

CIVIC HONOURS COMMITTEE AGENDA



29 April 2009

at 2.00 pm

in Committee Room “C”

MEMBERS: CIVIC HONOURS COMMITTEE:

S Drummond, The Mayor
Councillor C Richardson, The Chairman
Councillors M Aiken, S Akers-Belcher, J Brash, C Hill, M James, G Morris and A Preece

Community Empowerment Network Representative – Ron Foreman
Resident Representative – Christine Blakey

- 1. APOLOGIES FOR ABSENCE**
- 2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
- 3. ITEMS REQUIRING DECISION**
 - 3.1 ROLE, REMIT AND TERMS OF REFERENCE OF THE CIVIC HONOURS COMMITTEE – *Chief Solicitor***
- 4. ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT**

CIVIC HONOURS COMMITTEE

29 April 2009



Report of: Chief Solicitor

Subject: ROLE, REMIT AND TERMS OF REFERENCE OF
THE CIVIC HONOURS COMMITTEE

1. PURPOSE OF REPORT

To consider the role, remit and terms of reference of the Civic Honours Committee.

2. BACKGROUND

The amended composition and Member nominations for the Civic Honours Committee were agreed at a meeting of Council on 12 February 2009. The additional nominations for the resident representative and community empowerment representative were subsequently received also.

Consideration was given to the process for the submission of nominations for Civic Honours at a meeting of the Constitution Working Group on 27 March 2009. At this meeting, Members suggested that the Civic Honours Committee should meet to consider the role, remit and terms of reference of the Committee prior to the consideration of any nominations received.

3. PROCEDURE

At the meeting of Council on 26 October 2006, the procedure for the election of Honorary Freeman and Aldermen was adopted, see **Appendix A** attached. At the meeting of the Constitution Committee held on 23rd January 2009, a change to the composition of the Committee was agreed and that change has been reflected in the document attached. The scheme is intended to provide a certain and transparent process for the conferring of these honorary titles, and to establish criteria in each case. In the case of election of an honorary freeman, the general public would have the ability to make nominations. Nominations received would be considered by this Committee which has the power to recommend a nomination to Council.

4. TIMELINE

At the meeting of the Constitution Working Group held on 15 January 2009, the timetable for advertising the invitation to submit nominations and the process that follows was discussed and agreed as follows:-

- 1) Advertise in Hartbeat magazine in the March and June editions.
- 2) Closing date to be 4 weeks after the 2nd advertisement.
- 3) Civic Honours Committee to meet to discuss nominations.
- 4) Individuals be consulted on whether they accept their nomination.
- 5) Accepted nominations to be submitted to next Ordinary Council meeting for approval.
- 6) Special Council to be convened to install honours on date agreed by the Chairman.

At the meeting of the Constitution Committee held on 23 January 2009, the above timeline was agreed. At that meeting it was noted that the current process for submitting nominations seemed unwieldy and it was suggested that there should be provision to be able to act quickly and outside of this process. A discussion ensued on the merits of having a rolling programme of advertising for nominations to ensure that the residents of the town were reminded that this facility for public recognition was available...It was acknowledged that there were a variety of honours and awards that could be bestowed on the residents of the town for different reasons or levels of recognition, for example the Community Awards. Members considered that the Civic Honours Committee could look at nominations for the whole range of Civic Awards available.

5. REMIT

Attached at Appendix B is a draft remit in respect of this Committee.

6. RECOMMENDATIONS

- (i) That Members note the content of this report and consider the remit of the Committee.

7. BACKGROUND PAPERS

Council Report and Minutes – 26 October 2006
Constitution Committee Report and Minutes - 23 January 2009
Council Report and Minutes – 12th February 2009

8. CONTACT OFFICER

Amanda Whitaker – Democratic Services Manager
Chief Executive's Department – Corporate Strategy
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APPENDIX A

Draft Process relating to the nomination and election of Honorary Freeman Aldermen

1. Nominations

1.1. Freeman of the Borough of Hartlepool

1.1.1 Nominees for election as an honorary freeman should

- (a) have been born in the Borough, or
- (b) reside or have resided in the Borough, or
- (c) have or have had strong established links to the Borough and/or
- (d) in some manner have brought distinction upon the Borough

1.1.2 Nomination for election as honorary freeman may be made by any -

- (a) Hartlepool Borough Councillor
- (b) political party or group connected with the Council
- (c) voluntary organisation operating in the borough
- (d) corporate body with premises in the borough
- (e) public or charitable body, or
- (f) member of the public

1.1.3 The nominee must be either -

- (a) an individual person (not a body corporate), or
- (b) a group of individual persons,

but a person may not nominate him/herself

1.1.4 Nominations must be in writing and may be submitted to the Chairman of the Council, the Mayor or the Chief Executive. A nomination should state the person or body making the nomination and his/her/its address and include an explanation of why the person nominated is considered appropriate to be elected as honorary freeman.

1.1.5 Publicity

Invitation to submit nominations for election as freeman of the borough shall appear in two editions of Hartbeat prior to the closing date for nominations, and shall be posted on the Council's website www.hartlepool.gov.uk

1.2 Honorary Aldermen

1.2.1 Nomination for election as honorary alderman may be made by any -

- Hartlepool Borough Councillor
- Political party or group connected with the Council

- 1.2.2 Nominations must be of a person who has formerly served as a councillor of Hartlepool Borough Council
- 1.2.3 Nominations must be in writing and may be submitted to the Chairman of the Council, the Mayor or the Chief Executive. A nomination should be signed by the person or on behalf of the group making the nomination and include an explanation of why the person nominated is considered appropriate to be elected as honorary alderman.

2. Consideration of nominations

- 2.1 Nominations for election as honorary freeman and honorary alderman considered by the proper officer to comply with the requirements of para 1 (but for this purpose disregarding para 1.1.1) shall be referred to the next meeting of the Civic Honours Committee. The committee will consider each nomination (including its compliance with para 1.1.1) and may resolve to recommend the nomination to the Council. The committee shall comprise

- The Mayor
- The Chairman
- Seven Members (3 Labour, 1 Conservative, 1 Liberal Democrat, 1 Administrative Group and 1 Independent)
- One Resident Representative, and
- One representative from the Community Empowerment Network

(the Resident Representative and the representative from the Community Empowerment Network, being non-voting members of the committee)

(Note - the proper officer for the purposes of para 2.1 is the Chief Executive or his nominee)

- 2.2 A nominee whose nomination is resolved to be referred to the Council will be invited, on a confidential basis, to indicate whether s/he would accept the relevant honour if offered.
- 2.3 Following confirmation of the nominee's prospective acceptance, at the next ordinary meeting of the Council the Council will determine whether or not they are minded to elect the nominee as honorary freeman or alderman, as the case may be. Before the matter is considered the Chairman will invite the Council to resolve to exclude the press and public pursuant to Local Government Act 1972 sched 12A para 2.
- 2.4 If the Council resolve that they are minded to elect the nominee as honorary freeman or alderman the matter shall be deferred to be dealt with at an extraordinary meeting of the Council convened especially for that purpose.
- 2.5 The date for the extraordinary meeting to confer the honour shall be fixed either by the Council at the meeting referred to in para 3.4 or by the Chairman

APPENDIX B

Civic Honours Committee	
Membership:	The Mayor The Chairman of the Council 7 Members Councillors Aiken, Akers-Belcher, Brash, Hill, James, Morris and Preece Non-voting members: Resident Representative: Ms C Blakey Community Empowerment Representative: Mr R Foreman
Quorum:	6 – A voting majority of 6 Members is required.
FUNCTION	DELEGATION
<ol style="list-style-type: none"> 1. Develop qualifying criteria against which applications for the Freedom of the Borough will be assessed. 2. Receive, consider and make recommendations to Council in respect of conferment of the Freedom of the Borough upon individuals or organisations. 3. Consider nominations for Honorary Alderman and make recommendations to the Council thereon. 4. Make recommendations and issue guidance as the Committee may consider appropriate to Council on the conferment of Civic Honours. 	