, although this was one of the motions withdrawn at the meeting).

4.9 There has been one instance where a motion has been submitted after the ‘major implication’ deadline and had been considered to have major implications. With the assistance of

officers, this motion was reworded to remove these implications and to submit to Council as a 'standard' motion.

4.10 11 out of the 14 motions submitted at these three meetings were agreed, ten of which were unanimous decisions.

4.11 Any further change to Council Standing Orders would require the Committee to make a recommendation to Full Council, or a motion directly to Full Council.

5. CONSULTATION

5.1 Suggestion in relation to the sharing of motions was discussed at the Group Leaders meeting on 12 October 2021, at which Group Leaders referred the matter to the Constitution and Ethics Committee for consideration.

6. ANTICIPATED OUTCOMES OR IMPACT

6.1 It is anticipated that the process agreed will ensure that all Members get fair and equitable notice of motions that have been submitted to Full Council.

7. REASON FOR THE RECOMMENDATION

7.1 The recommendation has been put before the committee in order to for Members to receive as advance notice as possible of motions submitted to Full Council, to ensure a robust debate and time for Members to consider the submission of amendments.

8. ALTERNATIVE OPTIONS CONSIDERED

8.1 An alternative option would be to leave the Council Standing Orders and informal protocols around motion sharing unchanged. This option is open for Members to consider if they feel that the process allows for sufficient notice of motions in order that a meaningful amendments may be submitted.

9. IMPLICATIONS

Financial Implications

9.1 There are no financial, legal, or equalities implications arising from this recommendation.

Carbon Impact Assessment

9.4 The Carbon Impact arising from this recommendation is neutral.

10. BACKGROUND DOCUMENTS

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

10.1 Peterborough City Council Constitution – Part 4 Section 1 – Council Standing Orders
Peterborough City Council Full Council Minutes 3 March 2021

11. APPENDICES

11.1 None.

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CONSTITUTION AND ETHICS COMMITTEE	AGENDA ITEM No. 9
22 NOVEMBER 2021	PUBLIC REPORT

Report of:	Fiona McMillan, Director of Law and Governance and Monitoring Officer	
Cabinet Member(s) responsible:	Councillor Cereste, Cabinet Member for Digital Services and Transformation	
Contact Officer(s):	Fiona McMillan, Director of Law and Governance and Monitoring Officer	Tel. 452409

UPDATE ON NATIONAL ISSUES – CODE OF CONDUCT TRAINING PARISH COUNCILS

RECOMMENDATIONS	
FROM: Fiona McMillan, Director of Law and Governance	Deadline date: N/A
<p>It is recommended that Constitution and Ethics Committee note the training provided to Parish Councils on the LGA model code of conduct</p>	

1. ORIGIN OF REPORT

1.1 This report is submitted to the Constitution and Ethics Committee following a request from the Monitoring Officer.

2. PURPOSE AND REASON FOR REPORT

2.1 The purpose of this report is to provide the Constitution and Ethics Committee with an update to state that training had been provided by the Monitoring Officer to Parish Councils within the boundaries of Peterborough City Council

2.2 This report is for the Constitution and Ethics Committee to consider under its Terms of Reference No. 2.7.2.6

To have oversight of parish councils' codes of conduct and registers of interests, and authority to consider complaints regarding parish councillors.

3. TIMESCALES

Is this a Major Policy Item/Statutory Plan?	NO	If yes, date for Cabinet meeting	
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4. BACKGROUND AND KEY ISSUES

4.1 Peterborough City Council adopted the new LGA model code of conduct and its associated guidance at its Full Council meeting on 28 July 2021.

4.2 As part of this new code of conduct the Council organised training for Parish Councils to provide them with information on the new code and to encourage them to adopt the new code where applicable.

4.3 Training was provided via zoom on 13 October and was attended by 23 Parish Councillors. The session was recorded and circulated to all Parish Councils along with a copy of the slide show presented on the night.

5. CONSULTATION

5.1 Not applicable.

6. ANTICIPATED OUTCOMES OR IMPACT

6.1 It is anticipated that Parish Councils will now take on board the new model code of conduct.

7. IMPLICATIONS

Financial Implications

7.1 There are none.

Legal Implications

7.2 There are none.

Equalities Implications

7.3 There are none.

8. BACKGROUND DOCUMENTS

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

8.1 LGA model code of conduct

9. APPENDICES

9.1 None.

CONSTITUTION AND ETHICS	AGENDA ITEM No. 10
22 NOVEMBER 2021	PUBLIC REPORT

Report of:	Fiona McMillan, Corporate Director of Governance	
Cabinet Member(s) responsible:	Councillor Cereste, Cabinet Member for Digital Services and Transformation	
Contact Officer(s):	Philippa Turvey, Democratic and Constitutional Services Manager Daniel Kalley – Senior Democratic Services Officer	01733 296334

CODE OF CONDUCT COMPLAINTS

R E C O M M E N D A T I O N S	
From: Monitoring Officer	Deadline date: N/A
<p>It is recommended that the Constitution and Ethics Committee:</p> <ol style="list-style-type: none"> Note the report on complaints received/being handled by the Monitoring Officer since the Committee's last meeting on 14th July 2021. 	

1. ORIGIN OF REPORT

- 1.1 This Report is submitted to the Constitution and Ethics Committee by the Council's Monitoring Officer.

2. PURPOSE AND REASON FOR REPORT

- 2.1 The Constitution and Ethics Committee has the responsibility for promoting and maintaining high standards of conduct amongst members and co-opted members of the council including 'monitoring the operation of the Code of Conduct'. This also includes parish councillors.

To assist in the fulfilment of the above objective it has been agreed that a standing item is placed on the agenda for the committee notifying and updating it on complaints that have been made, how they are being handled and whether they have been resolved. The committee decided that these should be reported in an anonymous way until such time as a breach of the code of conduct is found as part of the complaints process.

This Report fulfils the requirements set out above.

- 2.2 This report is for the Constitution and Ethics Committee to consider under its Terms of Reference No. 2.7.2.2.

Authority to oversee and approve the operation of the Council's functions relating to the promotion and maintenance of high standards of conduct amongst members and co-opted members including:

- promoting and maintaining high standards of conduct by members and co-opted members;
- Assisting the members and co-opted members to observe the Code of Conduct;
- Advising the council on the adoption or revision of the Members Code of Conduct;
- Monitoring the operation of the Code of Conduct;

- Advising, training or arranging to train members and co-opted members on matters relating to the Code of Conduct.

3. **TIMESCALES**

Is this a Major Policy Item/Statutory Plan?	NO	If yes, date for Cabinet meeting	
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4. **BACKGROUND AND KEY ISSUES**

4.1 **NEW COMPLAINTS**

City Councillors

Since the Committee's last report on 14th July 2021 there has been no new complaints received in relation to city councillors.

Parish Councillors

There have been 2 new complaints received in relation to parish councillors as follows:

- CONDCOMP/PCC/21. This complaint was received on 20th July 2021. The Complainant, a member of the public alleged that the subject member had failed to comply with Covid requirements thereby potentially comprising a bubble. They first expressed their concerns to the Chairman of the Parish Council concerned who responded to confirm that the subject member was acting in their personal capacity. This resulted in the complainant also raising their concerns about the Parish Council's management of their complaint. The Deputy Monitoring Officer acknowledged the following day clarifying that the process could not be used to investigate complaints about the Parish Council and seeking additional information in relation to the concerns raised about the subject member. The Deputy Monitoring Officer did not receive any further information and it has therefore not been possible to progress the complaint. The complaint has therefore been discontinued.

CONDCOMP/PCC/22. This complaint was received on 13th September 2021. The complainant, a member of the public alleged that the subject member had inappropriately utilised information obtained from Peterborough City Council's planning portal on social media and when challenged about this at a subsequent Parish Council meeting had behaved in a rude and abrasive manner. Details of the complaint were shared with the Subject Member who confirmed that they had posted on social media in their personal capacity (providing evidence of the relevant disclaimers on the relevant group page) and in either event denied a breach of the Code of Conduct. The subject member asserted that the information on the planning portal was already in the public domain and that it had been confirmed to them that there were not constraints on the subsequent publication of that information elsewhere. The subject member also denied inappropriate behaviour at the Council meeting. The subject member's response was shared with the complaint who, whilst still dissatisfied with the event described confirmed that they did not wish to progress matters further. The complaint has therefore been discontinued.

4.2 **ONGOING COMPLAINTS**

The following complaints remain active since the last meeting:

City Councillors

There are currently no active complaints involving city councillors.

Parish Councillors

- CONDCOMP/PCC/08. This complaint was received on 1st October 2020. The complainant, a parish councillor, alleged that the subject member had breached the code as a result of systematic and ongoing bullying and harassment via email and other direct exchanges. The subject member refutes the allegations and considers that the complainant is guilty of the same behaviour. Following discussion with the Independent Person, the complaint was referred for external investigation on 30th March 2021 along with CONDCOMP/PCC/9, 10, 11 and 13. The investigation has now concluded and the Deputy Monitoring Officer is in the process of reviewing the associated reports in readiness for discussion with the Independent Person.
- CONDCOMP/PCC/09. This complaint was received on 16th September 2020. The complainant, a parish councillor, alleged that the subject member had breached the code of conduct as a result of their behaviour at a Parish Council meeting at which they are accused of bullying, disrespect, breach of confidentiality and disrepute. The subject member refutes the allegations and, following discussion with the Independent Person, the complaint was referred for external investigation on 30th March 2021 along with CONDCOMP/PCC/08, 10, 11 and 13. The investigation has now concluded and the Deputy Monitoring Officer is in the process of reviewing the associated reports in readiness for discussion with the Independent Person.
- CONDCOMP/PCC/10. This complaint was received on 23rd October 2020. The complainant, a parish councillor alleged that the subject member had breached the code of conduct as a result of failing to intervene as a result of the behaviours described in relation to CONDCOMP/PCC/09 and for breaching confidentiality requirements. The subject member has not responded to the complaint and following discussion with the Independent Person, the complaint was referred for external investigation on 30th March 2021 along with CONDCOMP/PCC/08, 09, 11 and 13. The investigation has now concluded and the Deputy Monitoring Officer is in the process of reviewing the associated reports in readiness for discussion with the Independent Person.
- CONDCOMP/PCC/11. This complaint was received on 4th November 2020. The complainant, a Clerk, alleged that the subject member had breached the code of conduct as a result of the tone and content of various emails and interactions over the course of 2020 accusing them of bullying, disrespect, using their position for gain and disrepute. Following discussion with the Independent Person, the complaint was referred for external investigation on 30th March 2021 along with CONDCOMP/PCC/08, 09, 10 and 13. The investigation has now concluded and the Deputy Monitoring Officer is in the process of reviewing the associated reports in readiness for discussion with the Independent Person.
- CONDCOMP/PCC/13. This complaint was received on 10th November 2020. The complainant, a member of the public alleged that the subject member had breached the code of conduct as a result of their use of social media and resultant interactions between them. The subject member denies breaching the code and considers that the complaint has been manufactured to discredit them. Following discussion with the Independent Person, the complaint was referred for external investigation on 30th March 2021 along with CONDCOMP/PCC/08, 09, 10 and 11. The investigation has now concluded and the Deputy Monitoring Officer is in the process of reviewing the associated reports in readiness for discussion with the Independent Person.

4.3 CONCLUDED COMPLAINTS

The following complaints have been concluded since the last meeting:

City Councillors

- CONDCOMP/PCC/15. On 20th January 2021, a complaint was received from a member of the public in relation to comments made by the subject member during a visit to business

premises. In particular, the subject member is accused of making racist comments about the progress of the Covid-19 recovery programme. The subject member, in responding to the complaint has denied any recollection of the alleged remarks but has offered an unreserved apology for any offense that may unintentionally have been caused during the course of the conversation. The complainant was notified and confirmed their satisfaction that the complaint had been properly considered and that no further action was therefore required. The subject member was notified on 28th June 2021 when the complaint was concluded.

- CONDCOMP/PCC/17. On 7th May 2021, a complaint was made by a member of the public regarding the subject member's support for a local business establishment which is the known subject of nuisance complaints. The subject member considers that this demonstrates bias on the part of the subject member and in light of the concerns raised has the potential to bring them/the council into disrepute. The complainant also considers that it is preventing the nuisance from being properly addressed. The subject member responded to the complaint but this did not satisfactorily resolve the complainant's concerns. The DMO therefore conducted an initial assessment of the complaint with the Independent Person and following careful consideration it was determined that it would not be an appropriate use of the Code of Conduct to prevent a Councillor from expressing their honestly held beliefs even if those beliefs were such that they would not be agreeable to everyone.

Parish Councillors

- CONDCOMP/PCC/18. On 6th May 2021, a complaint was made by one Parish Councillor against another in relation to their behaviour at a Parish Council meeting. Specifically, the complainant considers that the subject member's behaviour towards them was disrespectful and amounted to bullying and intimidation as well as an attempt to disadvantage them. The DMO acknowledged receipt of the complaint however more information was required before the complaint could be progressed. The DMO sought that information however nothing was forthcoming and the complaint has therefore been discontinued.

5. CONSULTATION

- 5.1 The process for dealing with conduct complaints requires the Monitoring Officer to consult the Independent Person following an initial assessment and before any decisions are taken as to what if any further action is considered appropriate for example, the appointment of an investigator and, following receipt of the investigator's report, whether to refer the matter for a hearing.

6. ANTICIPATED OUTCOMES OR IMPACT

- 6.1 By reporting the complaints that have been made the Committee can more effectively monitor the operation of the Code of Conduct.

7. REASON FOR THE RECOMMENDATION

- 7.1 Regular reporting of both quantities and substance of complaints will help the Committee gain a better understanding of the effectiveness of current procedures and how well the Code is being observed across both the council and parish councils in its area. This will inform future decisions about what training may be necessary to ensure the requirements of the code are being met.

8. ALTERNATIVE OPTIONS CONSIDERED

- 8.1 None

9. IMPLICATIONS

Financial Implications

- 9.1 None

Legal Implications

- 9.2 Under the Localism Act 2011 the council may set its own procedures in relation to the handling of complaints.

Equalities Implications

- 9.3 None

10. BACKGROUND DOCUMENTS

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

- 10.1 The Localism Act 2011.

11. APPENDICES

- 11.1 None

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CONSTITUTION AND ETHICS COMMITTEE	AGENDA ITEM No. 11
22 NOVEMBER 2021	PUBLIC REPORT

Report of:	Fiona McMillan, Director Law and Governance and Monitoring Officer		
Cabinet Member(s) responsible:	Councillor Wayne Fitzgerald, Leader of the Council		
Contact Officer(s):	Dan Kalley, Senior Democratic Services Officer	Tel. 296334	

WORK PROGRAMME, FUTURE DATES AND MEMBER ISSUES

R E C O M M E N D A T I O N S	
FROM: Fiona McMillan, Director of Law and Governance and Monitoring Officer	Deadline date: N/A
<p>It is recommended that the Constitution and Ethics Committee</p> <p>1. Notes and agrees the Work Programme with any additional items or suggestions to be included</p>	

1. ORIGIN OF REPORT

1.1 This is a standard report to the Constitution and Ethics Committee which forms part of its agreed work programme. This report provides details of the Draft Work Programme for the following municipal year as it stands.

2. PURPOSE AND REASON FOR REPORT

2.1 The programme can be refreshed throughout the year in consultation with the senior officer and the Committee membership to ensure that it remains relevant and up to date. In addition, any delays in reporting issues are recorded so that they do not drop off the committee agenda.

2.2 This is also an opportunity for Members of the Committee to raise any issues of concern under the Committee's terms of reference for discussion or addition to the work programme.

3. TIMESCALES

Is this a Major Policy Item/Statutory Plan?	NO	If yes, date for Cabinet meeting	N/A
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4. IMPLICATIONS

Financial Implications

4.1 There are none.

Legal Implications

4.2 There are none.

Equalities Implications

4.3 There are none.

5. APPENDICES

5.1 Appendix A - Work Programme 2021/22.

APPENDIX A

DATE: 22 NOVEMBER 2021			
		Section / Lead	Description
	Civic Protocol	Sue Proctor/Rachel Edwards	To review the Civic Protocol and include information on the honours panel.
	Motions process and major implications	Pippa Turvey Democratic Services	To review the motions process and major implications so far.
	Financial Sustainability Working Group terms of reference	Pete Carpenter Finance	To update the constitution to reflect the FSWG terms of reference
	Constitution and Ethics Committee start time 2022/23	Dan Kalley Democratic Services	To review and recommend the start time for the Constitution and Ethics Committee 2022/23
	INFORMATION AND OTHER ITEMS		
	Dispensations Issues	Fiona McMillan Legal	To receive an update on the use of dispensations.
	Update on National Issues	Fiona McMillan Legal	To receive a report on any issues of national importance
	Report on Code of Conduct Issues	Fiona McMillan	To receive an update as to any code of conduct cases
	Work Programme 2021 / 2022	Democratic Services Dan Kalley	

DATES: 7 FEBRUARY 2022

		Section / Lead	Description
	Criminal record checks	Amy Brown Legal	To report back following further consultation with officers the level of criminal check needed
	INFORMATION AND OTHER ITEMS		
	Annual report on register of interests for Parish Councils	Rachel Edwards Constitutional Services	To report any outstanding register of interests for Parish Councils
	Dispensations Issues	Fiona McMillan Legal	To receive an update on the use of dispensations.
	Update on National Issues	Fiona McMillan Legal	To receive a report on any issues of national importance
	Report on Code of Conduct Issues	Fiona McMillan	To receive an update as to any code of conduct cases
	Work Programme 2022 / 2023	Democratic Services Dan Kalley	