

**Meeting:** Adjourned Annual Council

**Date:** 25 May 2023

**Wards affected:** All Wards

**Report Title:** Constitution Amendment Local Protocol – Civic and Ceremonial

**When does the decision need to be implemented?** As soon as possible

**Lead Officer Contact Details:** Amanda Barlow, Monitoring Officer,  
amanda.barlow@torbay.gov.uk

## 1. Purpose of Report

---

- 1.1 This report sets out proposed updates and revisions to the Local Protocol for Civic and Ceremonial in order to reflect current practice. The Protocol has been reviewed in preparation for the local elections and to support the induction and election of a new Civic Mayor and Deputy Civic Mayor in May 2023.

## 2. Reason for Proposal and its benefits

---

- 2.1 The proposals in this report ensures the Local Protocol for Civic and Ceremonial is up to date and fit for purpose.

## 3. Recommendation(s) / Proposed Decision

---

1. That the Council approves the revised Local Protocol – Civic and Ceremonial as set out at Appendix 1 to this report.

## Appendices

Appendix 1: Revised Local Protocol – Civic Ceremonial

## Background Documents

[Future Approach to Constitution Amendments.pdf \(torbay.gov.uk\)](#)

## Supporting Information

---

### 1. Introduction

---

- 1.1 At the meeting of Council held on 13 October 2022 (minute 45/10/22 refers) the Council approved amendments to Article 13 of the Constitution requiring changes other than those required by law or minor amendments (which are signed off by the Monitoring Officer), to be approved by the Council following circulation to all Councillors and discussion with Group Leaders.
- 1.2 Whilst the Local Protocol – Civic and Ceremonial has been amended to reflect current practice it was felt that the changes were greater than that allowed to be approved by the Monitoring Officer and therefore the changes are before the Council to approve.

### 2. Options under consideration

---

- 2.1 To leave the current Protocol in place, however, it is out of date and does not reflect current practice of the civic and ceremonial function.

### 3. Financial Opportunities and Implications

---

- 3.1 None

### 4. Legal Implications

---

- 4.1 None

### 5. Engagement and Consultation

---

- 5.1 The revised Local Protocol has been circulated to all Councillors and discussed with Group Leaders and their suggestions have been incorporated into the final version, in accordance with Article 13 of the Constitution.

## 6. Purchasing or Hiring of Goods and/or Services

---

6.1 Not applicable

## 7. Tackling Climate Change

---

7.1 Not applicable.

## 8. Associated Risks

---

8.1 None

## 9. Equality Impacts - Identify the potential positive and negative impacts on specific groups

	Positive Impact	Negative Impact & Mitigating Actions	Neutral Impact
Older or younger people			There is no differential impact.
People with caring Responsibilities			There is no differential impact.
People with a disability			There is no differential impact.
Women or men			There is no differential impact.
People who are black or from a minority ethnic background (BME) (Please note Gypsies / Roma are within this community)			There is no differential impact.
Religion or belief (including lack of belief)			There is no differential impact.
People who are lesbian, gay or bisexual			There is no differential impact.
People who are transgendered			There is no differential impact.
People who are in a marriage or civil partnership			There is no differential impact.
Women who are pregnant / on maternity leave			There is no differential impact.
Socio-economic impacts (Including impact on child poverty issues and deprivation)			There is no differential impact.
Public Health impacts (How will your proposal impact on the general health of the population of Torbay)			There is no differential impact.

## 10. Cumulative Council Impact

---

10.1 None

## 11. Cumulative Community Impacts

---

11.1 None