

CIVIC HONOURS COMMITTEE

AGENDA



Monday 14th December 2020

at 10.30 am

PLEASE NOTE: this will be a 'remote meeting', a web-link to the public stream will be available on the Hartlepool Borough Council website at least 24 hours before the meeting.

MEMBERS: CIVIC HONOURS COMMITTEE:

Councillors S Akers-Belcher, Brown, Hunter, Loynes and Moore

- 1. APOLOGIES FOR ABSENCE**
- 2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
- 3. MINUTES**
 - 3.1 To confirm the minutes of the meeting held on 31 January 2020
- 4. ITEMS FOR CONSIDERATION**
 - 4.1 Nominations for the Awards of Civic Honours – *Chief Solicitor*
- 5. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT**



CIVIC HONOURS COMMITTEE

MINUTES AND DECISION RECORD

31 January 2020

The meeting commenced at 1.00 p.m. in the Civic Centre, Hartlepool

Present:

Councillors Hunter, Loynes and Moore.

In accordance with Council Procedure Rule 4.2, Councillor Hamilton was in attendance as substitute for Councillor Brown.

Officers: Gill Alexander, Chief Executive
Hayley Martin, Chief Solicitor
Amanda Whitaker, Legal and Democratic Services Team Manager

Following a request for nominations, the Committee agreed that Councillor Loynes be appointed to Chair the Committee.

Councillor Loynes in the Chair.

3. Apologies for Absence

Councillor Brown

4. Declarations of interest by Members

The following interests were declared by Members:-

Councillor Moore – Although one of the people who had submitted the nomination, Councillor Moore advised that he had come into the meeting with an open mind and he had noted also that the Committee would be making a recommendation only in relation to the Civic Honour.

Councillor Hunter advised that this partner had worked with the nominee.

Councillor Loynes advised that she was making the same declaration as that which had been made by Councillor Moore.

5. Minutes

The minutes of the meeting held on 12 December 2016 and the meeting held on 23 January 2020 were confirmed.

6. Local Government (Access To Information) (Variation) Order 2006

EXEMPT ITEMS

Under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in the paragraphs referred to below of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order

7. Nominations for Posthumous Conferment Of The Title Of Freeman Of The Borough (*Chief Executive*) (paragraphs 1 and 2)

The Committee considered a nomination in respect of the award posthumously of the title of Honorary Freeman of the Borough of Hartlepool.

Decision

The decision of the Committee is set out in the exempt section of these minutes.

The meeting concluded at 1.15 p.m.

CHAIR

CIVIC HONOURS COMMITTEE

14 December 2020



Report of: CHIEF SOLICITOR

Subject: NOMINATIONS FOR THE AWARD OF CIVIC HONOURS

1. BACKGROUND

- 1.1 At the meeting of the Civic Honours Committee on 12 December 2016 the process and criteria relating to Civic Honours nominations had been considered and a number of amendments were proposed for Council's consideration and approval.
- 1.2 At the meeting of Full Council held on 23 February 2017, the revised process/criteria was agreed, a copy of which is appended to this report (**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.

2. ISSUES FOR CONSIDERATION

1. Outstanding Actions

- Full Council agreed at the meeting on 23 February 2017 that at the next meeting of the Civic Honours Committee, the Committee discuss the request for reasons behind a successful or unsuccessful nomination being reported to Council. This is the first meeting of the Committee since that meeting of Full Council.
- A Member referred to the change in criteria relating to Honours not being conferred posthumously unless exceptional circumstances apply and an individual had been alive at the time of nomination but died prior to consideration. The Member requested that the issue of posthumous honours be considered again. The Ceremonial Mayor proposed that the issue of posthumous honours also be referred back to this Committee.

2. Moratorium

Council agreed that, in order to address concerns of some Members about potentially devaluing Civic Honours, a moratorium 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 during the moratorium, 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 Resident Newsletters supplemented by press releases and use of social media.)

In the event that Members agree to invite the submission of nominations, the following timeline has been adopted previously:-

1. Advertise in Resident Newsletters
2. Closing date to be 4 weeks after publication of Newsletter
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.

4. RECOMMENDATION

That the Committee consider the process to be adopted in respect of nominations for Civic Honours and the outstanding referrals from Full Council.

5. CONTACT OFFICER

Hayley Martin, Chief Solicitor
Amanda Whitaker, Legal and Democratic Services Team Manager

6. BACKGROUND PAPERS

Minutes of Civic Honours Committee – 12 December 2016
Minutes of Full Council – 23 February 2017

4.1 APPENDIX 1

PROCESS AND SELECTION CRITERIA RELATING TO THE NOMINATION AND ELECTION OF HONORARY FREEMEN AND FREEWOMEN AND HONORARY ALDERMEN AND HONORARY ALDERWOMEN

1. Nominations

1.1. Honorary Freeman/Freewoman of the Borough of Hartlepool

1.1.1 Nominations for election as an Honorary Freeman or Honorary Freewoman 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) The nominee must have made a sustained and significant contribution, unless exceptional circumstances apply

1.1.2 Nomination for election as Honorary Freeman or Honorary Freewoman 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

Honours are not conferred posthumously unless exceptional circumstances apply and an individual had been alive at the time of nomination but died prior to consideration.

1.1.4 Nominations must be in writing and may be submitted to the Ceremonial 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 or Honorary Freewoman.

1.1.5 Publicity

Invitation to submit nominations for election as Freeman of the Borough or Freewoman 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

4.1 APPENDIX 1

1.2 Honorary Alderman/Alderwoman

- 1.2.1 Nomination for election as Honorary Alderman or Honorary Alderwoman may be made by -
 - A Hartlepool Borough Councillor, a Committee or 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 Ceremonial 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 or Honorary Freewoman.

2. Consideration of nominations

- 2.1 Nominations will be 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.

(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/Freewoman or Alderman/Alderwoman, 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/Freewoman or Alderman/Alderwoman 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 of Council.

3. MORATORIUM

The Civic Honours Committee agreed, at its meeting held on 1st September 2016, that in order to address concerns about potentially devaluing Civic Honours, that following the honours to be conferred in 2017, a moratorium of four years be imposed before any further honours are conferred, unless exceptional circumstances apply.

FEBRUARY 2017