

CONSTITUTION AND ETHICS COMMITTEE	AGENDA ITEM No. 7
29 OCTOBER 2018	PUBLIC REPORT

Report of:	Fiona McMillan, Director of Law and Governance and Monitoring Officer	
Cabinet Member(s) responsible:	Cllr David Seaton - Cabinet Member for Resources	
Contact Officer(s):	Rachel Edwards, Head of Constitutional Services	Tel. 452277

CIVIC PROTOCOL - UPDATES

RECOMMENDATIONS

FROM: Fiona McMillan, Director of Law and Governance and Monitoring Officer **Deadline date:** N/A

It is recommended that the Constitution and Ethics Committee agree to recommend to Full Council the updated Civic Protocols as attached at **Appendix 1**.

1. ORIGIN OF REPORT

- 1.1 This report is submitted to the Constitution and Ethics Committee following a request from the Director of Law and Governance and Monitoring Officer.

2. PURPOSE AND REASON FOR REPORT

- 2.1 The purpose of this report is to update the existing Civic Protocol (attached at **Appendix 1**) to bring it in line with other updates to existing codes of practice and changes to the Council's constitution.
- 2.2 This report is for the Constitution and Ethics Committee to consider under its Terms of Reference No. 2.7.2.1

Authority to oversee the operation of the Council's Constitution and authority to make recommendations to Full Council as to amendments and improvements to the Council's Constitution (including the codes and protocols) subject to the receipt and consideration of a report prepared by the Monitoring Officer, with the exception of those matters under the remit of the Executive.

3. TIMESCALES

Is this a Major Policy Item/Statutory Plan?	NO	If yes, date for Cabinet meeting	
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4. BACKGROUND AND KEY ISSUES

- 4.1 The Civic Protocol was last updated in 2010, it is therefore appropriate to undertake a review in order to bring the Protocol up to date.

4.2 As part of the drive to modernise and make the Constitution more easily understandable for Members and the Public the Civic Protocol is deemed in need of review.

5. CONSULTATION

5.1 The Mayors Office and Head of Constitutional Services have been notified.

6. ANTICIPATED OUTCOMES OR IMPACT

6.1 The Committee will recommend to Full Council to adopt the updated Civic Protocol.

7. REASON FOR THE RECOMMENDATION

7.1 To ensure that the Civic Protocol is up-to-date.

8. ALTERNATIVE OPTIONS CONSIDERED

8.1 Do nothing but that would leave the Protocol in an outdated format.

9. IMPLICATIONS

Financial Implications

9.1 None

Legal Implications

9.2 None

Equalities Implications

9.3 None

10. BACKGROUND DOCUMENTS

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

10.1 Council's Constitution.

11. APPENDICES

11.1 Appendix 1 - Part 5, Section 6 Council Constitution