

**CONSTITUTION & COMMITTEE: RECORD OF ACTION TAKEN  
MUNICIPAL YEAR: MAY 2024 - APRIL 2025**

**1: ACTIONS FROM THE LAST MEETING**

DATE OF MEETING	AGENDA ITEM	AGREED ACTION	OFFICER RESPONSIBLE	DUE DATE	CURRENT STATUS/ACTION UPDATE
30 September 2024	<b>Item 6. Response to Actions</b>	Confirm when the Employment Committee terms of reference was changed to amend the remit of appointment to Executive Officer posts and consider whether the outcome should be revisited.	Neil McArthur	18 November 2024	<p>The Employment Committee terms of reference was changed in line with the recommendation coming out of the review from CfGS, it highlights this in the report 4.2 - 4.4:</p> <p><a href="https://democracy.peterborough.gov.uk/documents/s52556/12c.%20Appendix%201%20-%20Employment%20Committee%20Report%2010%20April%202024.pdf">https://democracy.peterborough.gov.uk/documents/s52556/12c.%20Appendix%201%20-%20Employment%20Committee%20Report%2010%20April%202024.pdf</a></p> <p><a href="#">Link to the track change version of the Employment Committee TOR</a></p> <p>In essence, all Executive Director/Chief Officer appointments reporting to the Chief Executive are within the remit of Employment Committee.</p>
30 September 2024	<b>Item 6. Response to Actions</b>	Confirm what happens to a payment to a child when the Ombudsman had not stated who would receive a compensation payment following a child complaint case.	Neil McArthur	18 November 2024	This would be decided with the Local Government Ombudsman.
30 September 2024	<b>Item 7.</b>	The Constitution and Ethics Committee considered the report and	Sue Proctor	18 November 2024	The current Civic Awards process would be retained until

		<b>RESOLVED</b> (Unanimous) that this item was <b>DEFERRED</b> , for officers to review the concerns raised by the Committee and resubmit the proposal to a meeting in November 2024			the rebrand is revisited.
30 September 2024	<b>Item 8. Council Champions Protocol</b>	Provide detail within the protocol about how Corporate Parenting Champions and Cabinet Champions were appointed.	Neil McArthur	18 November 2024	Protocol updated with the process on appointment of Corporate Parenting Champions. There are no Cabinet Champions, therefore no further action is required for this part of the action.
30 September 2024	<b>Item 8. Council Champions Protocol</b>	Update the champion roles within the protocol to be named Council Champions, to provide clear distinction from other Champion roles.	Neil McArthur	18 November 2024	Champion protocol updated throughout to state Council Champion and circulated to Members of the Committee.
30 September 2024	<b>Item 8. Council Champions Protocol</b>	Include a Council Disability Champion in the protocol.	Neil McArthur	18 November 2024	Member Council Champion Protocol updated
30 September 2024	<b>Item 8. Council Champions Protocol</b>	The Constitution and Ethics Committee endorsed the revised Council Champions protocol, subject to the inclusion of a Disability Champion and recommended it to Full Council for adoption and inclusion in the Constitution	Neil McArthur	18 November 2024	Due to be taken to Council in December following amendments.
30 September 2024	<b>Item 8. Council Champions Protocol</b>	Subject to the inclusion of a Disability Champion the Committee recommended the Council Champion Protocol to Full Council for adoption and inclusion in the Constitution.	Neil McArthur	4 December 2024	Due to be added to the Full Council agenda in December 24.
30 September 2024	<b>Item 12. Honorary Alderman Status</b>	Constitution and Ethics Committee recommendation to Full Council that Honorary Alderman Status be granted to the retired Councillors referred to in	Sue Proctor	18 November 2024	Completed and approved at Full Council on 16 October 24.

paragraph 4.4 of the exempt report.

## 2: ACTIONS COMPLETED

DATE OF MEETING	AGENDA ITEM	AGREED ACTION	OFFICER RESPONSIBLE	DUE DATE	CURRENT STATUS / ACTION UPDATE
29 July 2024	<b>Item 4 Peterborough City Council: Centre For Governance And Scrutiny (CFGS), Governance Review Update</b>	The Director of Legal and Governance and Monitoring Officer would provide Members with clarification about whether the responsibility of appointments to interim statutory officer and chief officers posts of the Council, would be the remit of Employment Committee to approve.	Director of Legal and Governance and Monitoring Officer	19 August 2024	The appointment of Head of Paid Service is a matter for full Council, as is the appointment of the s151 officer and monitoring officer. The appointment of Chief Officers requires the approval of Employment Committee. These requirements apply to interim roles, as we all permanent roles.
29 July 2024	<b>Item 4 Peterborough City Council: Centre For Governance And Scrutiny (CFGS), Governance Review Update</b>	A performance target set for the submission of urgent decisions added to the forward plan and late reports for agendas, should be adopted across the Council.	Director of Legal and Governance and Monitoring Officer	19 August 2024	The target for urgent and late items should be as close to zero as possible. Work is in hand to improve the forward looks for Committees, Cabinet and Council and the clearance process is also being revised to minimise the likelihood of late or urgent items.
29 July 2024	<b>Item 4 Peterborough City Council: Centre For Governance And Scrutiny (CFGS), Governance Review Update</b>	A pre-scrutiny mechanism of decisions should be explored as part of the Constitution review item on the Committee's work programme.	Director of Legal and Governance and Monitoring Officer	Ongoing	Ongoing
29 July 2024	<b>Item 5. Council Finance Regulations – Constitution Update</b>	The Committee recommended the Revised Financial Regulations to Full Council for approval.	Service Director- Financial Management & Deputy s151 Officer	19 August 2024	Approved at October Full Council

29 July 2024	<b>Item 5. Council Finance Regulations – Constitution Update</b>	Evaluate the Financial Regulations in relation to the responsibility of key performance indicators, which had been removed, to ensure it was working	Service Director- Financial Management & Deputy s151 Officer	19 August 2024	This hasn't been removed, it has been moved to:  2.1.10 Ensure that financial information is available to enable accurate and timely monitoring and reporting of comparison of national and local financial performance indicators.
29 July 2024	<b>Item 5. Council Finance Regulations – Constitution Update</b>	Confirm to Members whether a child or parent would receive a compensation payment in child cases.	Service Director- Financial Management & Deputy s151 Officer	19 August 2024	Compensation payments that follow complaints submitted by a parent on behalf of a child will be actioned depending upon the outcome of the complaint and whether there is direction from the ombudsman (which will usually determine upon how it is paid). If we are directed to pay the child directly (this does sometimes happen but not often) then we will ask for bank account details in the child's name, but usually the compensation gets paid to the parent.
29 July 2024	<b>Item 6. Start Time of Meetings 24/25</b>	The Constitution and Ethics Committee considered the report and <b>RESOLVED</b> (Unanimous) to a start time of 6:00pm for 2024/2025 meetings.	Democratic Services Officer	19 August 2024	Completed
29 July 2024	<b>Item 8. Councillor Code of Conduct Report</b>	That the importance of code of conduct values, would be reiterated within the code of conduct training provided to Councillors by the Monitoring Officer.	Director of Legal and Governance and Monitoring Officer	19 August 2024	A training session was held on 16 September and the slides will be shared with all members.
29 July 2024	<b>Item 9. Work Programme</b>	The Democratic Services Officer would add an actions tracker item on the Committee's agenda going forward.	Democratic Services Officer	19 August 2024	Completed

29 July 2024	<b>Item 9. Work Programme</b>	The Civic Team would explore the possibility of adding the National Honours list as an exempt item on the Committee's work programme going forward	Sue Proctor	19 August 2024	This has been noted by the Civic Office.
29 July 2024	<b>Item 9. Work Programme</b>	The Civic Team would explore the possibility of adding the Mayor eligibility list as an exempt item on the Committee's Work Programme going forward.	Sue Proctor	19 August 2024	all Members can view, upon request to Executive & Members Services, the Mayor's length of service report which dictates who would be eligible for selection as Mayor and Deputy Mayor

### 3: OUTSTANDING ACTIONS PENDING

DATE OF MEETING	AGENDA ITEM	AGREED ACTION	OFFICER RESPONSIBLE	DUE DATE	CURRENT STATUS / ACTION UPDATE