

FREEDOM OF THE BOROUGH AD HOC PANEL

Wednesday, 1 November 2017 at 12.00 p.m.

Speaker's Parlour, 1st Floor, Town Hall, Mulberry Place, 5 Clove
Crescent, London, E14 2BG

This meeting is open to the public to attend.

Members:

Chair: Councillor Sabina Akhtar

Mayor John Biggs, Councillor Rajib Ahmed, Councillor Khales Uddin Ahmed, Councillor Abdul Asad, Councillor Gulam Kibria Choudhury, Councillor Peter Golds, Councillor Shafiqul Haque, Councillor Denise Jones and Councillor Abdul Mukit MBE

[The quorum for this body is 3 Members]

Contact for further enquiries:

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Scan this code
for an
electronic
agenda:



1. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2. DECLARATIONS OF INTEREST

5 - 8

To note any declarations of interest made by Members, including those restricting Members from voting on the questions detailed in Section 106 of the Local Government Finance Act, 1992. See attached note from the Chief Executive.

3. UNRESTRICTED REPORTS FOR CONSIDERATION

3.1 Terms of Reference, Quorum, Membership and Dates of Meetings

9 - 14

3.2 Co-Opting Additional Members to the Freedom of the Borough Ad-Hoc Panel

15 - 18

3.3 Determining a Process for Submission of Nominations for the Freedom of the Borough

19 - 30

4. ANY OTHER UNRESTRICTED BUSINESS CONSIDERED TO BE URGENT

Agenda Item 2

DECLARATIONS OF INTERESTS - NOTE FROM THE MONITORING OFFICER

This note is for guidance only. For further details please consult the Members' Code of Conduct at Part 5.1 of the Council's Constitution.

Please note that the question of whether a Member has an interest in any matter, and whether or not that interest is a Disclosable Pecuniary Interest, is for that Member to decide. Advice is available from officers as listed below but they cannot make the decision for the Member. If in doubt as to the nature of an interest it is advisable to seek advice **prior** to attending a meeting.

Interests and Disclosable Pecuniary Interests (DPIs)

You have an interest in any business of the authority where that business relates to or is likely to affect any of the persons, bodies or matters listed in section 4.1 (a) of the Code of Conduct; and might reasonably be regarded as affecting the well-being or financial position of yourself, a member of your family or a person with whom you have a close association, to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward affected.

You must notify the Monitoring Officer in writing of any such interest, for inclusion in the Register of Members' Interests which is available for public inspection and on the Council's Website.

Once you have recorded an interest in the Register, you are not then required to declare that interest at each meeting where the business is discussed, unless the interest is a Disclosable Pecuniary Interest (DPI).

A DPI is defined in Regulations as a pecuniary interest of any of the descriptions listed at **Appendix A** overleaf. Please note that a Member's DPIs include his/her own relevant interests and also those of his/her spouse or civil partner; or a person with whom the Member is living as husband and wife; or a person with whom the Member is living as if they were civil partners; if the Member is aware that that other person has the interest.

Effect of a Disclosable Pecuniary Interest on participation at meetings

Where you have a DPI in any business of the Council you must, unless you have obtained a dispensation from the authority's Monitoring Officer following consideration by the Dispensations Sub-Committee of the Standards Advisory Committee:-

- not seek to improperly influence a decision about that business; and
- not exercise executive functions in relation to that business.

If you are present at a meeting where that business is discussed, you must:-

- Disclose to the meeting the existence and nature of the interest at the start of the meeting or when the interest becomes apparent, if later; and
- Leave the room (including any public viewing area) for the duration of consideration and decision on the item and not seek to influence the debate or decision

When declaring a DPI, Members should specify the nature of the interest and the agenda item to which the interest relates. This procedure is designed to assist the public's understanding of the meeting and to enable a full record to be made in the minutes of the meeting.

Where you have a DPI in any business of the authority which is not included in the Member's register of interests and you attend a meeting of the authority at which the business is considered, in addition to disclosing the interest to that meeting, you must also within 28 days notify the Monitoring Officer of the interest for inclusion in the Register.

Further advice

For further advice please contact:-


Asmat Hussain, Corporate Director, Governance & Monitoring Officer 0207 364 4800

APPENDIX A: Definition of a Disclosable Pecuniary Interest

(Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, Reg 2 and Schedule)

Subject	Prescribed description
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by the Member in carrying out duties as a member, or towards the election expenses of the Member.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority—</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	<p>Any tenancy where (to the Member's knowledge)—</p> <p>(a) the landlord is the relevant authority; and</p> <p>(b) the tenant is a body in which the relevant person has a beneficial interest.</p>
Securities	<p>Any beneficial interest in securities of a body where—</p> <p>(a) that body (to the Member's knowledge) has a place of business or land in the area of the relevant authority; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>

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<p>Non-Executive Report of the:</p> <p>Freedom of the Borough Ad Hoc Panel</p> <p>1 November 2017</p>	
<p>Report of: Matthew Mannion, Committee Services Manager</p>	<p>Classification: Unrestricted</p>
<p>Terms of Reference, Quorum, Membership and Dates of Meetings</p>	

Originating Officer(s)	Matthew Mannion, Committee Services Manager
Wards affected	(All Wards);

Summary

This report sets out the Terms of Reference, Quorum, Membership and Dates of meetings of the Freedom of the Borough Ad-Hoc Panel for the Municipal Year 2017/18 for the information of Members of the Panel.

Recommendations:

The Freedom of the Borough Ad Hoc Panel is recommended to:

1. Note its Terms of Reference, Membership, Quorum and planned timetable of meetings as set out in Appendices 1, 2 and 3 to this report.

1. REASONS FOR THE DECISIONS

- 1.1 The report is presented to enable Members to be aware of the arrangements of the Panel.

2. ALTERNATIVE OPTIONS

- 2.1 No alternative options are presented to this noting report.

3. DETAILS OF REPORT

- 3.1 Following the original recommendation of the Constitution Working Party, Council has established the Freedom of the Borough Ad-Hoc Panel to oversee the process for receiving and reviewing nominations for the Freedom of the Borough before forwarding recommended applications to Council for approval.
- 3.2 It is customary that a report setting out a Committee or Panel's Terms of Reference, Membership and Quorum be noted at the first meeting of the municipal year.
- 3.3 Although no further specific meeting dates have been arranged, this report also sets out the planned timetable for meetings.

4. COMMENTS OF THE CHIEF FINANCE OFFICER

- 4.1 Matters brought before the Committee under its Terms of Reference during the year will include comments on the financial implications of decisions provided by the Chief Finance Officer. There are no specific comments arising from this report.

5. LEGAL COMMENTS

- 5.1 The information provided for the Committee to note is in line with Part 3.3.9 of the Council's Constitution. There are no specific legal implications arising from this report.

6. ONE TOWER HAMLETS CONSIDERATIONS

- 6.1 Matters brought before the Committee under its Terms of Reference during the year will include comments on any One Tower Hamlets Considerations. There are no specific comments arising from this report.

7. BEST VALUE (BV) IMPLICATIONS

- 7.1 Matters brought before the Committee under its Terms of Reference during the year will include comments on any Best Value Considerations. There are no specific comments arising from this report.

8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

8.1 Matters brought before the Committee under its Terms of Reference during the year will include comments on any Sustainable Action for a Greener Environment Considerations. There are no specific comments arising from this report.

9. RISK MANAGEMENT IMPLICATIONS

9.1 Matters brought before the Committee under its Terms of Reference during the year will include comments on any Risk Management Considerations. There are no specific comments arising from this report.

10. CRIME AND DISORDER REDUCTION IMPLICATIONS

10.1 Matters brought before the Committee under its Terms of Reference during the year will include comments on any Crime and Disorder Considerations. There are no specific comments arising from this report.

Linked Reports, Appendices and Background Documents

Linked Report

- None.

Appendices

- Appendix 1 – Terms of Reference and Quorum
- Appendix 2 – Membership
- Appendix 3 – Timetable of Meetings

Local Government Act, 1972 Section 100D (As amended)

List of “Background Papers” used in the preparation of this report

List any background documents not already in the public domain including officer contact information.

- None.

Freedom of the Borough Ad Hoc Panel

Terms of Reference as stated in the Council’s Constitution:

<p>Membership: Members of the Panel to include the Speaker of the Council, the Executive Mayor, any former Civic Mayors or Chairs of Council still serving as Councillors, and at least one representative of each political group on the Council. The Panel may co-opt additional non-voting Members including other former Civic Mayors or Chairs/ Speakers of Council, or independent persons drawn from the business, community or public sectors. The Panel shall be chaired by the Speaker of the Council</p>	
Functions	Delegation of Functions
<p>1. To consider any proposals that may be made in due course relating to the granting of the Freedom of the Borough, including any nominations for that award, and to make recommendations</p>	<p>None</p>
<p>Quorum: Three voting Members of the Panel</p>	

Membership

The Terms of Reference state that the Membership must consist of:

- Speaker of the Council,
- The Executive Mayor,
- Any former Civic Mayors or Chairs of Council [including Speakers] still serving as Councillors,
- At least one representative of each political group on the Council.
- The Panel may co-opt additional non-voting Members including other former Civic Mayors or Chairs/ Speakers of Council, or independent persons drawn from the business, community or public sectors.

The Membership therefore consists of:

- Councillor Sabina Akhtar (current Speaker of the Council) (Chair of the Panel)
- Mayor John Biggs
- Councillor Khaled Uddin Ahmed (Speaker 2016-17)
- Councillor M. A. Mukit MBE (Speaker 2014 – 16)
- Councillor Rajib Ahmed (Speaker 2012 – 13)
- Councillor Shafiqul Haque (Civic Mayor 2006 – 07)
- Councillor Denise Jones (Civic Mayor 1999 – 00)
- Councillor Abdul Asad (Civic Mayor 1998 – 99)
- Councillor Peter Golds (Conservative Group nominee)
- Councillor Gulam Kibria Choudhury (Independent Group nominee)


Currently the Panel has not made any appointments of Co-opted Members.

Timetable of meetings

The Freedom of the Borough Ad-Hoc Panel only meets when required. The current planned timetable for 2017-18 is set out below but may change, in consultation with the Speaker, if required.

- Initial meeting to agree process for nominations – 1 November 2017.
- Meeting to review nominations received – January/February 2018.
- Further meeting to review nominations (if required) – February/March 2018
- Nominations would then be considered at a meeting of Council, expected to be the Annual Meeting on 23 May 2018.

Should it prove successful it is envisaged that a similar rota of meetings would be repeated in 2018/19.

Non-Executive Report of the: Freedom of the Borough Ad Hoc Panel 1 November 2017	
Report of: Matthew Mannion, Committee Services Manager	Classification: Unrestricted
Co-Opting Additional Members to the Freedom of the Borough Ad-Hoc Panel	

Originating Officer(s)	Matthew Mannion, Committee Services Manager
Wards affected	(All Wards);

Summary

The Freedom of the Borough Ad-Hoc Panel has been established by the Council to oversee the process for reviewing and forwarding to Council nominations for the Freedom of the Borough.

The Terms of Reference set out the Membership of the Panel but also allow the Panel to consider co-opting additional non-voting Members from outside the Council onto the Panel. This report is presented to allow the Panel to discuss options for co-opting new Panel Members should this be considered desirable.

Recommendations:

The Freedom of the Borough Ad Hoc Panel is recommended to:

1. To consider and respond to the options set out for Co-Opting additional non-voting Members onto the Panel.

1. REASONS FOR THE DECISIONS

- 1.1 The Freedom of the Borough Ad-Hoc Panel Terms of Reference allow for the Co-option of additional Non-Voting Members. This report allows for a discussion by the Panel on whether they wish to proceed with this option.

2. ALTERNATIVE OPTIONS

- 2.1 A number of alternative options are set out in the report. These vary from immediately co-opting further Members, advertising for Co-opted Members or deciding not to appoint any Co-opted Members.

3. DETAILS OF REPORT

- 3.1 The Membership of the Panel as agreed by Council comprises 'Members of the Council to include the Chair of Council, the Mayor, any former Civic Mayors or Chairs of Council [Speaker] still serving as Councillors, and at least one representative of each political group on the Council.'
- 3.2 The Panel may also co-opt additional non-voting Members including other former Civic Mayors or Chairs of Council, or independent persons drawn from the business, community or public sectors.
- 3.3 In accordance with the above the Panel is asked to consider whether it wishes to co-opt any additional non-voting members to assist in its deliberations.
- 3.4 Co-opting additional Members onto the Panel can be a good way of broadening the reach and knowledge of the Panel and of making sure relevant groups and communities are represented. Examples of the reasons why co-opting Members may be valuable include:
- Ensuring a better gender or ethnic balance
 - Including representatives from business and industry
 - Co-opting past Speakers or Civic Mayors who are no longer Councillors
 - Including representatives from the voluntary and community sectors
- 3.5 Alternatively it should be noted that the Membership of the Panel is already relatively high to accommodate previous Civic Mayors and Speakers and to ensure representation from all political groups so co-opting too many additional Members may make the panel unwieldy and make a consensus more difficult when considering applications for the Freedom of the Borough.
- 3.6 The Panel are therefore ask to discuss the options and come to a view as to the appropriate course of action. Should any names be forthcoming during discussion the Panel could agree to co-opt them to the Panel subject to that individual agreeing to be co-opted. Alternatively officers could explore specific options to report back at a later date.

4. COMMENTS OF THE CHIEF FINANCE OFFICER

- 4.1 Co-opted Members of the Panel would be entitled to the standard allowances for Co-Opted Members as set out in the Members' Allowances Scheme in the Council's Constitution. These allowances would be funded out of the existing Members Allowances budget.

5. LEGAL COMMENTS

- 5.1 The Council's ability to co-opt members derives from the Local Government Act 1972 and the Local Authority Social Services Act 1970. The Local Government and Housing Act 1989 establishes that members of committees appointed under the 1970 and 1972 Acts and who are not elected Councillors do not generally have voting rights. There are exceptions to this rule but which do not apply in this case.
- 5.2 The Terms of Reference to the Panel (see Part 3.3.9 of the Constitution) provides that the Panel may co-opt additional non-voting Members including other former Civic Mayors or Chairs/ Speakers of Council, or independent persons drawn from the business, community or public sectors. The Panel therefore has the authority to adopt further non-voting Members.

6. ONE TOWER HAMLETS CONSIDERATIONS

- 6.1 The Panel will be reviewing all the nominations for the Freedom of the Borough. It is important to ensure that the impact by the nominated candidates across the Tower Hamlet's community is considered when reviewing the nominations. Co-opting Members onto the Panel can help ensure a wider range of knowledge and experience is available to the Panel during these considerations.

7. BEST VALUE (BV) IMPLICATIONS

- 7.1 None specific to this report.

8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

- 8.1 None specific to this report.

9. RISK MANAGEMENT IMPLICATIONS

- 9.1 None specific to this report.

10. CRIME AND DISORDER REDUCTION IMPLICATIONS

- 10.1 None specific to this report.

Linked Reports, Appendices and Background Documents

Linked Report

- None.

Appendices


- None.

Local Government Act, 1972 Section 100D (As amended)

List of “Background Papers” used in the preparation of this report

List any background documents not already in the public domain including officer contact information.

- None.

Non-Executive Report of the: Freedom of the Borough Ad Hoc Panel 1 November 2017	
Report of: Asmat Hussain, Corporate Director, Governance and Monitoring Officer	Classification: Unrestricted
Determining a Submission Process and Selection Criteria for Nominations for the Freedom of the Borough	

Originating Officer(s)	Matthew Mannion , Committee Services Manager
Wards affected	(All Wards);

Summary

The Council is empowered by section 249(5) of the Local Government Act 1972 to admit as Honorary Freemen or Honorary Freewomen of the borough ‘persons of distinction and persons who have in the opinion of the Council, rendered eminent services to the borough’.

The Council has established the Freedom of the Borough Ad Hoc Panel to consider any proposals relating to the granting of the Freedom and make recommendations.

It is now proposed to begin the process of inviting submissions for consideration of award. However, as the Panel has not met for a number of years, the Panel is being invited to agree a refreshed process for this activity to take place.

Once the Panel agree a process, and nominations are received, the Panel will meet again to review the submitted nominations before forwarding recommendations to Council for consideration.

Recommendations:

The Freedom of the Borough Ad Hoc Panel is recommended to:

1. Agree and/or amend the proposed process for nominations to the Freedom of the Borough.
2. Agree the proposed assessment criteria to be used by the Panel when reviewing nominations.
3. Note and comment on the initial proposals for awarding the Freedom of the Borough, with a final report on that stage of the process due at the next meeting of the Panel for approval.

1. REASONS FOR THE DECISIONS

- 1.1 This report is being submitted as the Freedom of the Borough Ad-Hoc Panel has not met for a number of years and so it is considered appropriate to review the processes agreed for accepting the submission of nominations for the Freedom of the Borough.

2. ALTERNATIVE OPTIONS

- 2.1 The Panel could agree a different procedure for receiving and reviewing nominations for the Freedom of the Borough.
- 2.2 Alternatively the Panel could decide that there is no current requirement to consider nominations and close the process at this time.

3. DETAILS OF REPORT

- 3.1 Section 249(5) of the Local Government Act 1972 provides for the Council of a London borough to admit to be honorary freemen or honorary freewoman of Tower Hamlets, persons of distinction and persons who have, in the opinion of the Council, rendered eminent services to Tower Hamlets.
- 3.2 The award of the honorary freedom does not in itself confer any rights on the recipient but conferring the title of Honorary Freeman or Honorary Freewoman is the highest honour that the Council can bestow and as such is given only rarely. In Tower Hamlets, no such award has been made since 1999.

The process for awarding the Freedom of the Borough

- 3.3 The admittance of honorary freemen or women is only exercisable by resolution of the Council and which is via a specially convened meeting for that purpose. Any decision to do so must be made 'by resolution passed by not less than two-thirds of the members voting thereon' at that meeting.
- 3.4 Following recommendations of the Constitution Working Party on the matter in October 2010, the Council has established the Freedom of the Borough Ad Hoc Panel to 'consider any proposals that may be made in due course relating to the granting of the Freedom of the Borough, including any nominations for that award, and to make recommendations'. The Panel has no delegated powers.
- 3.5 The Membership of the Panel as agreed by the Council comprises of 'Members of the Council to include the Chair of Council, the Mayor, any former Civic Mayors or [Speakers] of Council still serving as Councillors, and at least one representative of each political group on the Council. The Panel may co-opt additional non-voting members including other former Civic Mayors or Chairs of Council, or independent persons drawn from the

business, community or public sectors. The Panel shall be chaired by the [Speaker] of Council.'

- 3.6 Once the Panel has identified a person or persons it wishes to propose for the award of the Freedom, it would be normal for further consultation to take place within the political groups to confirm that there is full support for the proposal(s) before they are put for formal consideration by the Council, as any controversy or debate on the merits of the award at the Extraordinary Council Meeting would be highly embarrassing to the proposed recipient(s).
- 3.7 Although it is possible for the Council to agree to make an award of the Freedom of the Borough and for the award to be presented at a future date, traditionally the whole process takes place on the same day, with the proposed Freeman/women in attendance at the Extraordinary Council Meeting which resolves to make the award. The presentation of a scroll or other gift marking the Freedom is made immediately after the passing of the resolution and the meeting would normally be followed by a reception for Members and invited guests in honour of the new Honorary Freeman/women.

Criteria

- 3.8 It is for the Council to determine which individuals may be deserving of the Freedom of the Borough. Beyond stipulating that they must be persons of distinction and persons who have, in the opinion of the Council, rendered eminent services to Tower Hamlets, the 1972 Act does not provide guidance on this matter and the Council has not previously adopted formal criteria for the award. It should be noted that organisations as well as people can be nominated for the award, for simplicity documents relating to the Panel refer to awards being given to individuals but this should in all cases read 'or organisations'.
- 3.9 However, as the Freedom of the Borough is awarded relatively rarely and should be reserved only for the most exceptional persons, it is suggested that the overriding principle should be merit and that the award should recognise exceptional achievement or service by an individual that has, for example:
- Demonstrated exceptional achievements or service to the community.
 - Made a real difference in their field of work or their community.
 - Brought distinction to the borough or enhanced its reputation.
 - Exemplified sustained and selfless voluntary service.
 - Demonstrated innovation or entrepreneurship which has delivered benefits to the Borough.
 - Carried the respect of and inspired his/her peers.
 - Significantly improved the lot of those who have suffered disadvantage.
 - Promoted community cohesion
 - Contributed to the borough beyond the call of duty in a way that stands out above others.
- 3.10 The award should not be made solely because a person has performed well in their job or reached a particular level, but rather in recognition of efforts that

have gone beyond the call of duty, or achievement that stands head and shoulders above others.

- 3.11 The application form will include space for the person nominating them to set out why they think the candidate should receive the award.
- 3.12 The resolution to award the Freedom will contain the particular grounds on which the Council have come to their decision and details of the public services rendered by the recipient.
- 3.13 The Freedom of the Borough should only be awarded in rare cases to the most exceptional individuals. Whilst it is not proposed to institute a formal limit it is suggested that the Panel would not forward more than one/two nominations each year to Council for consideration.
- 3.14 If, having reviewed the nominations, the Panel feels there are some nominees who deserve recognition but are not to be put forward for the Freedom of the Borough then it could be considered as to whether they should be put forward for a Civic Award instead.

Current roll of Honorary Freeman/Freewomen of Tower Hamlets since the establishment of the London Borough of Tower Hamlets in 1965

Charles Blaber J.P (7. 5.1965)
William Thomas George Guy (7.5.1969)
Albert William Overland MBE (7.5.1969)
Frederick George Spearing (3.3.1971)
William Thomas Tuson (3.3.1971)
Thomas James Beningfield J.P (21.6.1972)
Alfred Stocks (7.5.1975)
Jack Wolkind LL.M (22.10.1975)
George Mackley Browne (23.11.1977)
Ernest Walter Hill (23.11.1977)
Herbert Francis Rackley (23.11.1977)
Arthur Sidney Dorrell (27.7.1979)
William Isaac Brinson OBE JP (27.7.1979)
Edward Patrick Webber (27.7.1979)
George Henry Wall (28.1.1981)
The Salvation Army (26.1.1994)
John Riley (22.4.1995)
Robert William Ashkettle BEM (11.10.1995)
Albert Charles Jacob (11.10.1995)
Arthur William Downes (3.7.1996)
Ashek Ali.Barrister At Law (4.12.1996)
Rt Hon. The Lord Shore of Stepney (15.2.1999)
Tassaduq Ahmed (15.2.1999)
Mildred Gordon (15.2.1999)
Abdul Gaffar Choudhury (15.2.1999)

Process for receiving nominations

- 3.15 It is proposed that a notice is placed, for approximately 1 month, on the Council's website and other publications where appropriate inviting nominations. The political groups would also be invited to submit nominations themselves. The Panel may have views on appropriate levels of publicity and should note that some authorities restrict the nominations process, for example by requiring nominations to come only via the political groups. Given that only one or two nominations will be agreed each year there is the potential for disappointing larger numbers of applicants if there are too many nominations so it can be necessary to balance expectations.
- 3.16 A draft nominations form is attached at Appendix A. The draft form sets out the content that will be requested from applicants. Note that the style may change.

Reviewing Nominations

- 3.17 Following receipt of nominations, officers will prepare an information/nominations pack and the Panel will meet to review all nominations received against the criteria set out above. Agreed nominations will then be forwarded to Council for final approval.

Award

- 3.18 Consideration of the nominations by Council must happen at a Special meeting convened specifically for that purpose. It is intended that this meeting would occur on the same night as a regular planned Council meeting, most likely to be the Annual Meeting. A report proposing arrangements for agreeing and presenting the awards, along with information on possible gifts, dinner/receptions etc will be presented for agreement at the next Panel meeting.

Timeline

- 3.19 The current planned timeline therefore looks like the following:
- Panel meets to agree nominations process – 1 November 2017
 - Period for nominations – 4 weeks in late 2017
 - Panel meets to review the received nominations – January/February 2018
 - Consideration by Council and presentation of awards – (on the night of the) Annual Meeting – 23 May 2018.

4. COMMENTS OF THE CHIEF FINANCE OFFICER

- 4.1 Section 249(4A) of the 1972 Act empowers the Council to 'spend such reasonable sum as they think fit for the purpose of presenting an address or a casket containing an address to a person upon whom they have conferred the

title of honorary alderman or admitted to be an honorary freeman of the [borough].’

- 4.2 Traditionally the Council has presented a sealed and illuminated certificate of the grant of the Honorary Freedom, incorporating a copy of the formal resolution and contained in a suitable casket; and has in all previous cases held a reception in honour of the recipient(s).
- 4.3 The total cost of the presentation and reception is estimated to be in the region of£5,000-£6,000 and will be funded from the existing Democratic Services budget.

5. LEGAL COMMENTS

- 5.1 Section 249(5) of the Local Government Act 1972 permits the Council to admit persons to be honorary freemen or honorary freewomen of Tower Hamlets. The only requirements for persons so admitted is that they be persons of distinction and persons who have, in the opinion of the Council, rendered eminent services to Tower Hamlets.
- 5.2 The decision to admit must be by resolution of the Council at a specially convened meeting for that purpose and must be passed by not less than two-thirds of the members voting at that meeting.
- 5.3 As there is no specific guidance for admitting Honorary Freeman and Freewomen, the Council can set up its own process for inviting nominations and for their consideration prior to the matter going to an Extraordinary Council meeting to consider resolutions to admit. Council has established a Freedom of the Borough Ad Hoc Panel to consider proposals that may be made in due course relating to the granting of the Freedom of the Borough, including any nominations for that award, and to make recommendations. This Panel can therefore determine the process for inviting nominations and for their consideration.
- 5.4 In consideration this Report and its recommendations, the Council must have due regard to the need to eliminate unlawful conduct under the Equality Act 2010, the need to advance equality of opportunity and the need to foster good relations between persons who share a protected characteristic and those who do not (the public sector equality duty). There is some information in the report relevant to these considerations in paragraph 6 below.

6. ONE TOWER HAMLETS CONSIDERATIONS

- 6.1 It is important that the award of the Freedom of the Borough should reflect the exceptional contribution of the resident(s) to the benefit of all sections of the community within the Borough.

7. BEST VALUE (BV) IMPLICATIONS

7.1 None specific to this report.

8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

8.1 None specific to this report.

9. RISK MANAGEMENT IMPLICATIONS

9.1 None specific to this report.

10. CRIME AND DISORDER REDUCTION IMPLICATIONS

10.1 None specific to this report.

Linked Reports, Appendices and Background Documents

Linked Report

- None.

Appendices

- Appendix 1 – Draft Nominations Form

Local Government Act, 1972 Section 100D (As amended)

List of “Background Papers” used in the preparation of this report

List any background documents not already in the public domain including officer contact information.

- None.

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**Nomination for the
Freedom of the Borough**



NOTE – please read the accompanying guidance before completing this application form.

(1) Name of the person or organisation being nominated for Freedom of the Borough:

(2) About the person/organisation you wish to nominate:

(Please set out your nominees outstanding achievements which would demonstrate the exceptional reasons why this candidate should be considered for the award of the Freedom of the Borough. Reference the criteria listed in the attached guidance. (continue on a separate sheet if required))



About You (the person doing the nominating)

(3) Your Name

(4) Your Address:

(5) Your Contact Details (e.g. preferred phone or email address – the Council will need to contact you to discuss the nomination):

(6) What is your relationship to the person/organisation you wish to nominate?:

Signed: _____ **Date:** _____

GUIDANCE ON SUBMITTING A NOMINATION FOR FREEDOM OF THE BOROUGH

Freedom of the Borough is a high honour which should only be awarded in exceptional circumstances where the prospective recipient is an individual or organisation of distinction and has rendered eminent services to the borough.

Candidates should have a strong and continuing connection with and commitment to Tower Hamlets or have made a major contribution to national life or on the international stage and in doing so have enhanced the reputation of the borough. For example they may have:

- Demonstrated exceptional achievements or service to the community.
- Made a real difference in their field of work or their community.
- Brought distinction to the borough or enhanced its reputation.
- Exemplified sustained and selfless voluntary service.
- Demonstrated innovation or entrepreneurship which has delivered benefits to the Borough.
- Carried the respect of and inspired his/her peers.
- Significantly improved the lot of those who have suffered disadvantage.
- Promoted community cohesion
- Contributed to the borough in a way that stands out above others.

The award may not be granted posthumously.

The award should not be made solely because a person has performed well in their job or reached a particular level, but rather in recognition of efforts that have gone beyond the call of duty, or achievement that stands head and shoulders above others.

Submitted nominations will be considered by the Freedom of the Borough Ad-Hoc Panel who will propose any agreed nominations to Council for approval.

As the Freedom of the Borough is such a significant award it would not normally be presented to more than one/two people/organisations per year.

The deadline for receipt of nominations is: _____

Submission Details

Please submit completed nomination forms (by email or post) to:

Matthew Mannion
Committee Services Manager
Democratic Services
London Borough of Tower Hamlets
Mulberry Place, 5 Clove Crescent
London, E14 2BG
Tel: 020 7364 4651
Email: matthew.mannion@towerhamlets.gov.uk