

CIVIC HONOURS COMMITTEE AGENDA



1 September 2016

at 1.00 p.m.

in Committee Room 'C'

MEMBERS: CIVIC HONOURS COMMITTEE:

Councillors S Akers-Belcher, Barclay, Cook, Moore and Tempest.

Co-opted Member – Councillor R Martin-Wells

- 1. APOLOGIES FOR ABSENCE**
- 2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
- 3. ITEMS REQUIRING DECISION**
 - 3.1 Business Report – Nominations for the Award of Civic Honours (*Chief Solicitor*)
- 4. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT**



CIVIC HONOURS COMMITTEE

1 September 2016



Report of: CHIEF SOLICITOR

Subject: BUSINESS REPORT

1. NOMINATIONS FOR THE AWARD OF CIVIC HONOURS

Council at its meeting held on 30th July 2009, agreed the process relating to the nomination and election of Honorary Freeman and Alderman as shown in **Appendix 1**. The scheme was intended to provide a certain and transparent process for the conferring of honorary titles and to establish criteria in each case. In the case of election of an honorary freeman or honorary freewoman, the general public would have the ability to make nominations. Nominations received would be considered by this Committee which has the authority to recommend a nomination to Council. The role and function of the Civic Honours Committee was approved by Council as shown in **Appendix 2**

Council on 8 May 2014 agreed to confer the titles of Honorary Alderwoman on a number of individuals. At that meeting it had been agreed that, in order to address concerns of some Members about potentially devaluing Civic Honours, a moratorium of two years be imposed before any further honours are conferred, unless someone was to be recognised for an exceptional achievement.

Given that the moratorium has ended and that one nomination has been received since the moratorium was imposed, Members are requested to consider the following:-

- The process for the nomination which has been received to date.
- Whether to advertise inviting the submission of additional nominations. (this could be achieved through publicity in Hartbeat supplemented by press releases and use of Facebook and Twitter.)

In the event that Members agree to invite the submission of nominations, the following timeline is presented for consideration:-

1. Advertise in Hartbeat magazine in the September edition
2. Closing date to be 4 weeks after publication of Hartbeat
3. Civic Honours Committee to meet to discuss nominations
4. Individuals to be consulted on whether they accept their nominations

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 Ceremonial Mayor.

RECOMMENDATION

That the Committee consider the process to be adopted in respect of nominations for Civic Honours.

CONTACT OFFICER

Amanda Whitaker, Democratic Services Team Manager

BACKGROUND PAPERS

Council Report and Minutes - 30th July 2009

Civic Honours Committee report and Minutes – 25 July 2013

Council Report and Minutes – 8 May 2014

APPENDIX 1

Process relating to the nomination and election of Honorary Freeman Aldermen

1. Nominations

1.1. Freeman of the Borough of Hartlepool

1.1.1 Nominations for election as an honorary freeman should

- (a) have been born in the Borough *and/or*;
- (b) reside or have resided in the Borough *and/or*;
- (c) have or have had strong established links to the Borough; *and*
- (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

Civic Honours Committee	
Membership:	5 Cook, (Chair) Ceremonial Mayor Councillors: S Akers-Belcher, Barclay, Moore and Tempest Co-opted Member: Councillor Martin-Wells
Quorum:	3
FUNCTIONS	DELEGATIONS
<ol style="list-style-type: none"> 1. Receive, consider and make recommendations to Council in respect of conferment of the Freedom of the Borough upon individuals or organisations. 2. Consider nominations for Honorary Alderman and Honorary Alderwoman and make recommendations to the Council thereon. 3. Make recommendations and issue guidance as the Committee may consider appropriate to Council on the conferment of Civic Honours. 	