

CONSTITUTION AND ETHICS COMMITTEE	AGENDA ITEM No. 5
9 MARCH 2022	PUBLIC REPORT

Report of:	Fiona McMillan – 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: N/A
<p>It is recommended that the Constitution and Ethics committee: -</p> <p>Consider and debate the draft amendments to the Civic Protocol regarding:-</p> <ul style="list-style-type: none"> • the insertion of the Honour’s Panel criteria • the insertion of the discretion of the Mayor to the wearing of Civic Insignia • the removal of ‘Mr and Madam’ from the Mayor’s title at informal events and Council meetings <p>and recommend any amendments agreed 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 Constitution and Ethics committee for further consideration and debate to review the Civic Protocol.
- 1.2 At the previous Constitution and Ethics committee meeting in November 2021, the committee agreed the changes as shown below: -
- (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 Honorary Alderman criteria
 - (f) inserted Mayor’s vehicle in accordance with Carbon Management Plan

2. PURPOSE AND REASON FOR REPORT

- 2.1 The purpose of this report is to provide the Constitution and Ethics committee with an opportunity to review and debate this proposal: -
- (a) inserted Honours Panel criteria
 - (b) removal of wording in part 15.2 of the civic protocol

- (c) inserted wording in part 8.1 of the civic protocol
- (d) removal of wording in part 9.1 of the civic protocol

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’.

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 the removal of wording in section 15.2. (Further appendices are attached with more detailed guidance on the role of the Honours Panel.

4.3 Members are also directed to take note of the inclusion of the discretion for the Mayor to decide when they choose to wear the Civic Insignia, which includes the robes in section 8.1. The Mayor would be required to discuss each event with the Executive and Members Services Manager and for the Mayor to decide if they would like to wear the robes. This would also apply to the Deputy Mayor and this would be the decision of the Mayor to agree. The chains of office must continue to be worn at formal ceremonies and council meetings.

5. CONSULTATION

5.1 Subject to the Constitution and Ethics committee agreement to these recommendations in this report along with previously agreed recommendations in the report from the November 2021 meeting, the proposed amendments to the 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 from this report and from the previously agreed amendments 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.

8. ALTERNATIVE OPTIONS CONSIDERED

- 8.1 Proposed option – to update Civic Protocol to include the criteria for the Honours Panel.
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 B – Honours Panel criteria
Appendix C – Draft Matrix – Honours Panel

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