

## **Protocol for Awards to Recognise Service to the Community or the Council**

The Council can make the following awards:

### **Awards to Organisations and Individuals**

#### **Honorary Freedom**

This is the highest Honour that the Council can award and the right to give it is contained in S.249 of the Local Government Act 1972. It confers no rights. The nomination criteria and an established protocol are set out in Appendix 1. To maintain its special status it should not be given lightly or too often.

#### **Certificate of Honour**

An award to any member of the community.

The nomination criteria and a protocol are set out in Appendix 1.

#### **Business Awards**

This is a long-standing scheme well supported by the business community. It is held biennially.

#### **National Honours**

All councils are invited from time to time by the Ceremonial Secretariat of the Cabinet Office to consider any nominations they may wish to make. The process is also open to other organisations and to the public to make nominations.

### **Awards for Councillors or former Councillors**

#### **Honorary Alderman**

This can only be awarded to past members of the Council. The right to appoint them is contained in S.249 of the Local Government Act 1972. They do not become members of the council but can attend civic ceremonies and support the Mayor

The nomination criteria and a protocol are set out in Appendix 1.

#### **Long Service Award**

A local scheme to recognise service as a councillor to be implemented without regard to past schemes.

It is given in the form of a framed certificate.

All Councillors with 8 years service or more be awarded Long Service Awards, whether or not they have been given an award in the past.

The awards be given on an annual basis at the last meeting before the Appointments Council in the final year.

For the purposes of determining which Members should be granted Long Service Awards, the same criteria be applied to determine service as that which is applied for the calculation of service for appointment of Mayor. This criteria is outlined in part 5.5 of the Council's Constitution and states that:

“Continuous Service” shall relate to service with the Borough Council and its antecedent Councils, subject:

- a) to the provision that broken periods of service separated by a break not exceeding four years and one month shall be aggregated for the purposes of calculating “continuous service”;

### **Office of Mayor**

Whilst not strictly speaking an award, appointment to the Office of Mayor is given on the basis of length of service. Being appointed as the Borough's first citizen and Chair of the Council is a position of responsibility and status

### **Process**

Apart from the Business Awards, annually the Member Structures Working Group will determine which of these award schemes should be initiated and then invite nominations from all members. The Member Structures Working Group will agree any additional publicity arrangements

The Business Awards will be made biennially using the Panel established for that purpose.

## **Appendix 1**

### **Nomination criteria – Freeman of the Borough**

1. Nominations must show by example that the nominee is a 'person of distinction and/or a person who has rendered eminent services to the Borough'.
2. In keeping with special nature of the award conferment should be strictly limited to those who have made a very significant contribution to the locality. It should be noted that the Council can award a Certificate of Honour which is intended to recognise those who have made an important contribution to the community especially in a voluntary capacity.
3. Serving Councillors cannot be considered as these is a separate statutory provision for conferring the title of 'Honorary Alderman" on former Councillors.
4. No more than one nomination each year will be considered unless there are exceptional circumstances
5. Honours of this kind will normally be restricted to residents who have made a significant contribution to the Borough over a period of more than 15 years
6. The recipient should be of good character and be widely known for their contribution to the Borough throughout the Borough area.
7. Self Nomination or lobbying may result in the nomination being rejected

The Member Structures Working Group will consult all political group leaders and the Mayor on receipt of a nomination prior to its consideration by the Full Council. The Council can confer the title Freeman or Freewoman

### **Definition**

There is no definition of "eminent service" to the Borough but it would include service over and above that provided by members of the general public or by people in paid office. e.g. voluntary charitable work.

### **Nomination criteria – Honorary Alderman**

1. Nominations must show by example that the nominee is a 'person of distinction and/or a person who has rendered eminent services to the Borough'. whilst being a Member of Burnley Borough Council.
2. In keeping with special nature of the award conferment should be strictly limited to those who have made a very significant contribution to the locality. It should be noted that the Council already has a Civic Awards Ceremony which sets out to award those who have made an important contribution to the community especially in a voluntary capacity.
3. Serving Councillors cannot be considered.
4. No more than one nomination each year will be considered unless there are exceptional circumstances

5. Honours of this kind will normally be restricted to residents who have a made a significant contribution to the Borough over a period of more than 15 years

6. The recipient should be of good character and be widely known for their contribution to the Borough throughout the borough area

7. Self Nomination or lobbying may result in the nomination being rejected

The Member Structures Working Group will consult all political group leaders and the Mayor on receipt of a nomination prior to its consideration by the Full Council. The Council can confer the title Alderman or Alderwoman.

### **Definition**

There is no definition of “eminent service” to the Council. The Council is free to determine what would constitute eminent service in line with the set criteria.

### **Nomination criteria - Certificate of Honour**

1. The award can be made to an individual or organisation.
2. It is to recognise significant service to the community where that contribution has made a difference especially, but not exclusively, in a voluntary capacity.
3. There is no limit on the number of nominations that can be made each year
4. Self nomination or lobbying may result in the nomination being rejected