

# Awarding the Honorary Freedom of Saltash

RESPONSIBLE COMMITTEE: P&F

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*This is a policy/procedure document of Saltash Town Council to be followed by both Council Members and Employees.*

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Document Retention Period
Until superseded

# **Awarding the Honorary Freedom of Saltash**

## **1. Introduction**

The Honorary Freedom of the Town of Saltash is an award made at the discretion of the Town Council. This is the highest honour that the Town Council can bestow and will be awarded only on rare and exceptional occasions and in accordance with legislation<sup>1</sup>.

## **2. The Award**

The award confers no special privileges or automatic entitlement to participate in the proceedings of council meetings or civic events. The award is for the lifetime of the individual and is not hereditary. It cannot be awarded posthumously.

The Honorary Freeman/Freewoman will have their name added to the roll of honour board in the Council Chamber. An engraved medallion and illuminated scroll will be presented.

The Honorary Freeman/Freewoman may be invited to participate in Civic Events and Civic Parades at the invitation of the current Mayor.

The maximum number of Honorary Freeman/Freewomen at any one time is not restricted.

The Town Council reserves the right to withdraw by resolution of the Council the Honour where the actions of a recipient are deemed to bring the award into disrepute.

The award will be promoted annually at a time determined by the Town Clerk with nominations normally received once a year although other circumstances may be considered. Nominations will not be considered until at least 28 days have elapsed following promotion of the award.

## **3. Who can make a nomination?**

Nominations may be made by anyone living within the town electoral boundaries and are on the electoral roll. They should refer to this policy and/or seek guidance from the administration team at the Guildhall.

## **4. Eligibility**

4.1 Individuals from all walks of life and all sections of the community who have made a significant contribution to community life in Saltash are eligible to be nominated as Honorary Freeman/Freewomen.

4.2 In keeping with the exceptional nature of the award it shall be strictly limited to those who have made a very significant contribution to the community of Saltash or a significant national contribution relative to the Town and who have demonstrated 'service above self'.

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<sup>1</sup> See Appendix 1

- 4.3 It would be expected that the nominee will have given extensive and distinguished service to the community that goes beyond local government i.e. service to other organizations, voluntary and community groups, in a largely voluntary capacity.
- 4.4 The nominee must have made such an outstanding contribution to the Town to make their contribution stand above that made by other people and normally involve one or more of the following factors:
- A significant allocation of the person's time in serving members of the community for the improvement of their wellbeing.
  - The promotion, achievement and/or delivery of community services in which a real personal contribution has been made.
- 4.5 If the nomination is for service as a former Member of the Town Council, they should have served at least three terms of office (12 years) although these do not have to be consecutive.
- 4.6 Nominations will not be accepted for current serving members of the Town Council. A suitable qualifying period of at least one month must have elapsed since vacating their role as a Councillor before a nomination is accepted.

## **5. Nomination criteria**

The following should be taken into account when consideration is given to granting the honour of Honorary Freeman/Freewoman of Saltash.

- 5.1 Preference should be given to a person who performs in a voluntary capacity but this should not preclude the honour being awarded to a person whose dedication and contribution is significantly above that expected from their occupation.
- 5.2 The contribution to the welfare of the community must involve a significant contribution of the person's time in serving members of the community for the improvement of their welfare or the promotion, achievement and/or delivery of community services in which a real personal role and contribution is made.

**The contribution must be so outstanding that it can be seen to stand above the contributions of most other people.**

## **6. Nomination procedure**

- 6.1 Nominations should be made in confidence without the knowledge of the nominee as it would be unfair to raise expectations in case they are not met.

Nominations should be in writing on the form attached (Appendix 3) and sent to the Town Clerk.

6.2 The Town Clerk will acknowledge receipt of the nomination(s) but no further correspondence will be entered into. The Mayor will be informed of the nomination(s).

6.3 The Mayor will call a meeting of the Panel<sup>2</sup> to review the nomination(s).

## **7. Consideration of nominations**

7.1 The Panel will consider whether the nomination(s) meet the criteria required. They may request further information in support of the nomination either by asking the Town Clerk to contact the proposer or making their own discreet enquiries. They may choose to hold a further meeting to consider further evidence.

7.2 On conclusion of the assessment the Mayor (or Member Chairing the Panel) will ask the Town Clerk to put the following item on the agenda for the next available meeting of the Full Council: 'To receive a report on a nomination/nominations for Honorary Freeman/Freewoman and consider calling an Extraordinary Meeting of the Council to make a decision on the award of the honour.'

(The item will be considered in Confidential Part II.)

7.3 The Full Council Meeting will receive a report from the Mayor or Member Chairing the Panel on the assessment of the nomination(s).

7.4 Members consider the nomination(s) and vote to consider whether the nomination should be received at an Extraordinary Meeting of the Town Council.

7.5 Where it is resolved to receive the nomination(s) at an Extraordinary Meeting the Mayor will call the meeting on a date and time arranged in consultation with the Town Clerk.

7.6 At the Extraordinary Meeting the nomination(s) will be considered in confidential session. The motion to make the award(s) should be approved by no less than two thirds of Members present and voting. The decision of the Town Council is final.

7.7 Where a resolution is passed to award the Honorary Freedom of the Town, the Town Clerk will contact the nominee(s) in writing informing them of the honour, what it confers and asking if they wish to accept.

7.8 Only when the honour has been accepted in writing will press and social media releases be issued confirming the award has been made, the name of the recipient, and why the award has been conferred.

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<sup>2</sup> See Appendix 2

## **8. Presentation**

The presentation of the award will be in line with the wishes of the recipient subject to approval by the Policy and Finance Committee of expenditure from the Civic Occasions budget.

## Appendix 1

### Legislation

The Local Government Act 1972 (as amended by the Local Democracy, economic Development and Construction Act 2009) Section 249 (5) - (10) enables all local councils to confer honorary titles, namely “honorary freeman” or “honorary freewoman” to:

- a. Persons of distinction, and
- b. Persons who have, in the opinion of the authority, rendered eminent services to that place or area.<sup>3</sup>

Section 249 (7) (as amended) states that the power in subsection (5) is exercisable by resolution of the relevant authority.

Section 249 (8) (as amended) states that the resolution under subsection (7) must be passed:

- a. At a meeting which is specially convened for the purpose and where notice of the object of the meeting has been given; and
- b. By not less than two thirds of the members of the relevant authority who vote on it.

Section 249 (9) (as amended) states that:

“A relevant authority may spend such reasonable sum as it thinks fit for the purpose of presenting an address or a casket containing an address to a person on whom the authority has conferred the titled of honorary freeman or honorary freewoman under subsection (5).”

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<sup>3</sup> Local Government Act 1972 (as amended) s.249 (5)

## Appendix 2 - Procedure

Process	Action	Notes
Promotion and application process starts	Town Clerk to action	
Nomination(s) received	<p>Town Clerk acknowledges OR requests resubmission on nomination form.</p> <p>No earlier than 28 days following promotion the Town Clerk advises Mayor who calls meeting of panel to consider nominations.</p>	<p>Panel comprises Mayor, Deputy Mayor &amp; Chair of P&amp;F.</p> <p>Where a panel Member is nominating or actively involved in the nomination, they cannot sit on the panel. The Vice Chair of P&amp;F will substitute.</p>
<p>The Panel meets to consider whether the nomination meets the criteria for the award.</p> <p>The Panel does not make a decision on conferring the award.</p>	<p>The Panel may request more information in support of a nomination – to be received by a given date. (Town Clerk to action.)</p> <p>If more information is requested a further meeting of panel will be called to consider.</p>	<p>If a Member is sponsoring the nomination they should be asked for the information. The Panel may make discreet enquiries.</p>
The Panel concludes assessment	The Mayor asks the Town Clerk to put the item on next available meeting of FTC (in confidential Part II).	'To receive a report on a nomination/nominations for Honorary Freeman/Freewoman and consider calling an Extraordinary Meeting of the Council to award the honour.'



The Panel reports to FTC (in Part II of ordinary meeting)	<p>The Chair of the Panel briefs Members on the criteria for the award and reports the assessment of the panel on the nomination(s) received.</p> <p>Where a Member is sponsoring or has made the nomination they may answer questions and provide background evidence in support.</p> <p>All Members vote on a resolution to call Extraordinary Meeting to consider granting the award.</p>	
<p>Extraordinary Meeting called to consider nomination for the award.</p> <p>Note – name(s) of nominee(s) should not be disclosed at any point,</p>	<p>Each nomination will require a Proposer and a Seconder.</p> <p>For the award to be made a resolution must be passed by not less than two thirds of Members present and voting.</p>	The debate and vote take place in Confidential Part II
Following the Extraordinary Meeting	Where the award is made – Town Clerk to contact nominee in writing asking if they wish to accept the award and what it confers.	Where the nominee accepts the award a press release is issued and arrangements put in place, in line with the wishes of the nominee, for the presentation of the scroll and medallion.

## Appendix 3

### Saltash Town Council

#### Nomination for the award of Honorary Freeman/Freewoman of Saltash

*The Honorary Freedom of Saltash is a rare and exceptional award made at the discretion of the Town Council and conferment will be strictly limited to those who have made a very significant contribution to the Town.*

*The honorary title confers no special privileges or automatic entitlement to participate in the proceedings of council meetings or civic events.*

The proposer is advised to read the policy document Awarding the Honorary Freedom of Saltash before completing this form to ensure their nominee meets the award criteria. Advice may be sought from the administration team at the Guildhall:

Email: [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)

Telephone: 01752 844846

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#### Confidentiality:

The information contained in this nomination form is strictly confidential and will not be communicated to any person other than those involved in the administration of the awards.

The nominee should not be told that they have been nominated, as it is not fair to raise their expectations.

#### Acknowledgement and progress of nominations:

We will acknowledge receipt of your nomination but regret that we will be unable to enter into any further correspondence unless more information in support of the nomination is required.

#### Your personal information

Please refer to the [Privacy Notice](#) to understand how we process your personal data.

**About the person you wish to nominate**

Full name of person being nominated:

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Their address (including full postcode)

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**Why are you nominating this person?**

Please tell us why you think that this person should receive this exceptional award by giving as much detail as possible in 500 words or less.

When completing this section please note that Section 249 (5) - (10) of the Local Government Act 1972 as amended gives the Town Council the power to confer the award on:

- A person of distinction and/or
- A person who has, in the opinion of the Town Council, ‘rendered eminent services to the Town’.

Please provide evidence of how the nominee fits into one or both of these categories. If the activities that the nominee is being recommended for are as part of an organisation or charity, please provide the name.

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Your name

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Your address

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Your email address

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Contact telephone number

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What is your connection to the nominee?

I confirm that to the best of my knowledge the information I have provided is accurate.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please send the completed form to:
<p>The Town Clerk The Guildhall 12 Lower Fore Street Saltash PL12 6JX</p> <p>or by email to: <a href="mailto:Sinead.burrows@saltash.gov.uk">Sinead.burrows@saltash.gov.uk</a></p>

## Appendix 4

### **THE HONORARY FREEDOM OF THE TOWN OF SALTASH**

The Honorary Freedom of the Town of Saltash is an award made at the sole discretion of the Town Council. This is the highest honour that the Town Council can bestow and will be awarded only on rare and exceptional occasions and in accordance with legislation.

While the award is made infrequently, nominations may be submitted by anyone living within the electoral boundaries of the Town. Nominees should have made a very significant contribution to the community life of the Town, normally over a prolonged period and largely in a voluntary capacity.

For more information, please read the Town Council Policy 'Awarding the Honorary Freedom of Saltash' (available on the Town Council website) or request a copy from the Guildhall. Advice may be obtained either by contacting one of your local Council Members or the administration team at the Guildhall.

If you wish to make a nomination, please use the nomination form which can be obtained from the website or on request from the Guildhall.

Nominations should be sent to:

The Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street, Saltash, PL12 6JX or by e-mail to [sinead.burrows@saltash.gov.uk](mailto:sinead.burrows@saltash.gov.uk)

## **Appendix 5**

### **Press release**

#### **PRESS RELEASE FROM SALTASH TOWN COUNCIL**

At an Extraordinary Meeting of Saltash Town Council held on <insert date> it was resolved to award the status of Honorary <Freeman/Freewoman> of the Town to <insert name> in recognition of <insert reason>.

Formal presentation of the award will take place at a later date.