

CIVIC HONOURS COMMITTEE AGENDA



19 July 2023

at 5.00 p.m.

**in Committee Room “C”
Civic Centre, Hartlepool.**

MEMBERS: CIVIC HONOURS COMMITTEE:

Councillors Dodds, Harrison, Moore, V Nicholson and Young.

- 1. APPOINTMENT OF CHAIR**
- 2. APOLOGIES FOR ABSENCE**
- 3. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
- 4. MINUTES**
 - 4.1 To confirm the minutes of the meeting held on 11 March 2021
- 5. ITEMS REQUIRING DECISION**
 - 5.1 Nominations for the Award of Civic Honours (*Managing Director*)
- 6. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT**

CIVIC CENTRE EVACUATION AND ASSEMBLY PROCEDURE

In the event of a fire alarm or a bomb alarm, please leave by the nearest emergency exit as directed by Council Officers. A Fire Alarm is a continuous ringing. A Bomb Alarm is a continuous tone.

The Assembly Point for everyone is Victory Square by the Cenotaph. If the meeting has to be evacuated, please proceed to the Assembly Point so that you can be safely accounted for.

CIVIC HONOURS COMMITTEE

MINUTES AND DECISION RECORD

11 March 2021

The meeting commenced at 2.00 pm and was an online remote meeting in compliance with the Council Procedure Rules Relating to the holding of Remote Meetings and the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Present:

Councillors Brown and Moore

Councillor C Akers-Belcher as substitute for Councillor S Akers-Belcher

Councillor Lindridge as substitute for Councillor Hunter

Councillor Stokell as substitute for Councillor Loynes

Officers:

Hayley Martin, Chief Solicitor

Denise McGuckin, Managing Director

Amanda Whitaker, Democratic Services Team.

The Chair of the Committee, Councillor Loynes, had submitted her apologies for the meeting as she was ill. It was agreed that Councillor Moore would chair the meeting.

Councillor Moore in the Chair.

5. Apologies for Absence

Councillors S Akers-Belcher, Hunter and Loynes.

6. Declarations of interest by Members

Councillor Moore – had submitted nomination 18 and would therefore vacate the Chair whilst that nomination was being considered.

Councillor Lindridge – nominees 5,8,14 and 30 were known to him but would not affect his decision on those nominations.

Councillor Stokell – nominee 8 known to him.

Councillor Brown – knew many of the nominees but would not affect his voting.

Councillor C Akers-Belcher – had come into contact with nominees but was not prejudicial interest.

7. Minutes

The minutes of the meeting held on 14 December 2020 were confirmed.

8. Local Government (Access to Information) (Variation Order) 2006

Under Section 100(A)(4) of the Local Government Act 1972, the press and public were excluded from the meeting for the following items of business on the grounds that they 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 2006.

Minute 9 – Nomination for Election as Freeman/Freewoman and Alderman/Alderswoman of the Borough – This item contains exempt information under Schedule 12A Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006 namely (paragraphs 1 and 2), information relating to any individual (paragraph 1) and information which is likely to reveal the identity of an individual (paragraph 2)

9. NOMINATIONS FOR ELECTION AS FREEMAN/FREEWOMAN AND ALDERMAN AND ALDERWOMAN OF THE BOROUGH *(Managing Director)*

This item contains exempt information under Schedule 12A Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006 namely, paragraphs 1 and 2.

The Committee considered 30 nominations received in respect of the award of civic honours, based on the agreed criteria.

Decision

The decisions of the Committee are set out in the exempt section of the minutes.

10. Any Other Items which the Chairman Considers are Urgent

The Chairman ruled that the following item of business should be considered by the Committee as a matter of urgency in accordance with the provisions of Section 100(B) (4)(b) of the Local Government Act 1972 in order that the matter could be dealt with without delay.

11. Moratorium

The Managing Director reminded elected members that Full Council had previously agreed a moratorium of four years before any further honours were conferred, unless a nominee was to be recognised for an exceptional achievement. The moratorium had ended in 2020 and the Committee was requested to consider recommending that a further moratorium be imposed following consideration by Full Council of the current nominations.

Decision

To recommend to Full Council that in order to address concerns about potentially devaluing civic honours, that a moratorium of two years be imposed before any further honours are conferred, unless exceptional circumstances apply.

The meeting concluded at 4.00 p.m.

CHAIR

CIVIC HONOURS COMMITTEE

19 July 2023



Report of: Managing Director

Subject: NOMINATIONS FOR THE AWARD OF CIVIC HONOURS

1. BACKGROUND

The scheme relating to the nomination and election of Honorary Freeman and Alderman was agreed at Full Council on 23 February 2017, updated as shown in **Appendix 1**. The scheme was intended to provide a clear and transparent process for the conferring of honorary titles and to establish criteria in each case. Nominations received would be considered by this Committee which has the authority to recommend a nomination to Full Council. The role and function of the Civic Honours Committee was approved by Full Council as shown in **Appendix 2**

2. PROCESS AND SELECTION CRITERIA

When the Committee last met in March 2021, it was agreed that the process and selection criteria be reviewed for consideration of future nominations with particular reference to consideration of a specific number of years' service (10 years) be required to be nominated for Honorary Alderman/Alderwoman, unless exceptional circumstances apply."

Appendix 3 is a draft Protocol for the appointment of Honorary Alderman/Honorary Alderwoman.

Subject to the views of the Committee, it is proposed that a Protocol for the appointment of Honorary Freeman/Honorary Freewoman also be drafted.

It is proposed also that a nomination form be completed for all nominations, draft attached at **Appendix 4 and 5**.

3. MORATORIUM

Full Council, in March 2021, agreed to confer the titles of Honorary Alderman/Alderwoman on a number of individuals. At that meeting it had been agreed by Elected Members that, in order to address their concerns

regarding the potential of 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 two nominations have been received for Civic Honours (one for Honorary Freeman and one for Honorary Alderman) since the moratorium was imposed, Elected Members are requested to consider the following:-

- The process for the nominations which have 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 HBC social media accounts)

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. Extraordinary Council Meeting to be convened to install honours on date agreed by Ceremonial Mayor.

2. RECOMMENDATION

That the Committee consider:-

- the process to be adopted in respect of nominations for Civic Honours.
- the proposed amendments to the 'Process and Selection Criteria' document at Appendix 1
- the draft Protocol for the appointment of Honorary Alderman/Honorary Alderwoman
- the draft nomination forms

3. CONTACT OFFICER

Amanda Whitaker, Democratic Services Team Manager

4. BACKGROUND PAPERS

Council Report and Minutes – 23 February 2017

Civic Honours Committee report and Minutes – 11 March 2021

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 Managing Director. 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 one edition of Hartbeat prior to the closing date for nominations, and shall be posted on the Council's website www.hartlepool.gov.uk and social media accounts.

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 Full Council

1.2.2 Nominations must be of a person who has formerly served as an Elected Member of Hartlepool Borough Council

1.2.3 Nominations must be in writing and may be submitted to the Ceremonial Mayor or the Managing Director. 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 Managing Director or her 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.

JUNE 2023

Civic Honours Committee

Civic Honours Committee Membership			
Membership	5 Councillors 1 Co-opted member	Quorum	3 Councillors
Members	Committee Membership (Cllrs) <ul style="list-style-type: none"> • Co-Opted Member:		

No	Civic Honours Committee Function	Delegation to Officer or Committee
1	Receive, consider and make recommendations to Council in respect of conferment of the Freedom of the Borough upon individuals or organisations	None
2	Consider nominations for Honorary Alderman and Honorary Alderwoman and make recommendations to the Council thereon.	None
3	Make recommendations and issue guidance as the Committee may consider appropriate to Council on the conferment of Civic Honours.	None

Protocol for the Appointment of Honorary Alderman/Honorary Alderwoman

2023

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1.0 Background

[Section 249 of the Local Government Act 1972](#) states that the Council “may confer the title of Honorary Alderman on any person who, in the opinion of the Council, has rendered eminent services to the Council as a past member of the Council”.

The award must be subject of a resolution passed by not less than two thirds of the Elected Members present at a Council meeting specially convened for that purpose.

2.0 The Role of Honorary Alderman and Honorary Alderwoman

An Honorary Alderman or Honorary Alderwoman of the Council may attend and take part in such civic ceremonies as the Council may decide. Honorary Aldermen and Honorary Alderwomen are entitled to wear the medal of ‘Honorary Alderman’ at Civic events within the Borough.

Those awarded the title of Honorary Alderman and Honorary Alderwoman are entitled to use the title of ‘Honorary Alderman/Honorary Alderwoman of the Borough of Hartlepool’.

An Honorary Alderman or Honorary Alderwoman does not carry any additional right to attend meetings of the Council or of its Committees or to claim any allowances payable under the Members’ Allowance Scheme.

No Honorary Alderman or Honorary Alderwoman shall, while serving as a Elected Member, be entitled to be addressed as an Honorary Alderman or Honorary Alderwoman or to attend or take part in any civic ceremonies of the Council as an Honorary Alderman or Honorary Alderwoman.

3.0 Criteria for appointment

The Civic Honours Committee will recommend to Full Council the award of Honorary Alderman and Honorary Alderwoman to a previous Elected Member of the Authority who meets the criteria.

The appointment of Honorary Alderman or Honorary Alderwoman is to confer recognition on Elected Members who, over a period of time, made a significant contribution to the Council in particular, and public service in general.

Any person nominated must meet the following criteria:

- a) Has made significant contribution to public life
- b) Has given notable service on behalf of the Council, which has enhanced the reputation of Councillors and the Council itself
- c) Has rendered a minimum **of 10 years' service** as an Elected Member of Hartlepool Borough Council
- d) Is no longer an Elected Member

4.0 Presentation Ceremony

The award of Honorary Alderman and/or Honorary Alderwoman shall take place during an Extraordinary meeting of the Council, called for this specific purpose. The Chair of Council shall preside.

During the meeting, the nomination to confer the title of Honorary Alderman or Honorary Alderwoman on the nominee(s) to recognise their services to the Council and the community will be proposed and seconded. The resolution needs to be passed by not less than two thirds of the Members present.

If the Resolution is passed, those being awarded the title of Honorary Alderman will be presented with:

- i) A 'Certificate of Conferral' (scroll) which will carry the Council's Emblem and the Common Seal of the Council, witnessed by the Chair of Council and the Managing Director.
- ii) A Medal incorporating the Emblem will be presented in an official presentation box.

Following the presentation, those appointed will be asked to sign the 'Roll/Book of Honorary Alderman and Honorary Alderwoman'.

5.0 Removing the title of Honorary Alderman

There may be occasions where, due to the past or future behaviour/actions of individuals who have been appointed as Honorary Alderman or Honorary Alderwoman, the Council may wish to remove the title from an individual in order to protect the reputation of the Council.

Removal of the title will follow the same process as appointment (proposed and seconded, and then a Resolution of two thirds of those present must be passed). However, it may take place at any meeting of the Council rather than a specially convened meeting.

Honorary Alderman/Alderwoman for the Borough of Hartlepool

Nomination Form



Complete all fields.

Your Details	
Full Name:	
Address:	
Town/City:	
Postcode:	
Telephone Number:	
Email Address:	
Relationship to Nominee:	
Is the Nominee aware of the nomination?	YES/NO
Nominee Details	
Full Name:	
Address:	
Town/City:	
Postcode:	
Telephone Number:	
Email Address:	
Length of Service as an Elected Member of Hartlepool borough Council	

If you have any queries about this form, please contact Democratic Services at democratic.services@hartlepool.gov.uk or 01429 523013.

We will use the information provided in order to process this nomination in a manner compatible with the Data Protection Act.

Reason for Nomination

Please tell us how your nominee has made a significant contribution to the people and community of Hartlepool for which you consider that the nominee should receive the honour.

Reason for Nomination Continued.....

For Office Use Only	

Honorary Freeman/Freewoman for the Borough of Hartlepool

Nomination Form



Complete all fields.

Your Details	
Full Name:	
Address:	
Town/City:	
Postcode:	
Telephone Number:	
Email Address:	
Relationship to Nominee:	
Is the Nominee aware of the nomination?	YES/NO
Nominee Details	
Full Name:	
Address:	
Town/City:	
Postcode:	
Telephone Number:	
Email Address:	

If you have any queries about this form, please contact Democratic Services at democratic.services@hartlepool.gov.uk or 01429 523013.

We will use the information provided in order to process this nomination in a manner compatible with the Data Protection Act.

Reason for Nomination

Please tell us how your nominee has made a significant contribution to the people and community of Hartlepool for which you consider that the nominee should receive the honour. The Civic Honours Committee will judge the merits of the application on the information you provide. Therefore, please provide evidence of what the nominee has done and the difference their contribution has made using the following headings:-

- the role(s) or area(s) the nominee has excelled
- the significant contribution and achievements your nominee has made which affect the Borough of Hartlepool

the length of time that the nominee has made the major contribution

Reason for Nomination Continued.....

For Office Use Only	