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|--|---------------------------|
| <b>CONSTITUTION AND ETHICS COMMITTEE</b> | <b>AGENDA ITEM No. 11</b> |
| <b>17 JULY 2023</b>                      | <b>PUBLIC REPORT</b>      |

|                                |  |             |
|--------------------------------|--|-------------|
| Report of:                     | Rochelle Tapping, Director Law and Governance and Monitoring Officer       |             |
| Cabinet Member(s) responsible: | Councillor Andy Coles, Cabinet Member for Finance and Corporate Governance |             |
| Contact Officer(s):            | Karen Dunleavy, Democratic Services Officer                                | Tel. 452233 |

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

| <b>RECOMMENDATIONS</b>  |                           |
|---|---------------------------|
| <b>FROM:</b> Rochelle Tapping, 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> |
|---|-----------|----------------------------------|------------|

**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 2023/24.

## APPENDIX A

| DATE: 17 JULY 2023 |  |  |   |
|--------------------|--|--|---|
|                    |  | Section / Lead                           | Description   |
|                    | National Honours                                 | Rachel Edwards/Sue Proctor               | Nominating people in Peterborough for King's National honours an update on the process from Iain Forsythe |
|                    | Appointment of Honorary Recorder of Peterborough | Rochelle Tapping/Adesuwa Ormoregie Legal | Appointment of Honorary Recorder of Peterborough recommendation to Council                                |
|                    | Governance Review update                         | Rochelle Tapping Legal                   | Update to Members on the CfGS governance review and update on the timelines for the constitution review.  |
|                    | Council Champions                                | Rochelle Tapping                         | To review Scrutiny Committee suggestions for Council Champions and how this is formally appointed to.     |
|                    | <b>INFORMATION AND OTHER ITEMS</b>               |  |   |
|                    | Honours Panel                                    | Rachel Edwards/Sue Proctor               | Committee to review updates and recommendations as part of their role as the Honours Panel                |
|                    | Dispensations Issues                             | Rochelle Tapping Legal                   | To receive an update on the use of dispensations.   |
|                    | Report on Code of Conduct Issues                 | Rochelle Tapping Legal                   | To receive an update as to any code of conduct cases  |
|                    | Work Programme 2023/2024                         | Democratic Services<br>Karen Dunleavy    |   |

**DATE: 18 September 2023**

|  |                                    | <b>Section / Lead</b>                    | <b>Description</b>   |
|--|------------------------------------|--|--|
|  | Launch of the Constitution Review  | Pippa Turvey                             | launch of 6-week public consultation and approval of 'interim' updates                     |
|  | <b>INFORMATION AND OTHER ITEMS</b> |  |  |
|  | Honours Panel                      | Rachel Edwards/Sue Proctor               | Committee to review updates and recommendations as part of their role as the Honours Panel |
|  | Dispensations Issues               | Rochelle Tapping<br>Legal                | To receive an update on the use of dispensations.  |
|  | Training record                    | Rochelle Tapping<br>/Democratic Services | To review training attendance  |
|  | Report on Code of Conduct Issues   | Rochelle Tapping                         | To receive an update as to any code of conduct cases                                       |
|  | Work Programme 2023 / 2024         | Democratic Services<br>Karen Dunleavy    |  |

**DATE: 20 NOVEMBER 2023**

|  |                            | <b>Section / Lead</b>                | <b>Description</b>   |
|--|----------------------------|--------------------------------------|--|
|  | Constitution Review        | Rochelle Tapping                     | Final approval of the Constitution review work.                      |
|  | Members Training Programme | Rochelle Tapping/Democratic Services | To discuss a training log and options for mandatory Member Training. |

|  |                                    |                                       |  |
|--|------------------------------------|---------------------------------------|--|
|  | <b>INFORMATION AND OTHER ITEMS</b> |                                       |  |
|  | Honours Panel                      | Rachel Edwards/Sue Proctor            | Committee to review updates and recommendations as part of their role as the Honours Panel |
|  | Dispensations Issues               | Rochelle Tapping Legal                | To receive an update on the use of dispensations.  |
|  | Update on National Issues          | Rochelle Tapping Legal                | To receive a report on any issues of national importance                                   |
|  | Report on Code of Conduct Issues   | Rochelle Tapping Legal                | To receive an update as to any code of conduct cases                                       |
|  | Work Programme 2023 / 2024         | Democratic Services<br>Karen Dunleavy |  |

**DATES: 5 FEBRUARY 2024**

|  |  | <b>Section / Lead</b>      | <b>Description</b>   |
|--|--|----------------------------|--|
|  | Start Time of Committee Meetings 2023/24 | Karen Dunleavy             | To agree the start time of meetings for the new municipal year 2023/24.                    |
|  | <b>INFORMATION AND OTHER ITEMS</b>       |                            |  |
|  | Honours Panel                            | Rachel Edwards/Sue Proctor | Committee to review updates and recommendations as part of their role as the Honours Panel |
|  | Dispensations Issues                     | Rochelle Tapping Legal     | To receive an update on the use of dispensations.  |

|  |                                  |                                       |  |
|--|----------------------------------|---------------------------------------|--|
|  | Report on Code of Conduct Issues | Rochelle Tapping<br>Legal             | To receive an update as to any code of conduct cases |
|  | Work Programme 2024 / 2025       | Democratic Services<br>Karen Dunleavy |  |