

CONSTITUTION AND ETHICS COMMITTEE	AGENDA ITEM No. 7
6 OCTOBER 2022	PUBLIC REPORT

Report of:	Fiona McMillan, Director of Law and Governance and Monitoring Officer	
Cabinet Member(s) responsible:	Councillor Coles, Cabinet Member for Finance and Corporate Governance	
Contact Officer(s):	Fiona McMillan, Director of Law and Governance and Monitoring Officer	Tel. 452409

CIVIC PROTOCOL – DECLARATION BY MAYOR

RECOMMENDATIONS	
FROM: Director of Law and Governance	Deadline date: N/A
<p>It is recommended that the Constitution and Ethics Committee:</p> <ol style="list-style-type: none"> 1. Review the proposal to add to the declaration of acceptance of office for the next incoming Mayor of the City of Peterborough (from May 2023) that they agree to abide by the Council's Civic Protocol. 2. If (1) above is agreed, to recommend to Full Council that the Civic Protocol, as set out in the Appendix, is updated to include the amended wording of the declaration of acceptance of office of Mayor. 	

1. ORIGIN OF REPORT

1.1 This report is submitted to the Constitution and Ethics Committee following a request from the Leader of the Council.

The Committee has previously considered allowing the Mayor discretion as to what items of the civic regalia/insignia for each occasion. The Committee, at the meeting in March 2022, agreed to keep the civic protocol requirements as they were.

2. PURPOSE AND REASON FOR REPORT

2.1 The purpose of this report is for the Constitution and Ethics Committee to review the declaration an incoming Mayor signs in order to clarify that the postholder is agreeing to abide by the Council's Civic Protocol, which sets out the expectations for official civic and ceremonial events.

2.2 This report is for the 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 As Peterborough’s ‘first citizen’, the Mayor acts as ambassador for the City Council, and also for Peterborough itself. The role of the Mayor is to be an impartial figure who can represent the community at large.
- 4.2 The Mayor plays a key role at civic and ceremonial events and leads the City during key events to ensure historic traditions and values across the City and the country as a whole are upheld, respecting the institution and role the Council plays in such events.
- 4.3 It is important that an incoming Mayor is aware of the Council’s expectations in relation to the role and the role of the Civic Protocol in setting out these expectations, in particular in relation to the wearing of civic insignia, when deciding whether to accept the nomination. Officers currently go through the wording of the Civic Protocol with the Mayor Elect from February, prior to the election for Mayor in May each year. It is therefore suggested that the Mayor makes an extended declaration (suggested wording in 4.4) in order to clarify expectations.

Section 8.1 of the Civic Protocol outlines what the civic insignia entails:

As 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.

- 4.4 It is therefore suggested additional wording, as set out below, be included in the Declaration of Acceptance of Officer, from the next Municipal Year from May 2023, and that this declaration is itself specifically included within the Civic Protocol itself to avoid any confusion and add clarity.

Current wording of declaration:

“I, XX, having been elected Mayor of the City of Peterborough, do hereby declare that I take the said office upon myself and will duly and faithfully fulfil the duties thereof according to the best of my judgement and ability”

Proposed wording of declaration:

““I, XX, having been elected Mayor of the City of Peterborough, do hereby declare that I take the said office upon myself and will duly and faithfully fulfil the duties thereof according to the best of my judgement and ability. In doing so, I agree to abide by the Council’s Civic Protocol, which includes wearing the full civic insignia at all formal civic and ceremonial events in the City”.

5. CONSULTATION

- 5.1 Group Leaders have been consulted on the proposals to specifically make reference to any incoming Mayor agreeing to abide by the Council’s Civic Protocol when they make their declaration of acceptance of office.

6. ANTICIPATED OUTCOMES OR IMPACT

- 6.1 That the Civic Protocol in the Council Constitution will be amended to include reference to the wording of the declaration by the Mayor, which is made before they take office at the beginning of each Municipal Year.

7. REASON FOR THE RECOMMENDATION

- 7.1 To ensure the Mayor and First Citizen of Peterborough is aware and accepting of the role before taking office

8. ALTERNATIVE OPTIONS CONSIDERED

- 8.1 To do nothing and leave the Civic Protocol as currently written.

9. IMPLICATIONS

Financial Implications

- 9.1 There are no financial implications arising from the report.

Legal Implications

- 9.2 If any recommendations are agreed this may involve updates to the Councils constitution.

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 None.

11. APPENDICES

- 11.1 Appendix 1 – Civic Protocol track changes

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