

Summary of Changes to the Constitution

Council Procedure Rules

There are significant changes to numbering and the order of provisions in the Council Procedure Rules arising from a relatively small number of changes to procedures. Therefore, the full set of Rules, as amended, are now submitted for approval at Appendix B. The main substantive changes are identified below:

No	Change	See Rule
1	Introduction of a presumption that Mayor Making will be a separate event from the Annual Meeting of Council.	1 (see 1.1)
2	Provision for the Annual Standards Report and an item on Code of Conduct to be included in the order of business for the Annual Meeting of the Council.	1 (see 1.1.3)
3	Reference to introduction of new structure for Council meetings with 4 sections: Communications Time, Community Involvement Time, Executive Business Time and Council Business Time.	2 (see 2.1)
4	Provision for changing the order of business to facilitate to efficient and effective conduct of business at the Council meeting.	2 (see 2.3)
5	Communications Time is introduced providing opportunities for announcements by the Chief Executive and the Leader. There is a right for Group Leaders to question the Leader's speech. Time limits have been imposed on these provisions.	9 (see 9.1 and 9.2)
6	Community Involvement Time is introduced which brings together the existing provisions for Public Questions, Questions from Ward Councillors and to Committee Chairmen, Questions to Police and Fire Authority representatives and Petitions. Time limits have been altered slightly to reflect the amalgamation of these provisions.	10 (see 10.1 and 10.2)
7	New arrangement is introduced for the order of questions for each section to be determined by a draw conducted by the Chief Executive.	11 (see 11.2)
8	Deadline for <u>all</u> questions (except in case of urgency) to be 5 clear working days before the day of the meeting.	11 (see 11.3.1)
9	Guidance for Members is provided on the scope of questions to encourage questions on policy matters.	11 (see 11.5)
10	Time limits for supplementary questions (1 Minute) and answers to supplementary questions (2 Minutes) now applied to all types of questions (previously was just Ward issues).	11 (see 11.8 and 11.9)
11	Clarification of a Maximum of 2 questions on notice per Member per Council meeting.	11 (see 11.4)
12	Executive Business Time is introduced which brings together the existing provisions for questions to the Leader and Cabinet Members on notice and questions without notice regarding the report of executive decisions taken since the last meeting of Council.	14 (see 14.1, 14.2 and 14.3)
13	Council Business Time is introduced which maintains together the items for decision by the Council regarding motions on notice, reports of the Cabinet and Committees and reports of the Proper Officer.	15 (see 15.1)
14	Provision to vary arrangements regarding time limits on speeches.	17 (see 17.4.3)

No	Change	See Rule
15	Interpretation to identify who may alternatively undertake roles prescribed in the Council Procedure Rules for the Chief Executive.	22
16	The Solicitor to the Council be authorised to make minor textual changes to maintain the accuracy of the Council Procedure Rules.	All rules

Civic Protocol

There are fewer changes to the Civic Protocol so they are recorded in the table below without appending the full protocol:

No	Change	Paragraph (Civic Protocol)
1	<u>Formal Address and Orders of Precedence</u>	9
	Insert wording: "The Chief Constable will normally lead processions and.." (continue with existing text).	9.4
2	<u>The Council's Programme of Civic Events (addition of Mayor Making)</u>	10
	Insert wording: "Mayor Making and Past Mayor's Dinner", "May" and "City Council" in the table of civic events.	10.1
	Insert wording at end of paragraph: "There is an expectation that all Members of the Council will support the Past Mayor's Dinner and, if unable to attend, will make a financial contribution to the event."	10.1
3	<u>Civic Gifts</u>	13
	Delete wording: "Possibly a Peterborough wooden shield or paperweight". Combine rows in table for "Ambassadors and other visiting dignitaries representing a city elsewhere" and "Gifts taken to the City Council's twinned and friendship cities during official visits" so that gifts of a similar value are given at both types of event.	13.3
4	<u>European and Overseas Links</u>	14
	Amend references to all "friendship towns" so that they are not listed individually and are referred to as a group and called 'Friendship Links'. Line 3 after "has" insert "a number of" and delete all words from "with" to "Lincolnshire" inclusive.	14.1
	All friendship links in paragraph 14.2 will be deleted as this paragraph relates to civic visits. Delete line 5 beginning with words "... or a friendship link country"	14.2
	Add wording after twinning/international links funding: ".and/or civic budget if there is insufficient funding available within twinning/international links budgets."	14.2
	Add wording at the end of the paragraph "Whilst the Council will seek to provide financial support to the Mayor in accepting one	14.2

	invitation a year, the Mayor may accept other invitations if they incur the costs personally and not through the civic budget.”	
	Change wording at line 4 of paragraph 14.2 to identify that invitations are received from a twinned town (not a twinned country). Delete at line 4 the word “either” and the words “twinned country” and insert “twinned town”.	14.2
	To clarify who can accept a civic/partnership invitation as the Mayor’s representative, reference should be made to paragraph 3.7. Insert a new paragraph 14.3 as follows: “In the event that the Mayor is unable to attend reference should be made to Part 3 – The Mayor’s Civic Role, paragraph 3.7”.	14.3
	Amend paragraph 14.3 to 14.4.	14.4
No	Change	Paragraph (Civic Protocol)
5	<u>Mayor’s and Deputy Mayor’s Allowances</u>	17
	Add wording to implement the decision of Council regarding the allowances payable.	17.1
6	<u>Administration and Funding of the Mayoralty and the Civic Service</u>	18
	All references to Mayor’s Attendant, Mayor’s Chauffeur and Town Hall Beadles to be standardised as “Mayor’s Attendant” and other consequential minor textual changes be made.	18.1 – 18.9
7	<u>Responsibility for Functions</u>	Part 3 of the Constitution
	That the Commercial Services Director be authorised: “To replace the civic vehicle every 5 years, or at a shorter interval should this be the most cost effective option for the Council”.	
	Add text to refer to the above delegation and that the following guidelines are to be applied in replacing the civic vehicle: “To procure:	18.4
	<ol style="list-style-type: none"> 1. a vehicle commensurate with the status of the First Citizen; 2. a vehicle at the lower end of the emissions scale for cars of that type; 3. if possible, to select a vehicle which is generally regarded as British, or with British connections; and 4. any extra features relevant to the position and status of the Mayoral car as appropriate.” 	
8	<u>Minor Textual Changes</u>	All paragraphs of the Civic Protocol
	The Solicitor to the Council be authorised to make minor textual changes to maintain the accuracy of the Civic Protocol.	

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