

<b>CONSTITUTION AND ETHICS COMMITTEE</b>	<b>AGENDA ITEM No. 5</b>
<b>22 NOVEMBER 2021</b>	<b>PUBLIC REPORT</b>

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**

<b>RECOMMENDATIONS</b>	
<b>FROM: Director of Law and Governance</b>	<b>Deadline date: 20 September 2021</b>
<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?	<b>NO</b>	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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