

<b>CONSTITUTION AND ETHICS COMMITTEE</b>	<b>AGENDA ITEM No. 5</b>
<b>4 JULY 2022</b>	<b>PUBLIC REPORT</b>

Report of:	Fiona McMillan – Director of Law and Governance	
Cabinet Member(s) responsible:	Councillor Andy Coles, Cabinet Member for Finance and Corporate Governance	
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: N/A</b>
<p>It is recommended that the Constitution and Ethics Committee: -</p> <ul style="list-style-type: none"> <li>• Considers and debates the proposed draft amendments to the Civic Protocol</li> <li>• Recommends to Full Council that the Committee’s terms of reference are amended to include responsibility for the Honours processes, with delegated responsibility for the administration of the processes to be carried out by Executive and Member Services.</li> </ul>	

**1. ORIGIN OF REPORT**

- 1.1 This report is submitted to the Constitution and Ethics committee following a request from the Committee at its previous meeting for further time to consider and debate a review of the Civic Protocol and the Honours Panel criteria.
- 1.2 At the previous Constitution and Ethics committee meeting in March 2022, the committee agreed the changes as shown below: -
  - (a) inserted Honours Panel criteria
  - (b) removal of wording in part 15.2 of the civic protocol

**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 consider how best to put enhanced governance arrangements in place concerning how the Council manages its processes for bestowing Honours.

Currently, Honours Panel meetings are convened during the year to review nominations for Freedom of the City, Alderman, Civic Awards and National Honour recommendations, making recommendations to Full Council. There is no current formalised written structure for this process.

It is proposed that this work should be added to the Terms of Reference of the Constitution & Ethics Committee, as this committee is best placed to carry out this kind of governance related work as it currently has oversight of all the codes and protocols in the Constitution, rather than setting up a separate mechanism. The following wording to be added:

- To consider any nominations received for Freeman/Freewoman of the City and make recommendations to an extraordinary meeting of Full Council
- To consider any nominations received from Group Leaders on behalf of their Group for an individual to be made an Honorary Alderman and make recommendations to an extraordinary meeting of Full Council
- To consider any nominations received for Civic Awards relating to individuals or groups and make recommendations to an extraordinary meeting of Full Council.
- To consider and nominations for National Honours and make recommendations to the relevant body on behalf of the Council.

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’.
- 4.2 The Honours Panel currently meets to consider recommendations to Full Council in relation to Freedom of the City and Honorary Alderman awards.

**5. CONSULTATION**

- 5.1 Subject to the Constitution and Ethics committee’s agreement to these recommendations in this report, along with previously agreed recommendations in the report from the November 2021 and March 2022 meetings, 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 and recommend to Full Council that responsibility for the honours process is assumed by the Constitution & Ethics Committee. Any recommendations from this report along with the previously agreed amendments 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 regularise the governance arrangements around the honours administration arrangements.

**8. ALTERNATIVE OPTIONS CONSIDERED**

8.1 Proposed option – to update Civic Protocol to include proposing responsibility for the Honours administration process is assumed by the Constitution & Ethics Committee.

To do nothing – to leave the honours administration process lacking governance oversight.

**9. IMPLICATIONS**

**Financial Implications**

9.1 *None.*

**Legal Implications**

9.2 *None.*

**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 PCC Constitution

**11. APPENDICES**

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

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