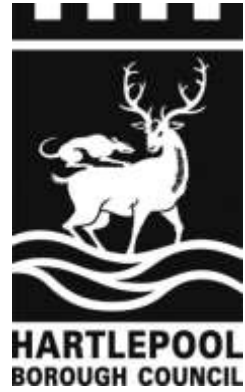


# CIVIC HONOURS COMMITTEE AGENDA



**Friday 10 November 2023**

**at 3.30 p.m.**

**in Committee Room "C"  
Civic Centre, Hartlepool.**

MEMBERS: CIVIC HONOURS COMMITTEE:

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

**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 19 July 2023.

**4. 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 items of business on the grounds that it involves 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

**5. ITEMS REQUIRING DECISION**

5.1 Nominations for Election as Freeman / Freewoman and Alderman and Alderwoman of the Borough (*Managing Director*) (Para. 1 & 2)

**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**

19 JULY 2023

The meeting commenced at 5.00 pm in the Civic Centre, Hartlepool.

**Present:**

Councillors: Matthew Dodds, Brenda Harrison, Shane Moore, Veronica Nicholson and Mike Young.

Officers: Denise McGuckin, Managing Director  
Neil Wilson, Assistant Chief Solicitor  
David Cosgrove, Democratic Services Team

### **1. Appointment of Chair**

Councillor Moore was appointed Chair for the ensuing Municipal Year.

**Councillor Moore in the Chair.**

### **2. Apologies for Absence**

None.

### **3. Declarations of interest by Members**

None.

### **4. Minutes of the meeting held on 11 March, 2021**

Received.

### **5. Nominations for the Award of Civic Honours** *(Managing Director)*

The Managing Director reported that the scheme relating to the nomination and election of Honorary Freeman and Alderman was agreed at Full Council on 23 February 2017. Nominations received would be considered by this

Committee which had the authority to recommend a nomination to Full Council. The role and function of the Civic Honours Committee had been approved by Full Council.

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) to be required to be nominated for Honorary Alderman/Alderwoman, unless "exceptional circumstances applied". A draft Protocol for the appointment of Honorary Alderman / Honorary Alderwoman was submitted with the report.

The Managing Director also indicated that, subject to the views of the Committee, it was proposed that a Protocol for the appointment of Honorary Freeman/Honorary Freewoman also be redrafted in similar terms. It was also proposed that a nomination form should be completed for all nominations, and a draft form for each nomination was submitted with the report.

Council in March 2021 also agreed a moratorium of two years be imposed before any further honours were conferred, unless someone was to be recognised for an exceptional achievement. Given that the moratorium had ended and that two nominations had been received for Civic Honours (one for Honorary Freeman and one for Honorary Alderman) since the moratorium was imposed, the Committee was requested to consider the process for the nominations which have been received to date, and 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.

The Managing Director suggested the following timeline for consideration should the Committee support the seeking of further nominations:-

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.

Members indicated their support for the proposals set out by the Managing Director. There was discussion around the process of seeking confirmation from nominees that they wished to accept the award and agreed that this should be done following this Committee's consideration of the nominations received and agreement of which nominations should be supported and forwarded to Council.

The Committee also discussed the timeline for nominations and it was clarified that the closing date for the nominations would be in October four weeks after

the publication of the September issue of Hartbeat. Nominations would then be considered by this Committee with proposals likely going forward to the November meeting of Council.

**Decision**

1. That the submitted process to be adopted in respect of nominations for Civic Honours be approved.
2. That the proposed amendments to the 'Process and Selection Criteria' document be approved, including the 10 year service requirement for Honorary Alderman / Honorary Alderwoman nominations.
3. That the draft Protocol for the appointment of Honorary Alderman / Honorary Alderwoman, as submitted, be approved
4. That the draft nomination forms, as submitted, be approved.

**6. Any Other Items which the Chairman Considers are Urgent**

None.

The meeting concluded at 5.15 pm.

CHAIR