

CONSTITUTION AND ETHICS COMMITTEE	AGENDA ITEM No. 5
21 NOVEMBER 2022	PUBLIC REPORT

Report of:	Fiona McMillan – Director of Law and Governance and Monitoring Officer	
Cabinet Member(s) responsible:	Councillor Coles, Cabinet Member for Finance and Corporate Governance	
Contact Officer(s):	Fiona McMillan, Director of Legal and Governance and Monitoring Officer Rachel Edwards, Head of Constitutional Services	Tel. 452277

CIVIC PROTOCOL – DECLARATION BY THE MAYOR AND CIVIC INSIGNIA

RECOMMENDATIONS	
FROM: Director of Legal and Governance	Deadline date: N/A
<p>It is recommended that the Constitution and Ethics Committee:</p> <ol style="list-style-type: none"> 1. Review the proposal to add to the declaration of acceptance of office for the next incoming Mayor of the City of Peterborough (from May 2023) that they agree to abide by the Council’s Civic Protocol. 2. If (1) above is agreed, to recommend to Full Council that the Civic Protocol, as set out in the appendix, is updated to include the amended wording of the declaration of acceptance of office of Mayor. 3. Review, and agree and recommend to Full Council: - 4. the change to job title in Section 2.3. 5. the wording in Section 9.6. 6. the proposal to add further information around wearing the civic insignia in the calendar of events recommending when the formal regalia should be worn in Section 10, which includes the additional calendar event relating to royal events. 7. the change to the Monarch in Section 12.4. 8. the wording in Section 13.3. 9. the wording in Section 14.2. 10. the wording in Section 15.2. 	

1. ORIGIN OF REPORT

- 1.1 This report was originally submitted to the Constitution and Ethics Committee following a previous discussion at the meeting on 6 October 2022. The committee agreed to defer this report and return to this meeting for further discussion.

2. PURPOSE AND REASON FOR REPORT

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

Further additional wording is recommended for the calendar of events, it is suggested to add recommendations of what civic insignia is required to be worn to informal and formal events, as well as the removal/amendment of wording from Sections 2, 9, 10, 12, 13, 14 and 15 of the Civic Protocol.

- 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 the 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	
---------------------------------------------	-----------	----------------------------------	--

4. **BACKGROUND AND KEY ISSUES**

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

Section 8.1 of the Civic Protocol outlines what the Civic Insignia entails: -

- 4.4 *As Mayors in Peterborough wear a robe of office, together with a chain of office on all formal ceremonial occasions. If the ceremony is out of doors, the Mayor will wear a hat, which in the case of a man is a black cocked hat and for a lady a black tri-corn hat. On normal day to day civic occasions, the Mayor and Mayoress will wear only the chain of office. The Mayor is expected to wear the robe and chain of office for Council meetings, but if it is particularly hot, the Mayor can adjourn the meeting and remove the robe.*

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

Current wording of declaration: -

"I, XX, having been elected Mayor of the City of Peterborough, do hereby declare that I take the said office upon myself and will duty and faithfully fulfil the duties thereof according to the

best of my judgement and ability”

Proposed wording of declaration:-

“I, XX, having been elected Mayor of the City of Peterborough, do hereby declare that I take the said office upon myself and will duly and faithfully fulfil the duties thereof according to the best of my judgement and ability. In doing so, I agree to abide by the Council’ Civic Protocol.”

- 4.5 It is therefore suggested additional wording, as set out below, to be included in Section 8.1 of the Civic Protocol.

Proposed wording for Section 8.1 of Civic Protocol:-

“Mayors in Peterborough wear a robe of office, cuffs and neck tab, together with a chain of office on all 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 only the chain of office. The Mayor is expected to wear the robe and chain of office for Council meetings, but this is at the mayor’s discretion.”

- 4.6 There are a series of further amendments to the Civic Protocol for your recommendation, these are shown below: -

Section 2.3 - change of job title for Director's role.

Section 9.6 - change wording to the “King” and “his majesty”.

Section 10.1 - additional information showing the recommended civic insignia to be worn at each informal and formal event.

Section 12.4 - Change in Monarch for the “Loyal Toast” - “The King”.

Section 13.3 - Removal of Retired Councillors gift.

Section 14.2 - Mayor is recommended not to take the Chains of Office on trips overseas and therefore the removal of wording relating to insurance.

Section 15.2 - Civic awards – currently the nominations require two supporters to endorse the nominee. Change this to one supporter. If a volunteer with a group act as a supporter, then further additional information in a supporting letter is required.

5. CORPORATE PRIORITIES

- 5.1 The recommendations links to the Sustainable Future City Council Corporate Priorities and supports the work that the Mayor of Peterborough contributes to the serving all communities within the city.

6. CONSULTATION

- 6.1 Group Leaders have been consulted on the proposals to specifically make reference to any incoming Mayor agreeing to abide by the Council’s Civic Protocol when they make their declaration of acceptance of office.
- 6.3 The recommendation has been discussed with the Leader of the Council, Chief Executive, Group Leaders and the Constitution and Ethics Committee, this report is being brought back to this committee for further debate.

The recommendation does not need to be presented to Financial Sustainability Working Group and All-Party Policy.

7. ANTICIPATED OUTCOMES OR IMPACT

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

8. REASON FOR THE RECOMMENDATION

- 8.1 To ensure the Mayor, First Citizen of Peterborough is aware of accepting of the role before taking office.

9. ALTERNATIVE OPTIONS CONSIDERED

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

10. IMPLICATIONS

Financial Implications

- 10.1 There will be a saving to the Council if no retired councillors' gifts are purchased.

Legal Implications

- 10.2 If any recommendations are made this may involve updates to the Councils constitution.

Equalities Implications

- 10.3 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 1 – Civic Protocol track changes.