

## CONSTITUTION AND ETHICS COMMITTEE

MONDAY 5 FEBRUARY 2024

6.00 PM

Bourges/Viersen Rooms

### AGENDA

Page No

1. **Apologies for Absence**

2. **Declarations of Interest**

At this point Members must declare whether they have a disclosable pecuniary interest, or other interest, in any of the items on the agenda, unless it is already entered in the register of members' interests or is a "pending notification " that has been disclosed to the Director of Legal and Governance Services

3. **Minutes of the Meetings Held on:**

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31 October 2023  
14 December 2023

4. **Progress report on the Centre for Governance and Scrutiny recommendations, and plan for the constitution review**

At the request of the Monitoring Officer, this update is being provided verbally.

5. **Process for Mayor and Deputy Mayor appointments**

11 - 32

6. **Council Champions**

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7. **Constitution and Ethics Committee Start Time Report**

41 - 44

### INFORMATION AND OTHER ITEMS

8. **Dispensation Issues**

To note there have been no dispensations granted since the last meeting.

9. **Report on Code of Conduct Issues**

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10. **Work Programme 2024/2025**

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## Emergency Evacuation Procedure – Outside Normal Office Hours

*In the event of the fire alarm sounding all persons should vacate the building by way of the nearest escape route and proceed directly to the assembly point in front of the Cathedral. The duty Beadle will assume overall control during any evacuation, however in the unlikely event the Beadle is unavailable, this responsibility will be assumed by the Committee Chair. In the event of a continuous alarm sounding remain seated and await instruction from the duty Beadle.*

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<http://democracy.peterborough.gov.uk/ecSDDisplay.aspx?NAME=Protocol%20on%20the%20use%20of%20Recording&ID=690&RPID=2625610&sch=doc&cat=13385&path=13385>



There is an induction hearing loop system available in all meeting rooms. Some of the systems are infra-red operated, if you wish to use this system then please contact on 01733 452233 as soon as possible.

### Committee Members:

Councillors: Ayres, Coles, P Hiller (Vice Chairman), M Jamil, Qayyum (Chairman), Ray and N Sandford

Substitutes: Councillors: W Fitzgerald, C Harper, A Shaheed and Thulbourn

Further information about this meeting can be obtained from on telephone 01733 452233 or by email – [karen.dunleavy@peterborough.gov.uk](mailto:karen.dunleavy@peterborough.gov.uk)

**MINUTES OF THE CONSTITUTION AND ETHICS COMMITTEE MEETING  
HELD AT 6:00PM, ON  
TUESDAY, 31 OCTOBER 2023  
BOURGES/VIERSEN ROOMS, TOWN HALL, PETERBOROUGH**

**Committee Members Present:** Hiller Chairman (Chair), Sainsbury Vice-Chairman (Vice-Chair), Councillors Jackie Allen, Jamil, Alison Jones, Sandford and Ray.

**Officers Present:** Adesuwa Omoregie, Interim Head of Legal and Monitoring Officer  
Rachel Edwards, Head of Constitutional Services  
Dan Kalley, Democratic & Constitutional Services Manager  
Charlotte Cameron, Senior Democratic Services Officer  
Sue Proctor, Executive and Members Services Manager  
Karen S Dunleavy, Democratic Services Officer

**Also in Attendance:** Helen Mitchell and Ed Hammond, Centre for Governance and Scrutiny

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Coles, Cllr Jackie Allen was in attendance as substitute.

**2. MINUTES OF THE CONSTITUTION AND ETHICS COMMITTEE MEETING HELD ON**

The minutes of the meeting held on 17 July 2023, were agreed as a true and accurate record.

**3. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**4. CENTRE FOR GOVERNANCE AND SCRUTINY DIAGNOSTIC REVIEW**

Constitution and Ethics Committee received a report in relation to the Centre for Governance and Scrutiny diagnostic Review.

The purpose of the report was to provide an outline of the CfGS review. In addition the work conducted in 2014-2016 and recently in 2022/23 would be explored again by the Committee after the May 2024 election.

The Interim Director of Legal and Governance/Monitoring Officer, introduced the report and asked Members to note the report and advised that at the next meeting of the Constitution and Ethics Committee, officers would provide an update on the implementation of the recommendations and bring forward a plan in respect of the review of the constitution.

In addition, Helen Mitchel from CfGS thanked the Committee for the opportunity to hold the Council to account on its forward plan, decision making, role of scrutiny,

member/officer relationships and the status of the constitution. It was also advised that following the CfGS review, there were several recommendations made.

The Constitution and Ethics Committee debated the report and in summary, key points raised and responses to questions included:

- Work undertaken on previous governance reviews had not been received by CfGS to consider as part of the current review. However, there appeared to be no evidence or overwhelming support that the current governance model should change.
- The CfGS report was quality assured before submission to PCC.
- There was no overwhelming evidence that all decisions should be taken collectively by Cabinet, and it was felt that to operate this mode of decision making would be too restrictive and a balance needed to be found.
- A modular constitution was developed by the Government in 2000, which most Councils chose to use. Moving forward, most Council Constitutions faced challenges around accessibility, in addition to the wording being difficult to understand. For Peterborough, there were issues in relation to standing orders, officer delegations and in some cases a change to the law needed to be reflected. In addition, the navigation and member and officer relationships could also be made clearer in the constitution.
- Incorrect references to the Constitution Working Group would be corrected throughout the CfGS to reflect the correct title.
- Comments were made about how some members were disappointed about the reference made in the CfGS report about the Constitution and Ethics Committee Chair training and the Mayor's protocol and regalia.
- There appeared to be some factual accuracy about how the Mayor was appointed and the Committee would receive a report in the future to provide clarity over what the protocol was.
- It would be up to the relevant Scrutiny Committee to decide at the work programming stage what decisions they wanted to pre scrutinise.
- It was possible for a hybrid model to operate under a committee system, and as an example a single policy and recourses committee could operate as a quasi-cabinet to make decisions with a smaller number of members making them.
- The Independent Coopted Members of Audit Committee had not been included in the report as it was not a strong want of the review.
- The report reflected a balanced view and there was no overall support to an alternative governance system. However, some Members felt that this was not accurate as some members had supported the governance recommendation in 2016.
- It was sensible to revisit the Employment Committee's remit to align with the work of the Council.
- There were some additional comments raised by the Leader of the Council in relation to toxic behaviours and this would be reflected in the CfGS report.
- Members commented that there had been no evidence to support recommendation 18 made in relation to changes to Governance system, to suggest there was minimal support for Governance model change.

The Constitution and Ethics Committee **RESOLVED** (Unanimous) to note the report and **AGREED** to authorise officers to commence work to implement the recommendations,

subject to the points of clarification being made in relation to CfGS recommendation 12 in relation to the Mayor and 18 in terms of a change to Governance model.

## **AGREED ACTION**

The Constitution and Ethics Committee noted the report and **RESOLVED** (Unanimous) to authorise officers to commence work to implement the recommendations, subject to the points of clarification being made in relation to CfGS recommendation 12 in relation to the Mayor and 18 in terms of a change to Governance model. In addition, the Committee **AGREED**, that:

1. The CfGS report would be amended, by Helen Mitchel from CfGS to correct any inaccuracies raised by the Committee.
2. Officers would commence work to implement the recommendations provided by the Centre for Governance and Scrutiny proposed in the report.
3. A report would be presented to the next meeting of the Constitution and Ethics Committee, to provide an update on the implementation of the CfGS recommendations and bring forward a plan in respect of the review of the constitution; and
4. The Head of Constitutional Services would provide Members with a report at a future Constitution and Ethics Committee on how the mayoral and deputy appointments were made.

## **5. MEMBERS TRAINING PROGRAMME**

The Constitution and Ethics Committee received a report in relation to the Members Training Programme.

The purpose of the report was to provide an update on training attendance of members 2023/24 and a comparison of the previous year 2022/2023, which had showed an increase in uptake.

The Senior Democratic Services Officer introduced the report and asked Members to note the update and consider any other areas for future Members training.

The Constitution and Ethics Committee debated the report and in summary, key points raised and responses to questions included:

- Members commented that it had been important for Councillors to attend training for regulatory functions, such as Planning and Licensing. In addition, it was noted that the training programme requirement for newly elected Councillors could be overwhelming and therefore it was important to highlight significant training for them, such as for regulatory committees.
- There had been better attendance at virtual training, however, some regulatory or finance training worked better physically. In addition, finance sessions had been available as a hybrid option and a recording could be taken for those that were unable to attend physically.
- Where recorded, all training was available on the Councillors Training PCC Intranet page.
- Members complimented the training approach and stated it had worked well compared to previous years. Furthermore, it would be useful to compare other councils' training approach as sharing experiences could be beneficial.
- There was an opportunity for recommendations made by Councillors at training sessions to link into the work of the Council, and it would be good if the training offer was developed in that way.

- There was no additional planning committee session as the requirements were covered in session one.
- Members felt it was reassuring that attendance at Audit Committee training had increased.
- Training feedback surveys had been sent to all Councillors following a training session.
- A summary of each training offer was included in a training brochure in the Councillor induction pack. Going forward, further information could be included in the induction pack to highlight what points that would be covered and what the benefits were in attending.
- Members commented that political party whips could get involved in promoting training.
- Feedback could be extrapolated from survey forms completed and included in future reports.

### **AGREED ACTIONS**

The Constitution and Ethics Committee considered and noted the report and agreed that Democratic Services would:

1. Include some context around the beneficial points to be covered in the training offer for Councillors.
2. Provide Committee with an overview of the comments submitted in relation to the training feedback surveys in future reports.

## **6. HONOURS/AWARDS**

The Constitution and Ethics Committee received a report in relation to the Honours and Awards process.

The purpose of the report was to provide an update on the extension of the Civic Awards nomination and the National Honours nomination process. In addition, the Committee was updated about the communications campaign conducted to increase nominations. It had been confirmed by the Lieutenancy Office had confirmed that nomination numbers for the National Honours Awards had not been limited across the County and Members should submit as many as possible.

The Head of Constitutional Services introduced the report and asked Members to note the Honours and Awards process arrangements.

The Constitution and Ethics Committee debated the report and in summary, key points raised and responses to questions included:

- The National Awards nominations should be made for people that had served their community and not suggest which award they should receive such as OBE.
- Contact should be made with the MP to ensure what action the Council was taking to increase National Honour nominations.
- It was confirmed that timings of the award arrangements were mindful of the Ramadan period.

The Constitution and Ethics Committee considered the report and **RESOLVED** to note the report and agreed that a letter would be sent to MP Paul Bristow to outline the Council's actions to increase nominations for National Honour Awards.

### **AGREED ACTIONS**

The Constitution and Ethics Committee noted the nominations process for Civic Awards and National Honours and agreed that the Head of Constitutional Services would arrange a letter to be sent to the MP Paul Bristow to outline what action the Council was taking to increase nominations.

## 7. **DISPENSATION ISSUES**

The Constitution and Ethics Committee **RESOLVED** (Unanimously) to note that there had been no dispensations issues since the last meeting on 17 July 2023.

## 8. **REPORT ON THE CODE OF CONDUCT ISSUES**

The Constitution and Ethics Committee received a report in relation to the Code of Conduct Complaints received since the last meeting held in July 2023.

The purpose of the report was to update Members on the status of any new complaints and those that had been resolved since the last meeting.

The Interim Director of Legal and Governance/ Monitoring Officer introduced the report and asked Members to note the report on complaints received/being handled by the Monitoring Officer since the Committee's last meeting on 17 July 2023. Since the Committee's last report there had been five new complaints received in relation to City Councillors and one ongoing complaint received in relation to Parish Councillors, however there had been no new complaints received in relation to PCs. Members were also advised that going forward, the report would be streamlined.

The Constitution and Ethics Committee debated the report and in summary, key points raised and responses to questions included:

- Members commented that it would be good to highlight the theme or rationale of complaints being received in future reports and include the outcome reached.
- A review of the complaints process would be beneficial.
- It would be useful review feedback from Councillors that had gone through the process, which should be on a voluntary basis.
- Members felt that the Monitoring Officer could try to minimise vexatious complaints submitted.

The Constitution and Ethics Committee considered the report and **RESOLVED** (Unanimous) to note the report.

### **AGREED ACTIONS**

The Constitution and Ethics Committee considered the report and **RESOLVED** (Unanimous) to note the report and agreed that the Interim Director of Legal and Governance would provide:

1. A summary of the complaints received to be provided in reports going forward to outline the themes, outcomes and feedback from Councillors that had gone through the process; and
2. Circulate the process for raising complaints and the process initiated to Committee Members with the aim to gain feedback; and
3. An update to the Committee on the current complaints process.

## 9. **WORK PROGRAMME**

The Constitution and Ethics Committee received a report in relation to the work programme 2023/24.

The Democratic Services Officer introduced the report and outlined the work programme report, along with additional items that were to be included.

The Constitution and Ethics Committee considered the report and **RESOLVED** (Unanimous) to note and agree the Work Programme.

The Constitution and Ethics Committee considered the report and **RESOLVED** (Unanimous) to note and agree the Work Programme and agreed that the Democratic Services Officer would arrange an agenda setting meeting for the agenda items to be discussed at the meeting due to be held on 5 February 2024.

### **AGREED ACTIONS**

The Constitution and Ethics Committee considered the report and **RESOLVED** (Unanimous) to note the report and agreed that the Democratic Services Officer would arrange an agenda setting meeting to discuss agenda items for submission on 5 February 2024, agenda prior to the extraordinary meeting due to be held on 14 December 2023.

CHAIRMAN  
7.29PM END



**MINUTES OF THE CONSTITUTION AND ETHICS COMMITTEE EXTRAORDINARY  
MEETING  
HELD AT 5:00PM, ON  
THURSDAY, 14 DECEMBER 2023  
BOURGES/VIERSEN ROOMS, TOWN HALL, PETERBOROUGH**

**Committee Members Present:** Qayyum Chairman (Chair), Hiller Vice-Chairman (Vice-Chair),  
Councillors Ayres, Coles, Jamil and Sandford.

**Officers Present:** Adesuwa Omoregie, Interim Head of Legal and Deputy Monitoring  
Officer  
Sue Proctor, Executive and Members Services Manager  
Karen S Dunleavy, Democratic Services Officer

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Ray.

**2. DECLARATIONS OF INTEREST**

Councillor Jamil declared that he was related to one of the nominees and confirmed he would not take part in the consideration of the nomination for the related person.

Councillor Hiller declared that he knew one of the nominees.

- 2a.** The Constitution and Ethics Committee considered the report and **RESOLVED** (Unanimous) that the press and public be excluded from the meeting on agenda item 3, Civic Honours and Awards report on the grounds that the item contained exempt information under Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended, and that it would not be in the public interest for this information to be disclosed (Information relating to an individual).

**ACTION AGREED**

The Constitution and Ethics Committee, agreed to enter into exempt session.

**3. CIVIC HONOURS AND AWARDS**

The Constitution and Ethics Committee received a report with regards to nominations for Civic Awards.

The Constitution and Ethics Committee considered the report and **RESOLVED** (Unanimous) to recommend to Full Council the granting of Civic Awards to those nominated for a Civic Award (CA), that had supporting documentation only.

Members also agreed that:

1. Nominations made with no supporting information as requested, would be rejected.
2. It was also agreed that the Executive Members Services Manager would write to unsuccessful CA nominees that had no supporting information submitted as requested.

Chair  
END 5.35pm

<b>CONSTITUTION AND ETHICS COMMITTEE</b>	AGENDA ITEM No. 5
<b>5 FEBRUARY 2024</b>	<b>PUBLIC REPORT</b>

Report of:	Rachel Edwards, Head of Constitutional Services	
Cabinet Member(s) responsible:	Councillor John Howard - Deputy Leader and Cabinet Member for Corporate Governance and Finance	
Contact Officer(s):	Rachel Edwards, Head of Constitutional Services	Tel. 452277

## PROCESS FOR MAYOR AND DEPUTY MAYOR APPOINTMENTS

RECOMMENDATIONS	
<b>FROM: Head of Constitutional Services</b>	<b>Deadline date:</b>
<p>It is recommended that the Constitution and Ethics Committee:</p> <ol style="list-style-type: none"> <li>Note the process for appointment of the Mayor and Deputy Mayor as per the Constitution</li> </ol>	

### 1. ORIGIN OF REPORT

- This report is submitted to the Constitution and Ethics Committee following a request from members of this committee to note the process for the selection of the Mayor and Deputy Mayor and the recommendation from CfGS report that the Council confirms, or otherwise, its current processes for selecting the Deputy Mayor. This could be done by the Constitution and Ethics Committee at a future meeting.

### 2. PURPOSE AND REASON FOR REPORT

- The purpose of this report is for the Constitution and Ethics Committee to note the process for the selection of Mayor and Deputy Mayor as per the Councils Constitution.
- This report is for Constitution and Ethics Committee to consider under its Terms of Reference No. 2.7.2.1

### 3. TIMESCALES *[If this is not a Major Policy item, answer **NO** and delete the second line of boxes.]*

Is this a Major Policy Item/Statutory Plan?	<b>NO</b>	If yes, date for Cabinet meeting	
Date for relevant Council meeting		Date for submission to Government Dept. <i>(Please specify which Government Dept.)</i>	

### 4. BACKGROUND AND KEY ISSUES

- At the Constitution and Ethics Committee meeting on 14 December 2023 members requested that a report be brought back to the next meeting to note the process for selection of Mayor and Deputy Mayor.

4.2 The Councils Constitution, Civic Protocol, Part 5, Section 6 states 'How the Mayor is appointed'.

Section 4.1

***'The procedural rules set out in the Council's Constitution, governing the conduct of Council business, describe the procedure for identifying a 'Mayor-Elect' each year, to allow the person selected sufficient time to make adequate preparations for the year of office well in advance of actual election at the Annual Council Meeting. Councillors remain after the closure of a Council meeting early each New Year, for a private meeting of all members. The usual practice is for the Chief Executive to facilitate the meeting by inviting councillors to propose a candidate. This is usually done with a short speech, and duly seconded. Any further nominations are made in the same manner. The Chief Executive then invites councillors to vote for each candidate in turn. Thus, the candidate most likely to receive Council's formal support at the Annual Council Meeting is identified, but the resulting nomination has no official status, no minutes are taken, and the result is not binding upon the Annual Meeting.'***

Section 4.2

***'Peterborough City Council appoints Mayors on the basis of their length of service with the Council. The Council may take into account factors such as experience at chairing meetings, the need for the Mayor to have time to attend many daytime as well as evening appointments, and the range of duties which the Mayor will be required to undertake. It is also usual for the Mayor and Deputy Mayor to represent two different political parties, although this is not obligatory. Mayors serve a one-year term of office.'***

Part 5, section 8

***'Following the elections, a list will be compiled and an order of seniority drawn up. This order of seniority will reflect the actual number of years served by each Member, regardless of any breaks in service.'***

The Member at the top of the list of seniority will be eligible for the role of Mayor, provided that they have not previously served as Mayor, and the Member and Group Leaders will be notified accordingly.

Once the Member has accepted the role, a proposer will be sought to nominate the Member at the Annual Council Mayor Making Meeting.

Neither the Leader, nor any Cabinet Member can be elected as Mayor or Deputy Mayor.

4.3 The appointment of Deputy Mayor will be undertaken in accordance with the order of seniority list, following the same procedure for the selection of Mayor. Part 5, Section 8 – February 2019.

4.4 The Centre for Governance and Scrutiny have recently undertaken a review of Support on Governance Renewal. As part of their report, they noted the following in respect of the appointment of the Mayor and Deputy Mayor follows: -

***'In the course of carrying out this work it has become apparent that there is confusion about the operation of the process by which the Mayor and Deputy Mor are appointed. The Council's Constitution sets out a process, but it has been suggested that custom and practice has, for some time, been different. To avoid the risk of confusion officers have undertaken to provide a report to members to clarify the position.'***

***It is important to have a clear process which is marshalled by Democratic Services and political groups. Some Councils operate somewhat opaque processes in which nominations are handled solely within the majority group and in some cases, the Mayor is selected only from within that group.'***

***Appointment appears to be based on a seniority principle. If the Council wished to make changes it could consider removing the tradition of long service from the process to open the role of First Citizen to a wider range of candidates.'***

***Recommendation 12: That the Council confirms, or otherwise, its current processes for selecting the Deputy Mayor. This could be done by the Constitution and Ethics Committee at a future meeting.'***

## **5. CORPORATE PRIORITIES**

- 5.1 Sustainable Future City Council
- How we Work
  - How we Serve
  - How we Enable

Further information on the Council's Priorities can be found here -

## **6. CONSULTATION**

- 6.1 Group Leaders, CPF and the current Mayor have been consulted.

## **7. ANTICIPATED OUTCOMES OR IMPACT**

- 7.1 For the Committee to note the current process for selection of the Mayor and Deputy Mayor as per the Councils Constitution.

## **8. REASON FOR THE RECOMMENDATION**

- 8.1 To continue with the process for selection of Mayor and Deputy Mayor as per the Councils Constitution.

## **9. ALTERNATIVE OPTIONS CONSIDERED**

- 9.1 That the committee do not agree with the current process for the selection of Mayor and Deputy Mayor. This would need to be discussed and vote on at the committee and then the recommendation taken to Full Council.

## **10. IMPLICATIONS**

### **Financial Implications**

- 10.1 There are no financial implications to this report.

### **Legal Implications**

- 10.2 There are no legal implications in respect of what is proposed in the report which is setting out the procedure to be followed in respect of the appointment of the Mayor which is set out in the Council's constitution for noting.

### **Equalities Implications**

- 10.3 There are none,

## **11. BACKGROUND DOCUMENTS**

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

- 11.1 Peterborough City Council – Civic Protocol (Updated March 2023)

Protocol on the selection of the Mayor – Part 5, Section 8

## **12. APPENDICES**

- 12.1 Appendix 1 - Peterborough City Council – Civic Protocol (Updated March 2023) – Part 5, Section 6 (4.1 and 4.2)  
Appendix 2 - Protocol on the selection of the Mayor – Part 5, Section 8

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**Peterborough City Council**  
**Civic Protocol**  
**(updated March 2023)**

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<b>20</b>	Administration and funding of the mayoralty and civic service



# Civic Protocol

## 1. The importance of the Council's mayoralty and civic service

- 1.1 Peterborough City Council plays an important part in providing community leadership. The City Council recognises two key aspects to this: political leadership is provided through the Leader of the Council and other Cabinet Members who together form the Executive; while civic leadership is focussed upon the mayoralty, provided through the Council's civic service.
- 1.2 As Peterborough's 'first citizen', the Mayor acts as ambassador for the City Council, and also for Peterborough itself on the wider regional, national, and international stage. By being an impartial figure, they can represent the whole community, regardless of differences. The Mayor can visit communities and business interests both in Peterborough and farther afield, representing the Council and the City, and they can also welcome delegates and visitors to the City Council on the community's behalf.
- 1.3 The civic function provides an element of continuity in the community, even though the incumbent of the mayoralty may change annually. It can act as a focal point for community celebrations and pride and also commemorations and shared sorrow. Civic events and hospitality are an important part of community life, enhancing its social fabric and helping to attract confidence in the City which brings benefits in terms of inward investment. The Council's civic programme is reviewed annually by the Head of Constitutional Services and the Executive and Members Services Manager with the Mayor to ensure that it retains its important traditions and continuity, while also adapting where appropriate so that it remains attractive and relevant to the community.

## 2 The Mayor's statutory role

- 2.1 The primary duty of the Mayor is to act as chair of Peterborough City Council and thus preside over meetings of the Council, in accordance with the Local Government Act 1972 which states:
- s3(i) - "The chair (mayor) of a principal council shall be elected annually by the Council from among the councillors";
- s4(i) - "The election of the chair (mayor) shall be the first business transacted at the annual meeting of a principal council".
- 2.2 As chair of Council, the Mayor's role is to ensure proper conduct of the Council meeting in compliance with the law and the Council's procedural rules for meetings. They are also required to:
- determine whether urgent items may be considered at a Council meeting without prior notice;
  - determine whether or not to call an extraordinary meeting of Council; and exercise, if they wish to, a second or 'casting vote' at Council in the event of an equal vote upon any issue.
- 2.3 The Mayor is advised, in this function, by the Chief Executive or Director of Law and Governance and the Head of Constitutional Services.
- 2.4 The Mayor is expected during their term of office to remain politically impartial. Councillors will support the Mayor in this and respect their neutral position.

## 3 The Mayor's civic role

- 3.1 In fulfilling the role of Peterborough's first citizen, the Mayor is expected to speak and act for all the diverse communities represented in Peterborough.

- 3.2 The Mayor will usually lead each of the civic events in the Council's annual programme. They also attend all events, wherever possible, to which the Council has been invited to send a civic representative. In particular, priority will be given to events involving the Lord-Lieutenant to which the Council is invited to send a civic representative and to the Council's key priorities on supporting communities and promoting the City rather than merely attending other authorities' events. Where it is not possible for the Mayor to attend such an event, the Deputy Mayor will attend in their place. When considering attendance, the Mayor and Executive and Members Services Manager will balance civic priorities against the need to honour prior engagements where possible.
- 3.3 When the Council requires a leading figure to be present at an event which it has organised in connection with the services which it delivers within the community – such as to open a new service or a festival – the Mayor will usually be invited to fulfil that role. If this is not possible, the Deputy Mayor will be invited. Where events are community-based, the officers arranging the event will usually invite ward councillors to attend. This would typically be undertaken by the organisers of the event not the Executive and Members Services team.
- 3.4 If the Mayor accepts an invitation to attend a function in another local authority, it is courtesy to seek the consent of the Mayor or Chair of that local authority if the invitation did not come from their civic office and to request permission for the wearing of chains at the event.
- 3.5 The Mayor is frequently invited to attend events in the community, such as openings and fund-raising events organised by voluntary organisations. There are also invitations to attend lectures, social events and so forth. Where possible the Mayor or Deputy will attend. However, the mayoral calendar is busy and this will not always be possible. The Mayor will, in deciding whether or not to accept an invitation, give priority to events described at section 3.2 above, and to those which promote Peterborough. They will also have regard to advice from the Executive and Members Services Manager and to the date order in which invitations are received into the Office.
- 3.6 Once the Mayor is elected, they will discuss with the Executive and Members Services Manager and Head of Constitutional Services the coming year to plan ahead for civic events and will take officers' advice about any issues or events arising that year which would particularly benefit from the Mayor's involvement, and it is usual for the Mayor to select one or more themes which they would like to focus upon during their mayoral year. These discussions will guide officers in identifying those events which the Mayor should participate in and help the Mayor and Executive and Members Services Manager to assess which external invitations the Mayor should accept.
- 3.7 In addition to the Mayor or Deputy Mayor attending an event, it is also noted that other Cabinet Members, Chief Officers, Leader of the Council, Chief Executive or other members may have been invited by the organisers of the event, and in some cases, may be asked to deliver speeches.
- 3.8 The Council's role in extending civic hospitality is described at section 11 below.

#### **4. How the Mayor is appointed**

- 4.1 The procedural rules set out in the Council's Constitution, governing the conduct of Council business, describe the procedure for identifying a 'Mayor-Elect' each year, to allow the person selected sufficient time to make adequate preparations for the year of office well in advance of actual election at the Annual Council Meeting. Councillors remain after the closure of a Council meeting early each New Year, for a private meeting of all members. The usual practice is for the Chief Executive to facilitate the meeting by inviting councillors to propose a candidate. This is usually done with a short speech, and duly seconded. Any further nominations are made in the same manner. The Chief Executive then invites councillors to vote for each candidate in turn. Thus, the candidate most likely to receive Council's formal support at the Annual Council Meeting is identified, but the resulting nomination has no official status, no minutes are taken, and the result is not binding upon the Annual Meeting.

4.2 Peterborough City Council appoints Mayors on the basis of their length of service with the Council. The Council may take into account factors such as experience at chairing meetings, the need for the Mayor to have time to attend many daytime as well as evening appointments, and the range of duties which the Mayor will be required to undertake. It is also usual for the Mayor and Deputy Mayor to represent two different political parties, although this is not obligatory. Mayors serve a one-year term of office.

4.3 A Mayor's Induction pack is provided by Executive and Members Services Team which explains the full range of issues with which the Mayor will become involved.

## **5. The Mayoress or Consort**

5.1 It is usual for the Mayor to identify the person who will accompany them to all or most of the civic and social activities which they attend in their official capacity as Mayor. The choice of companion is entirely at the Mayor's discretion. A female companion is designated Mayoress, while a male companion is designated the Mayor's Consort.

5.2 The position of Mayoress or Consort is not provided for in law and therefore has no legal status. The Mayoress or Consort cannot represent the Mayor at city events; their role is to accompany and assist the Mayor. In the absence of the Mayor, this duty would fall to the Deputy Mayor.

## **6. The Deputy Mayor and Deputy Mayoress or Consort**

6.1 The Deputy Mayor will deputise whenever the Mayor is unable to carry out a mayoral duty. In particular, if the Mayor is not able to present at a Council meeting, the Deputy Mayor will take the chair. When the Mayor is present at Council, the Deputy Mayor will sit to the Mayor's side upon the dais in order to help the Mayor in chairing the meeting (for example, identifying councillors who wish to speak about an item under discussion).

6.2 The Deputy Mayor will also be invited to attend each of the events in the Council's annual civic events programme, forming part of the mayoral party. They will deputise for the Mayor at such events, in the Mayor's absence.

6.3 The Deputy Mayor will attend council-run or external events where possible, if the Mayor is unable to do so. In deciding whether or not to accept such invitations, the Deputy Mayor will have regard to the same advice and priorities as are indicated for the Mayor at paragraph 3.4 above.

6.4 Like the Mayor, the Deputy Mayor usually identifies a companion to accompany them to civic and social events attended in their official capacity as Deputy Mayor. A female companion is designated Deputy Mayoress, while a male companion is designated the Deputy Mayor's Consort.

## **7. The Mayor's Chaplain and Cadet, and the Town Crier**

7.1 It is custom and practice for the Mayor to appoint a Chaplain. The appointment is honorary, is at the Mayor's discretion and has no official status. The Chaplain acts as spiritual adviser to the Mayor, says prayers before each Council meeting and attends major civic functions and dinners where they will be expected to say grace. The Chaplain will also make arrangements for the Mayor's Civic Service, held each year in the Mayor's own ward.

7.2 The Mayor may also consider appointing a Mayor's Cadet for their term of office. This will be young person from the army, naval, air force or police cadets, selected by the Mayor. Like the Chaplain, the position of Mayor's Cadet is honorary, at the Mayor's discretion and has no official status. The Cadet, where appointed, will accompany and assist the Mayor at official functions, enabling a young representative to be present at civic events and also providing good opportunities for personal development for the cadet.

7.3 Peterborough’s Town Crier is an honorary position. The Crier is chosen from candidates who come forward after public advertisement or notice and is selected by the Leader of the Council usually after a public ‘crying’ competition. The appointment is generally continued from year to year, until the current incumbent stands down. The Crier is expected to uphold the dignity of their office but may also engage in other crying activities, provided that these do not bring the office of Town Crier into disrepute.

**8. The civic insignia**

8.1 Mayors in Peterborough wear a robe of office, cuffs and neck tab, together with a chain of office on all formal ceremonial occasions such as Formal Civic Events as noted below in points 10.1, 10.2 and 10.3 particularly if the Lord Lieutenant or Deputy Lieutenant are in attendance. If the ceremony is out of doors and the event is in support of the Monarchy, 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 the chain of office. The mayor is expected to wear the robe and chain of office for all Council meetings, but at their discretion, may remove the robe if it is particularly hot.

8.2 If the Mayor accepts an invitation to attend a function in another local authority, it is courtesy to seek the consent of the Mayor or Chairman of that local authority to wear the chain of office if this is required.

**9. Formal address and orders of precedence**

9.1 In writing, and on formal occasions, the mayor should be addressed as ‘The Right Worshipful the Mayor of the City of Peterborough’. At all other times the mayor has discretion as to whether the correct form of address is “Mr Mayor”, “Madam Mayor” or “Mayor” and then their surname.

9.2 The precedence of the Mayor is set down under Section 3(4) of the Local Government Act 1972 which states “The Chair of the District Council shall have precedence in the District, but not so as prejudicially to affect His Majesty’s royal prerogative.”

9.3 The Lord Lieutenant, when present at a civic procession or royal occasion, takes precedence over the Mayor as the monarch’s representative. The Deputy Lord Lieutenant of the County does not take precedence over the Mayor, unless he is deputising for the Lord Lieutenant. There are no clear rules in respect of the precedence of the High Sheriff, but general advice is that the High Sheriff’s duties are largely restricted to judicial functions, so they do not represent the monarch in the same way as does the Lord Lieutenant. Therefore, if the High Sheriff is present at a city occasion, they should yield precedence to the Mayor. The precedence of other office holders is very much based upon guidance available in books of etiquette, together with local tradition.

9.4 Where possible a Police Representative or the Mayor’s Support Officer will lead the Mayoral Party processions and the order of precedence for the City of Peterborough for civic processions and royal occasions is as follows (see also paragraph 9.6 below):

The Lord Lieutenant The Mayor and Mayoress/Consort Leader of the Council Chief Executive The Deputy Mayor and Mayoress/Consort Any Minister of the Crown present* The High Sheriff Members of Parliament (Privy Councillors have precedence)** Elected Mayor	(This group forms the mayoral party)
Serving Military Representatives Police & Crime Commissioner Police and Fire	

Honorary Freemen of the City (representatives of organisations which have received this honour will follow individual freemen) Honorary Alderman Past Mayors Chief Constable and Chief Fire Officer Visiting Chairs Visiting Mayors (these may come later in the procession, after city councillors, in cases where a large number of visitors are present) Cabinet Members Group Leaders Other city councillors and city council officers Other guests	
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- \* Where it is customary to include local Members of Parliament (MPs) in the order of precedence for a civic procession, most local authorities place them between the mayoral party and councillors. This is the case in Peterborough. However, if an MP is a Minister of the Crown, they are included in the mayoral party.

\*\* Where an MP is a Privy Councillor, they take precedence over other MPs.

- 9.5 Any civic procession is led by the Mayor's Support Officer carrying the mace, preceded by a police representative where necessary.
- 9.6 During a royal visit to Peterborough, the order of presentation to the royal visitors by the Lord Lieutenant shall be determined by His Majesty the King ~~Queen~~. The City Council will usually be consulted by the Lord Lieutenant's office prior to the visit in order to advise His Majesty. The City Council will usually recommend the following:

Lord Lieutenant and guest High Sheriff and guest Mayor and Mayoress/Consort Leader of the Council Chief Executive Deputy Mayor and Mayoress/Consort MPs (Privy Councillors have precedence)	(This group forms the mayoral party)
Chief Constable Chief Fire Officer (After these presentations, the Lord Lieutenant will present the principal organiser of the event)	

Apart from the lead from the Lord Lieutenant and High Sheriff – other order to be same as above. On the occasion of a royal visit to Cambridgeshire, which includes Peterborough, then the Cambridgeshire County Council chair will also be presented.

## 10. The Council's programme of civic events

- 10.1 The Council organises or participates in a series of major civic events which occur each municipal year. These are indicated below:

Annual programme of civic events	Usual time of year	Principal organisation(s)
Mayor Making and Annual Council Meeting	May	Peterborough City Council Executive

<p>(This includes the ceremonial investiture of the Mayor, and an event in honour of the retiring Mayoral Party and new Mayors).</p> <p>(Mayor Making – Formal insignia, robe, cuffs, neck tab and chains)</p> <p>(Annual Council – Robe and chains) (If hot, then this is at the Mayor's discretion)</p>		<p>and Members Services liaising with Democratic and Constitutional Services</p>
<p><u>Royal Visits and events in relation to the Monarchy</u></p> <p>(Outside event – Full civic insignia – Robes, cuffs, neck tab, chains and hat)</p> <p>(Inside event – the hat can be removed; all other insignia remains)</p>	Anytime	<p>Royal visits are typically organised via the Lieutenancy Office liaising with Executive &amp; Members Office to ensure availability of the Mayoral Party</p>
<p><u>Cathedral Mayors Installation Service</u> (To install the Mayor in their seat in the Cathedral. Also an opportunity to formally seek spiritual blessing and guidance for the new Mayor throughout their term of office.)</p> <p>(Robes, cuffs, neck tab and chains)</p>	June	<p>Peterborough City Council Executive and Members Services liaising with Cathedral</p>
<p><u>Town Hall 'Open Day'</u></p> <p>(An opportunity for any member of the public to visit the Town Hall or Sand Martin House, meet the Mayor and see displays about the Council's role and services. Light refreshments are served, where possible by pupils from a senior school in the Mayor's ward.)</p> <p>(Chains only)</p>	June	<p>Peterborough City Council Executive and Members Services</p>
<p><u>The Mayor's Civic Service</u></p> <p>(A service at a place of worship in the Mayor's own ward.)</p> <p>(Robes, cuffs, neck tab and chains)</p>	Timing is at the Mayor's discretion	<p>Peterborough City Council/the Mayor's selected place of worship Executive and Members Services in liaison with nominated Church</p>
<p><u>Traditional opening of Bridge Fair</u></p> <p>(The Mayor opens the fair at The Embankment, and the fair master takes the mayoral party and guests – including mayors from other local authorities in the area - on a tour of the fair; afterwards, guests are traditionally invited to join a 'sausage supper' at the Town Hall or Sand</p>	First Tuesday in October	<p>Peterborough City Council Executive and Members Services</p>

<p>Martin House, the proceeds of the tickets for which go to the Mayor's charity fund.)</p> <p>(Robes, cuffs, neck tab and chains)</p>		
<p><u>Remembrance Sunday Service and Parade</u></p> <p>(The service is preceded by a military and civic procession from the Town Hall to the cathedral, where wreaths are laid at the war memorial prior to the service and followed by a military parade with a march past the Town Hall at which the mayoral party takes a salute outside the Town Hall. The civic procession follows back to the Town Hall, and a wreath above the Town Hall front door is unveiled.</p> <p>(Robes, cuffs, neck tab and chains)</p>	November	The wreath laying service and civic procession is organised by the Executive and Members Services Team in liaison with the Royal British Legion and the Cathedral.
<p><u>Two Minutes' Silence</u></p> <p>(A short service takes place at 11am on Armistice Day at the War Memorial. It is preceded and followed by a civic procession to and from the Town Hall. The vicar of St John's Church presides at the service and is joined by the mayoral party and the President of the Royal British Legion.</p> <p>(Robes, cuffs, neck tab and chains)</p>	November	Organised by the Executive and Members Services Team in liaison with Royal British Legion representatives
<p><u>Holocaust Memorial Day</u></p> <p>(A local event linked to this national day, often comprising a museum exhibition and an outdoor service representing as many of Peterborough's communities as possible. Remembering past tragedies and promoting harmony and tolerance.)</p> <p>(Robes, cuffs, neck tab and chains)</p>	January	Peterborough City Council, in partnership with community representatives and Executive and Members Services
<p><u>Fly the Flag Events such as Commonwealth Day, Armed Forces Week, Red Ensign, Windrush, NHS Day, 999 Emergency Services Day plus others as noted.</u></p> <p><u>See 10.2</u></p> <p>(Robes and chains)</p>		These events are typically national flag raising days and are organised by the Executive & Members Office

<p><u>Freedom Parade</u></p> <p><u>See 10.3</u></p> <p>(Robes, cuffs, neck tab and chains)</p>		<p>These parades are at the request of the organisation and would be organised by Executive &amp; Members in conjunction with the organiser.</p>
<p><u>The Mayor's Ball</u></p> <p>(This is the Council's major civic social event of the year, open to anyone upon purchase of a ticket. The proceeds go to the Mayor's charity fund. Fundraising activities associated with the Ball are the responsibility of the Mayor's voluntary Charity Committee, but the Mayoral Services Team organises the Ball itself.)</p> <p>(Robe, cuffs, neck tab and chains to welcome guests)</p> <p>(Chains only for dinner)</p>	<p>May</p> <p>Now generally scheduled as the Mayor's Finale Ball</p>	<p>Organised by Executive and Members Services and supported by the Mayor's Charities.</p>

**\*\* Dress expectations will take into account weather conditions.**

- 10.2 Other civic events may be arranged during the year and include Fly the Flag events for the Commonwealth, Armed Forces, Red Ensign (Navy), 999 Emergency Services Day and Windrush Day. This can include, for example, parades or civic receptions for visitors or events of major significance (such as a visit from the civic party representing one of the Council's twinned authorities) or associated with the opening of a major festival. Executive and Members Services Team will ensure that the Mayor and guests are invited and will also arrange any reception required at the Town Hall or Sand Martin House.
- 10.3 A Freedom Parade may be requested by a military organisation which holds the freedom of the city of Peterborough, when it wishes to exercise its right to march through the city. Such a parade would be organised by the organisation but hosted by the Peterborough City Council which will join in the planning of the event. If the City Council decides to award the honorary freedom of the city or alderman status to a person or organisation, this will involve a special Council meeting to determine whether or not to award the honour, followed later by a ceremony to make the award which will be arranged by the Council's Executive and Members Services Team in conjunction with the recipient of the honour.
- 11. Civic hospitality**
- 11.1 Civic hospitality, such as light refreshments, may be offered to civic events, and when the Mayor receives visitors in the Mayor's Parlour. This would usually arise on occasions such as those which promote Peterborough, or which reciprocate civic hospitality extended to Peterborough's representatives upon an earlier visit elsewhere, or which recognise important voluntary work for the benefit of Peterborough's citizens.
- 11.2 Such hospitality will usually be organised and funded by the Council's Executive and Members Services budget, but significant commitments instigated by a service department would require support and contributions from the lead service department. The Mayoral hospitality budget and programme are managed by the Head of Constitutional Services and Executive and Members Services Manager, in consultation with the Leader of the Council and the Chief Executive, who may be requested to approve funding for special events over and above the civic hospitality cash



limited budget when this would be in the best interests of Peterborough. Any other civic hospitality commitments that the Mayor wishes to incur will be met by the Mayor personally.

- 11.3 Members of the public are able to write and request a tour of the Town Hall public rooms. The Executive and Members Services Team will accommodate such requests wherever reasonably possible. Upon such occasions, the Mayoral Support Officer will accompany the visitors and explaining the history of the public rooms and the Council’s civic procedures. This activity is often associated with educational visits, by students or younger children. A small charge may be levied, to cover the Council’s reasonable costs.

**12. Civic dinners**

- 12.1 At formal civic dinners, guests are received at an opening reception by the Mayor and their consort, accompanied by the Deputy Mayor and their consort.
- 12.2 After the reception, guests are invited to the dining room. A seating plan will be pre-arranged by the Executive and Members Services Team. At the top table, the principal guest will be seated at the Mayor’s right while the Mayoress/Consort is placed at the Mayor’s left. The principal guest’s partner takes the seat next to the Mayoress/Consort.
- 12.3 If the Mayor and Deputy Mayor are robed, while guests are moving from the reception to their seats the Mayor and Deputy may remove their robes. They will retain their chains of office, as will the Mayoress/Consort and Deputy Mayoress/Consort. When the Mayor and Mayoress/Consort are ready, the Mayoral Support Officer will announce their arrival to the assembled guests, and they will then be ‘clapped’ to their places.
- 12.4 Prior to the guests being invited to sit down, the Mayor’s Support Officer will announce that the Mayor’s Chaplain or other designated person will say grace. Guests will then sit, and dinner will be served. Following the meal, toasts will be called. The first will be the ‘Loyal Toast’ to the monarch, proposed by the Mayor or the Leader of the Council. All present should be asked to stand and the Mayor/Leader will say “The King”. No other names or persons are added to the ‘Loyal Toast’. Other toasts will follow as listed in the printed menu.

**13. Civic gifts**

- 13.1 It is common practice for the Mayor and Deputy Mayor to be given gifts when attending external functions in their official capacity. Gifts are also often exchanged when delegates visit Peterborough. It is custom and practice that the Mayor or Deputy Mayor receives such gifts on behalf of the City Council, and they are forwarded to the Mayor’s Support Officers for entry on the civic inventory and displayed as appropriate.
- 13.2 Small gifts, such as badges or pens which are clearly indicated as a personal gift for the Mayor or Deputy Mayor, may of course be kept. They Mayor and Deputy should have regard to the Code of Conduct for Councillors when deciding whether to receive and keep such gifts and should ensure that they are recorded in the hospitality register as required by the code (currently, this requires as a minimum that all gifts valued at £50 or over should be recorded). Gifts which the Mayor or Deputy receive in their official capacity are recorded in a register held by the Executive and Members Services Manager; any gifts received in their capacity as an elected councillor are recorded in the register applicable to all councillors, held by the Director of Law and Governance.
- 13.3 The Executive and Members Services Manager obtains civic gifts, as required, with agreement from the Head of Constitutional Services. These are used upon the following types of occasion:

Gift purpose	Typical example of a gift which may be given (this list is for guidance only)

Ambassadors and other visiting dignitaries representing a city elsewhere and gifts taken to the City Council's twinned and friendship cities during official visits	Possibly a clock or other suitable item, engraved with the Peterborough crest.
Small gifts for visitors such as volunteer organisations, youth organisations, etc.	Mayors Badges

13.4 The list above is not exhaustive. The Head of Constitutional Services and Executive and Members Services Manager ensure that expenditure is controlled carefully, while ensuring that the dignity of the occasion and/or the contribution of the recipient is properly reflected.

#### 14. European and overseas links

14.1 Peterborough has official 'twinning' (partnership) links with Bourges in France, Viersen in Germany, Alcalá de Henares in Spain, Forlì in Italy and Vinnitsa in the Ukraine. The Council also has a number of friendship links.

14.2 The Mayor, as the representative of the City, is often invited to attend civic ceremonial functions, business conventions, events and exhibitions in Peterborough's partner cities. The Mayor may be offered the opportunity to undertake a visit to one of the twinning Towns, which is determined by budget constraints. This is to be discussed with the Head of Constitutional Services and Executive and Members Services Manager. The Mayor may accept additional invitations to visit Peterborough's twin towns if they incur the costs personally.

14.3 In the event that the Mayor is unable to attend a civic/partnership invitation, reference should be made to Part 3 – paragraph 3.7: The Mayor's Civic Role, for the procedure to be followed.

14.4 If an invitation to visit Peterborough is extended to a Mayor or other delegates from any of Peterborough's partner cities, on behalf of the Council, the general expenses of the visit will be funded from both the Executive and Members Services Budget and other partner organisations. On occasions, the Mayor may host a civic reception for the visitors, the Executive and Members Services budget may provide the funding - subject to budget constraints and approval from the Head of Constitutional Services and Executive and Members Services Manager.

#### 15 Council Honours

15.1 One of the roles of the Constitution & Ethics Committee is to receive and consider nominations for Council honours, including Freedom of the City, Honorary Alderman, Civic Awards and National Honours, and make recommendations to Full Council or to other relevant bodies on behalf of Full Council.

##### Civic Awards

15.2 All group nominations must be endorsed by one supporter, who must not be involved in running the group, or be a partner or relative of anyone in running it. A volunteer with the group or a beneficiary of its services may act as a supporter, but if they do, an additional supporting letter may be required. The criteria for a group nomination is: -

- provide a high-quality service to benefit individuals or groups in the community
- operate and provide a service in Peterborough
- must have been operating for a minimum of 3 years (exceptions may be made for short-term projects), and
- must be made up entirely of volunteers (including trustees), or it includes some paid staff, but they must be in the minority of those involved.

15.3 All individual nominations must be endorsed by one supporter, who must not be a partner or relative to that individual. The individual must show extraordinary achievements and contributions. Some examples of categories for an individual nomination are: -

- Public service nurses, doctors, teachers, civil servants, police officers
- Exceptional service to the local community
- Involvement in business and industry
- Scientists
- Arts practitioners and administrators – artists, actors, musicians, writers etc.
- Involvement in sport
- Journalists and broadcasters

15.4 The Constitution & Ethics Committee will consider nominations and make recommendations to an extraordinary meeting of Full Council.

## **16 Freedom of the City of Peterborough**

16.1 Freedom of the City may be offered in accordance with the provisions of section 249 (5) of the Local Government Act 1972 (as amended by section 180 of the Local Government Planning and Land Act 1980). Nominations will be considered by the Constitution & Ethics Committee with recommendations made at an extraordinary meeting of Full Council.

16.2 The freedom may be awarded to an individual or an organisation such as a local branch of a military organisation or a locally based volunteer emergency service. It is awarded where the person or organisation has made a significant contribution to the social fabric or well-being of the citizens and city of Peterborough.

16.3 Persons awarded the freedom, including leading representatives of organisations so honoured, are invited to all civic events organised by the Council and also to Mayor's charity events. They are invited to participate in civic processions, in the order of precedence indicated earlier in this protocol.

16.4 In order to award the freedom, the Council must hold an extraordinary meeting convened for that purpose only. The decision to award the freedom must, as a legal requirement, be supported by not less than two-thirds of those present and voting at the special convened meeting. Once the decision has been made by Council, a separate ceremony will be arranged later to mark the presentation of the honour. This may include a freedom march, in the case of a military honour. All recipients are noted on the plaque outside of the Council Chamber.

16.5 Military organisations awarded the freedom may exercise the right to march through Peterborough. On such occasions, the Council will offer civic hospitality – referred to earlier in this protocol.

## **17 Honorary Alderman**

17.1 Honorary Alderman may be offered in accordance with the provision of section 249 of the Local Government Act 1972. Nominations should be made by Group Leaders on behalf of their groups to the Constitution & Ethics Committee, who will make recommendations to an extraordinary meeting of Full Council.

17.2 Alderman status may be awarded to a past Councillor, who has served a minimum of three terms or 11 years of office and that are considered to have rendered eminent services to the Council.

- 17.3 Past Councillors awarded Alderman Status are invited to attend all civic events organised by the Council and also to Mayor's charity events. They are invited to participate in civic processions, in the order of precedence indicated earlier in this protocol.
- 17.4 In order to award Alderman Status to past members of the Council, the Council must hold an extraordinary meeting convened for that purpose only. The decision to award Alderman Status must, as a legal requirement, be supported by not less than two-thirds of those present and voting at the special convened meeting. Once the decision has been made by Council, a separate ceremony will be arranged later to mark the presentation of the honour.

## 18 The Mayor's charities and the Charity Committee

- 18.1 At the Annual Council Meeting, the Mayor will announce the charity or charities for which they will support and promote fundraising activities during the year. It is usual for these to be locally based charities which are able to supply a small number of dedicated volunteers who can form the Charity Committee during that mayoral year together with a larger number of volunteers who can devote time to running fundraising events. The Mayor of Peterborough Charities is now registered as a charity with the Charity Commission and Trustees need to be identified from the Committee and registered with the Commission.
- 18.2 It is the Mayor's responsibility to convene their Charity Committee at the start the mayoral year – preferably, the committee members will have been identified earlier, once the Mayor-Elect is identified in January. At the inaugural meeting, the committee will appoint its chairman and secretary. The Head of Constitutional Services will give guidelines as to what is expected of the charity members and the Executive and Members Services Team during the mayoral year.
- 18.3 The Executive and Members Services Manager is normally appointed as treasurer at the AGM Charity meeting, along with Chair and Secretary. The Executive and Members Services Team can provide assistance with printing of posters and tickets for charity event. However, the Mayor's Ball and the Sausage Supper, are civic events planned, organised and co-ordinated by the Executive and Members Services Team, even though the proceeds of them go to the Mayor's charities. The Head of Constitutional Services act as a trustee for this committee.
- 18.4 The Charity Committee will organise and run their events; collect tombola and raffle prizes; and actively help to promote, sell tickets and seek sponsorship.
- 18.5 The Executive and Members Services Manager records and receipts all monies from fundraising events in the charity bank account, reports a statement of the account at each committee meeting and presents cheques to the Mayor's chosen charities at the end of the Mayoral Municipal year, usually at an informal presentation in the Mayor's Parlour. At the end of each Mayoral year, PCC's internal audit team review the accounts for that year.

## 19 The Mayor's and Deputy Mayor's allowances

- 19.1 Sections 3(5) and Sections 3(4) of the Local Government Act 1972 provide for the Council to pay to the Mayor and Deputy Mayor respectively an allowance to help with the expenses incurred in fulfilling their office. The allowance is determined by Council, and the amount currently in force is stated in the Members' Allowances Scheme. Although not required by law, the Council may consult its independent Remuneration Panel as to the level of payment which is appropriate in each case.
- 19.2 The types of expenditure which Peterborough City Council expects its mayor's allowance, which is retained by the Executive and Members Services Manager to cover are the provision of any tickets purchased for the Mayor and their consort as part of functions attended in the capacity of mayor (such as for a dinner); the Mayor's tickets to their own charity events and the Mayor's Ball; the cost

of their ward civic service and refreshments. Any unused balance in this account at the year-end is returned to the Council's general fund and offered as a saving to this budget area.

- 19.3 The Deputy Mayor's allowance is to cover their personal expenses, and those of their consort, similarly to the Mayor's allowance.
- 19.4 An element of the allowance to the Mayor and Deputy Mayor is paid to them directly via their members' allowance, and this is intended to cover expenditure (such as clothing, dry cleaning, travel, telephone, postage and purchase of items (i.e. raffle tickets when attending events))
- 19.5 The Mayor's and Deputy Mayor's Allowances are identified at Part 6, paragraph 4, of the Constitution (Members' Allowances Scheme).

## **20 Administration and funding of the mayoralty and civic service**

- 20.1 The Head of Constitutional Services and Executive and Members Services Manager are responsible for civic and ceremonial matters, with the Chief Executive retaining an important leading role as Council's most senior officer.
- 20.2 Executive and Members Services runs the Mayor's office. This includes arranging civic and ceremonial events, keeping the Mayor's diary and accounts, assisting with the organisation of the Mayor's Charities, liaising with organisations and individuals on the Mayor's behalf and generally briefing, advising and supporting the Mayor and Deputy Mayor in carrying out their duties.
- 20.3 The Mayor is also assisted by the Mayoral Support Officer who acts as City Mace Bearer. They also accompany the Mayor at Council meetings and civic events, and when guests are received in the Mayor's Parlour. The Mayor's Attendants are responsible for civic regalia, assists the Executive and Members Services Team in providing civic hospitality and also hosts visitors such as students who visit the Town Hall or Sand Martin House on educational visits to learn about its history and the Council's civic procedures.
- 20.4 The Mayor's Support Officers are responsible for transporting the Mayor in the mayoral car for official duties. Every effort is made to make maximum use of the vehicle so, as far as is possible, the mayoral car is also used for transporting the Deputy Mayor upon official business - although the Mayor's use takes precedence and alternative transport is sometimes necessary for the Deputy Mayor. The car is not used by the Mayor or Deputy Mayor's consorts, except when associated with accompanying the Mayor or Deputy on official business. Wherever possible, the mayoral party travels together in order to avoid the need for several separate journeys to and from events. It is the Executive and Members Services Manager's responsibility to schedule the use of the car. The Chief Executive is authorised to replace the vehicle every five years, or in accordance with the leasing arrangements and this should be the most cost-effective option for the Council. The following guidelines will be applied in respect of procuring a replacement:
- a) The vehicle will be at the lower end of the emissions scale for cars
  - b) The vehicle will, if possible, be generally regarded as 'British' or with British connections
  - c) The vehicle will, if possible, be electric, in accordance with the Carbon Management Plan
- 20.5 At major events, assistance is also provided by the Beadles. In particular they assist with security and also civic hospitality.
- 20.6 The Council's corporate civic budget is controlled by the Head of Constitutional Services and managed on a daily basis by the Executive and Members Services Manager. The account covers civic hospitality as described at section 11 above, the Mayor's and Mayor's Office expenses, funding of civic events, civic gifts, maintenance of civic insignia and other such civic expenses.

- 20.7 In order that expenditure upon civic matters is clearly identifiable, the costs of other support will be charged to the civic account as necessary such as car parking and road closures. In order to minimise such costs, use of car parking permits will be restricted to major civic events.
- 20.8 At the close of each mayoral year, the Executive and Members Services Manager will arrange for the Mayor's name to be engraved on the plaque upon the wall outside the Mayor's Parlour. A portrait photograph of the Mayor, and their consort at the Mayor's discretion, will also be obtained and hung in the Parlour.
- 20.9 Every year a full Council photograph will be taken prior to the Annual Council meeting. The current photograph will be displayed in the Town Hall and on the Council's website, and a selection of past photographs will also be displayed where space allows.

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## **Protocol on Selection of the Mayor**

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Peterborough City Council

## **PROTOCOL ON THE SELECTION OF THE MAYOR**

### **Summary**

The purpose of this protocol is to provide guidance to Members of the Council and to officers on the procedure for selecting the Mayor on an annual basis.

#### **1. Election Year Procedure**

- 1.1 Following the elections, a list will be compiled and an order of seniority drawn up. This order of seniority will reflect the actual number of years served by each Member, regardless of any breaks in service.
- 1.2 Where new Members are elected for the first time they shall be placed at the bottom of the Council's order of seniority list. The order will be allocated according to the number of votes cast for the new Member, expressed as a percentage of the total ward electorate eligible to vote on the day of poll with the Member achieving the highest percentage point across the City placed at the head of the list and the other new Members following in percentage point order.
- 1.3 The Member at the top of the list of seniority will be eligible for the role of Mayor, provided that they have not previously served as Mayor, and the Member and Group Leaders will be notified accordingly.
- 1.4 The Member may opt to decline the offer of the position. In this case, the Member declining the role will be retained in the order of seniority list, but will be marked as having declined to take up the role. The Member will be re-considered for the role the following year.
- 1.5 Once the Member has accepted the role, a proposer will be sought to nominate the Member at the Annual Council Mayor Making Meeting.
- 1.6 Neither the Leader, nor any Cabinet Member can be elected as Mayor or Deputy Mayor.

#### **2. Non-Election Year Procedure**

- 2.1 The non-election year procedure will follow the same procedure as for election years.

#### **3. Deputy Mayor**

- 3.1 The selection of the Deputy Mayor will be undertaken in accordance with the order of seniority list, following the same procedure for the selection of Mayor.



<b>CONSTITUTION AND ETHICS COMMITTEE</b>	AGENDA ITEM No. 6
<b>5 FEBRUARY 2024</b>	<b>PUBLIC REPORT</b>

Report of:	Adesuwa Omoregie, Interim Director of Legal and Governance and Monitoring Officer	
Cabinet Member(s) responsible:	Councillor John Howard - Deputy Leader and Cabinet Member for Corporate Governance and Finance	
Contact Officer(s):	Karen Dunleavy, Democratic Services Officer	Tel. 01733 452233

## APPOINTMENT OF A CYCLE COUNCIL CHAMPIONS

RECOMMENDATIONS	
<b>FROM:</b> Interim Director of Legal and Governance	<b>Deadline date:</b> 5 February 2024
<p>It is recommended that the Constitution and Ethics Committee:</p> <ol style="list-style-type: none"> <li>1. Consider whether to recommend to Full Council the adoption of a Cycle Champion and determine the scope of the role</li> </ol>	

### 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 to include the role of Cycle Champion in the list of Champion roles previously agreed to be recommended to Council for approval.

### 2. PURPOSE AND REASON FOR REPORT

- 2.1 The purpose of this report is for the Constitution and Ethics Committee to consider whether it wishes to recommend to Full Council the appointment of a Cycle Champion.
- 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?	<b>NO</b>	If yes, date for Cabinet meeting	<b>N/A</b>
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## **4. BACKGROUND AND KEY ISSUES**

### **4.1 APPOINTMENTS TO COUNCIL CHAMPIONS**

4.2 At its meeting on 17 July 2023, the committee agreed to recommend to Full Council the adoption following Change Champion positions.

- Tree Champion
- Dementia Champion
- City Centre Champion

## **5. CORPORATE PRIORITIES**

5.1 The recommendation links to the follow Council Corporate Priorities:

### *4. Sustainable Future City Council*

- *How we Work*
- *How we Serve*
- *How we Enable*

## **6. CONSULTATION**

6.1 The Leader of the Council considered the proposal and suggested the inclusion of a Cycle Champion and that the report be brought to Committee to consider the role.

## **7. ANTICIPATED OUTCOMES OR IMPACT**

7.1 The Council Champions protocol was approved in July. If the proposal of a Cycle Champion is agreed by the Committee, the protocol will be updated to reflect this. Council Champions will be able to raise the profile of their area and ensure that it is considered by the Executive, Council Committees and Council Officers.

## **8. REASON FOR THE RECOMMENDATION**

8.1 To consider whether to recommend to Full Council the appointment of a Cycle Champion

## **9. ALTERNATIVE OPTIONS CONSIDERED**

9.1 Not at this stage as the report is asking members to consider what they would like to do.

## **10. IMPLICATIONS**

### **Financial Implications**

10.1 There are no financial implications arising from the report.

### **Legal Implications**

- 10.2 There are no legal implications in respect of what is proposed. If a recommendation to approve the appointment of a new Change Champion by this Committee is agreed this will involve a Full Council decision and subsequent change to the constitution to implement the change.

**Equalities Implications**

- 10.3 There are none.

**11. BACKGROUND DOCUMENTS**

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

- 11.1 None.

**12. APPENDICES**

- 12.1 Appendix A - Local Protocol Member Champions as amended if members decide to recommend to Full Council the appointment of a Cycle Champion.

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## **Local Protocol – Member Champions Contents**

1. Introduction.
2. Appointment of Member Champions
3. Role of Member Champions
4. The Parameters of the Champion Role
5. Cabinet Members – Working Relations
6. Accountability
7. Training
8. Attendance at Seminars/Conferences
9. Allowances
10. Interests

## **Member Champions**

### **1. Introduction**

1.1 Member champions are elected members who act as an advocate or spokesperson for a specific area of the Council's business. The main responsibility of each member champion is to encourage communication and positive action over the issue they represent.

### **2. Appointment of Member Champions**

2.1 The **Leader/Full Council** is responsible for appointing member champions. Any member of the Council may be member champion, including the Leader. The first Council Champions are being suggested as:

- (a) Armed Forces
- (b) Trees
- (c) City Centre
- (d) Dementia
- (e) Cycle/Active Travel Champion

2.2 Member champions will be appointed on annual basis following the local elections that take place. However, an appointment may be made during the year to any new position that is established or to a position where there is a vacancy. The appointments made by the Leader must be communicated in writing to the Chief Executive and the Monitoring Officer

2.3 Any appointment should have due regard to the suitability for the role and relevant national and local guidance.

2.4 A member champion may be removed from office at any time by the **Leader/Full Council** by written notice to the Chief Executive. The reasons for removal will need to set out the reasons for the request of dismissal.

2.5 Any member champion may resign from office by giving written notice to the Chief Executive and the Monitoring Officer.

### **3. Role of Member Champions**

3.1 All member champions will have a job description setting out their respective roles. These will be developed in consultation with the Leader and the champion concerned. Examples of possible roles for champions that may be appropriate to include in a job description are set out in Annex 1 to this protocol.

### **4. The Parameters of the Member Champion Role**

4.1 All member champions must act reasonably in their role and recognise and work effectively within the political management and working arrangements adopted by the Council.

4.2 A champion cannot make decisions (unless the champion is a Cabinet Member with delegated authority) and must not commit the Council in any way or in a manner that could be interpreted as being contrary to established policy and practice. They may, however, confirm a position as stated in a published policy.

## **5. Cabinet Members – Working Relationship**

5.1 The first point of liaison on all relevant issues for the Member Champion will be through the Cabinet Member/Leader.

5.2 Cabinet Members will normally:

- (a) acknowledge the right of champions to be consulted on matters relating to their area of interest;
- (b) take full account of any views offered by champions prior to any decision taken (by a Cabinet member with delegated authority) on matters within their area of interest;
- (c) co-operate with champions in the formulation of any action plans they have agreed with the relevant Cabinet Member; and
- (d) in liaison with the Leader consider nominating the relevant champion to represent the Council at a relevant conference/seminar on the subject matter of the champions interest.

## **6. Accountability**

6.1 At the beginning of each municipal year, each member champion may agree with the relevant Cabinet member and officers a programme of activity, with SMART (specific, measurable, achievable, realistic, time-bound) targets, taking into account the Council's priorities.

6.2 The Member Champion will report into their Cabinet Member regularly and in consultation with them into the Member's bulletin on at least an annual basis to keep the Council updated on their work.

## **7. Training**

7.1 All member champions will normally have the opportunity to attend appropriate training courses contained in the Council's Member Development Programme.

## **8. Attendance at Seminars and Conferences**

8.1 The attendance by member champions at conferences/seminars relevant to their roles will only be approved following consultation with the Leader in consultation with the Monitoring Officer. When approved, expenses may be claimed.

## **9. Allowances**

9.1 None of the member champions are entitled to receive a Special Responsibility Allowance (SRA) for carrying out their role.

## **10. Interests**

10.1 Member Champions are reminded to ensure any interests they may have are declared at all appropriate points.

### **Annex 1 – Job Role Member Champions**

#### **What are Member Champions?**

Member Champions exist to provide a voice on the Council or to ensure particular issues are kept at the forefront of council business. The member champions will have no decision making responsibilities and/or powers.

Member Champions are elected members who in addition to their other council responsibilities make sure that the issue or group that they are championing are taken into account and/or promoted. They will be in place for a term of 1 year from the date of appointment.

#### **What do they do?**

Typically, the Member Champion will:

- Make sure that their area of interest is taken into account or promoted when liaising with the Executive, relevant Scrutiny Committees and key officers.
- Raise the profile of the area and make the authority aware of good practice.
- Engage with external bodies who work in the area
- Engage with other officers and members in relation to the role.
- Engage with community groups with an interest/stake in the area
- Report findings to the Cabinet, relevant Scrutiny Committee or Full Council as appropriate.



<b>CONSTITUTION AND ETHICS COMMITTEE</b>	AGENDA ITEM No. 7
<b>5 FEBRUARY 2024</b>	<b>PUBLIC REPORT</b>

Report of:	Adesuwa Omoregie, Director of Legal and Governance and Monitoring Officer	
Cabinet Member(s) responsible:	Councillor Mohammed Farooq, Leader of the Council	
Contact Officer(s):	Karen Dunleavy, Democratic Services Officer	Tel. 452233

## CONSTITUTION AND ETHICS COMMITTEE START TIME 2024/25

RECOMMENDATIONS	
<b>FROM:</b> <i>Director of Legal and Governance</i>	<b>Deadline date:</b> <b>March 2024</b>
<p>It is recommended that the Constitution and Ethics Committee:</p> <ol style="list-style-type: none"> <li>1. Agree and recommend to Council the start time for all Constitution and Ethics Committee meetings for the Municipal Year 2024-25.</li> </ol>	

### 1. ORIGIN OF REPORT

- 1.1 This report is submitted to the Constitution and Ethics Committee meeting following the Full Council decision on 24 July 2019 to allow Committees to decide their own start times for the following Municipal Year.

### 2. PURPOSE AND REASON FOR REPORT

- 2.1 The purpose of this report is to allow the Constitution and Ethics Committee to discuss and agree the start times for meetings from the beginning of the Municipal Year 2024-25. The draft schedule of meetings will be agreed at Annual Council on 20 May 2024.
- 2.2 This report is for the Constitution and Ethics Committee to consider under Council Standing Order section 4.4.1

The timings of normal committee meetings will be agreed by the committee for the next municipal year in January of the preceding municipal year (or as near to this time as possible).

### 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 At the Constitution and Ethics Committee on 8 July 2019 the Committee agreed by majority to recommend to Council that all Committees can agree their start times for the Municipal Year

2020-21 and each subsequent Municipal Year. This was again agreed by majority at the Full Council meeting on 24 July 2019.

- 4.2 The Council standing orders have been updated to reflect this decision and gives Committees the opportunity to decide their own start time.
- 4.3 In order for the start times to be incorporated into the draft meeting schedule it is important for the Committee to make a decision on this before May Annual Council meeting. This is the only opportunity for the Committee to make this decision as the next meeting is after the May 2024 Council meeting.
- 4.4 Council standing orders allow the Committee to agree its start time every Municipal Year, thereby allowing the Committee to change the start times if it is felt that the start time was not suitable or working.
- 4.5 The Committee will need to decide the best start time and will need to weigh up attendance at meetings and the impact on the Council and members of the public.
- 4.6 The Committee has for the past two years met at 6pm.

## **5. CORPORATE PRIORITIES**

- 5.1 The recommendation links to the follow Council Corporate Priorities:

### *4. Sustainable Future City Council*

- *How we Work*
- *How we Serve*
- *How we Enable*

## **6. CONSULTATION**

- 6.1 Consultation on the start times for the committee is being presented to members at this meeting Any recommendations will be presented to Full Council as part of the meeting schedule report.

## **7. ANTICIPATED OUTCOMES OR IMPACT**

- 7.1 It is anticipated that the Committee will agree a start time for meetings for the Municipal Year 2023-24 and this will be proposed as part of the draft meeting schedule.

## **8. REASON FOR THE RECOMMENDATION**

- 8.1 The recommendation allows the Constitution and Ethics Committee to debate the start time of the meeting and make recommendations following debate.

## **9. ALTERNATIVE OPTIONS CONSIDERED**

- 9.1 N/A

## **10. IMPLICATIONS**

### **Financial Implications**

- 10.1 There are none.

### **Legal Implications**

- 10.2 There are none.

## **Equalities Implications**

10.3 There are none.

## **11. BACKGROUND DOCUMENTS**

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

11.1 Minutes of the Constitution and Ethics Committee 8 July 2019  
Report to Full Council 24 July 2019

## **12. APPENDICES**

12.1 None.

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<b>CONSTITUTION AND ETHICS COMMITTEE</b>	<b>AGENDA ITEM No. 9</b>
<b>5 FEBRUARY 2024</b>	<b>PUBLIC REPORT</b>

Report of:	Adesuwa Omoregie, Interim Director of Legal and Governance and Monitoring Officer	
Cabinet Member(s) responsible:	Councillor Howard, Deputy Leader and Cabinet Member for Corporate Governance and Finance	
Contact Officer(s):	Adesuwa Omoregie, Interim Director of Legal and Governance and Monitoring Officer	

### CODE OF CONDUCT COMPLAINTS

RECOMMENDATIONS	
<b>From:</b> Interim Director of Legal and Governance and Monitoring Officer	<b>Deadline date:</b> N/A
1. To note the report on complaints received since the Committee's last meeting.	

#### 1. ORIGIN OF REPORT

- 1.1 This Report is submitted to the Constitution and Ethics Committee by the Council's Interim Monitoring Officer.

#### 2. PURPOSE AND REASON FOR REPORT

- 2.1 The Constitution and Ethics Committee has the responsibility for promoting and maintaining high standards of conduct amongst members and co-opted members of the council including 'monitoring the operation of the Code of Conduct'. This also includes parish councillors.
- 2.2 This report is for the Constitution and Ethics Committee to consider under its Terms of Reference No. 2.7.2.2.

Authority to oversee and approve the operation of the Council's functions relating to the promotion and maintenance of high standards of conduct amongst members and co-opted members including:

- promoting and maintaining high standards of conduct by members and co-opted members;
- Assisting the members and co-opted members to observe the Code of Conduct;
- Advising the council on the adoption or revision of the Members Code of Conduct;
- Monitoring the operation of the Code of Conduct;
- Advising, training or arranging to train members and co-opted members on matters relating to the Code of Conduct.

#### 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 NEW COMPLAINTS**

There have been 4 new complaints received in relation to councillors since the last report:

Complaint 1 - This complaint concerned comments made by a member on social media. The complainant decided not to pursue the complaint.

Complaint 2 – This complaint relates to alleged actions from a member which were alleged to be in breach of the code of conduct.

Complaint 3 – This complaint concerns potential conflicts of interest in the actions of the subject member.

Complaint 4 – This complaint relates to alleged disclosure of information by the subject member.

#### **5. CONSULTATION**

5.1 The process for dealing with conduct complaints requires the Monitoring Officer to consult the Independent Person following an initial assessment and before any decisions are taken as to what if any further action is considered appropriate for example, the appointment of an investigator and, following receipt of the investigator's report, whether to refer the matter for a hearing.

#### **6. ANTICIPATED OUTCOMES OR IMPACT**

6.1 By reporting the complaints that have been made the Committee can more effectively monitor the operation of the Code of Conduct.

#### **7. REASON FOR THE RECOMMENDATION**

7.1 Regular reporting of both quantities and substance of complaints will help the Committee gain a better understanding of the effectiveness of current procedures and how well the Code is being observed across both the council and parish councils in its area. This will inform future decisions about what training may be necessary to ensure the requirements of the code are being met.

#### **8. ALTERNATIVE OPTIONS CONSIDERED**

8.1 None

#### **9. IMPLICATIONS**

##### **Financial Implications**

9.1 None

##### **Legal Implications**

9.2 Under the Localism Act 2011 the council may set its own procedures in relation to the handling of complaints.

##### **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 The Localism Act 2011.

**11. APPENDICES**

11.1 None

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<b>CONSTITUTION AND ETHICS COMMITTEE</b>	AGENDA ITEM No. 10
<b>5 FEBRUARY 2023</b>	<b>PUBLIC REPORT</b>

Report of:	Adesuwa Omoregie, Interim Director Law and Governance and Monitoring Officer		
Cabinet Member(s) responsible:	Councillor John Howard, Deputy Leader and Cabinet Member for Corporate Governance and Finance		
Contact Officer(s):	Karen Dunleavy, Democratic Services Officer	Tel. 452233	

**WORK PROGRAMME, FUTURE DATES AND MEMBER ISSUES**

RECOMMENDATIONS	
<b>FROM:</b> Adesuwa Omoregie, Director of Law and Governance and Monitoring Officer	<b>Deadline date:</b> N/A
<p>It is recommended that the Constitution and Ethics Committee</p> <p>1. Notes and agrees the Work Programme with any additional items or suggestions to be included</p>	

**1. ORIGIN OF REPORT**

1.1 This is a standard report to the Constitution and Ethics Committee which forms part of its agreed work programme. This report provides details of the Draft Work Programme for the following municipal year as it stands.

**2. PURPOSE AND REASON FOR REPORT**

2.1 The programme can be refreshed throughout the year in consultation with the senior officer and the Committee membership to ensure that it remains relevant and up to date. In addition, any delays in reporting issues are recorded so that they do not drop off the committee agenda.

2.2 This is also an opportunity for Members of the Committee to raise any issues of concern under the Committee's terms of reference for discussion or addition to the work programme.

**3. TIMESCALES**

Is this a Major Policy Item/Statutory Plan?	<b>NO</b>	If yes, date for Cabinet meeting	<b>N/A</b>
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**4. IMPLICATIONS**

**Financial Implications**

4.1 There are none.

**Legal Implications**

4.2 There are none.

**Equalities Implications**

4.3 There are none.

**5. APPENDICES**

5.1 Appendix A - Work Programme 2024/25.

**APPENDIX A**

<b>DATE: TBA JULY 2024</b>			
		<b>Section / Lead</b>	<b>Description</b>
	Update on the Council's Complaints Process	Adesuwa Omoregie Legal	To update Members on the current process for complaints about a Councillor with the aim to gain feedback.
	<b>INFORMATION AND OTHER ITEMS</b>		
	Civic Awards	Rachel Edwards/Sue Proctor	Committee to review updates and recommendations as part of the Committee's role and to launch the nomination process.
	Dispensations Issues	Adesuwa Omoregie Legal	To receive an update on the use of dispensations.
	Report on Code of Conduct Issues	Adesuwa Omoregie Legal	To receive an update as to any code of conduct cases
	Draft Work Programme 2024/ 2025	Democratic Services Karen Dunleavy	

**DATE: TBA September 2024**

		<b>Section / Lead</b>	<b>Description</b>
	<b>INFORMATION AND OTHER ITEMS</b>		
	Dispensations Issues	Adesuwa Omoregie Legal	To receive an update on the use of dispensations.
	Report on Code of Conduct Issues	Adesuwa Omoregie	To receive an update as to any code of conduct cases
	Work Programme 2024 / 2025	Democratic Services Karen Dunleavy	

**DATE: TBA November 2024**

		<b>Section / Lead</b>	<b>Description</b>
	Members Training Programme	Adesuwa Omoregie/Democratic Services	To review training attendance, including feedback received in relation to sessions attended.  Provide and update on the LGA Training Programme
	<b>INFORMATION AND OTHER ITEMS</b>		

	Civic Awards	Rachel Edwards/Sue Proctor	Committee to consider Civic Award nominations and recommend qualifying nominees for approval by Full Council.
	Dispensations Issues	Adesuwa Omoregie Legal	To receive an update on the use of dispensations.
	Report on Code of Conduct Issues	Adesuwa Omoregie Legal	To receive an update as to any code of conduct cases
	Work Programme 2024 / 2025	Democratic Services Karen Dunleavy	

**DATES: TBA FEBRUARY 2025**

	<b>Section / Lead</b>	<b>Description</b>
Start Time of Committee Meetings 2025/26	Karen Dunleavy	To agree the start time of meetings for the new municipal year 2025/26.
<b>INFORMATION AND OTHER ITEMS</b>		
Dispensations Issues	Adesuwa Omoregie Legal	To receive an update on the use of dispensations.
Report on Code of Conduct Issues	Adesuwa Omoregie Legal	To receive an update as to any code of conduct cases
Work Programme 2024 / 2025	Democratic Services Karen Dunleavy	

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