



SHEPTON MALLET TOWN COUNCIL

HONORARY CITIZENSHIP AWARD PROCEDURE

Policy Reference Number: 1922

AUTHOR: Town Clerk

RESPONSIBILITY: Full Council

GRADE: Three – Low

DATE ADOPTED: January 2020

REVIEW DATE: Every 3 years - 2023

AMENDMENTS

1.0 Introduction

- 1.1 Shepton Mallet also recognises that the Local Government Act 1972 S249 (5) allows a town council to admit an Honorary Citizen of the place for which it is the authority for to:
- Persons of distinction
 - Persons who have, in the opinion of the council rendered eminent services to that place or area.
- 1.2 Shepton Mallet Town Council recognises the contribution that councillors make in serving the town council. In recognition of public service, Shepton Mallet Town Council honours those who have achieved 25 years of public service by serving on the Town Council, with an Honorary Citizenship Award.
- 1.3 The title of Honorary Citizen will be granted to both males and females in accordance with the guideline from the president of the Freemen of England and Wales.

2.0 Policy Statement

- 2.1 This policy sets out how Shepton Mallet Town Council will manage the nomination and appointment process for the title of Honorary Citizen.
- 2.2 Shepton Mallet Town Council will recognise exceptional level of service by a member of the community by awarding to them the title of Honorary Citizen. This title will only be awarded on rare occasions.
- 2.3 Shepton Mallet Town Council will also award the title of Honorary Citizen to those councillors on the town council who have given 25 years of public service to the town council on retirement or standing down from office.
- 2.4 The title of Honorary Citizen is the highest honour that Shepton Mallet Town Council bestows, and is above a Civic Award.

3.0 Review Statement

- 3.1 This policy has been prepared considering prevailing legislation and recognised good practice. New legislation requirements or changes in current legislation may necessitate the review of this policy document. The Council will continue to review and amend all / part of this policy on a regular basis.

4.0 Equality

- 4.1 In putting the strategy into practice, no aspect of the strategy will discriminate on the grounds of race, sex, sexual orientation, gender reassignment, age, religion, politics, marital status, disability, politics, caste and/or union membership or any other grounds likely to place anyone at a disadvantage.

5.0 Criteria

- 5.1 The following criteria will be considered by full council when a nomination for an Honorary Citizen of Shepton Mallet is received:

- a) A significant allocation of the person's time in serving members of the community for the improvement of their well-being
- b) The promotion, achievement and/or delivery of community services in which a real personal contribution has been made
- c) A contribution which is seen to stand above the contributions of others
- d) Bravery
- e) Outstanding acts that promote the town
- f) Outstanding sporting achievements
- g) In the circumstance of the nomination being a councillor they will have needed to service for more than 25 years on the town council

6.0 Nominations

- 6.1 Nominations should be made in the strictest confidence without the nominee's knowledge. Any resident or elector of Shepton Mallet may make a nomination.
- 6.2 Nominations require a proposer and seconder who must be Shepton Mallet Town Councillors.
- 6.3 Nominations must be made by completing the nomination form (Appendix A) and returning to the Town Clerk only.
- 6.4 The completed form should provide detailed evidence as to why an individual is being nominated for this title.
- 6.5 Upon receipt of any nomination for Honorary Citizen the application will be reviewed and the appropriate meeting arranged.

7.0 Process

- 7.1 The power to appoint an Honorary Citizen must be exercised by a resolution of full council at a confidential meeting that has been specially convened for this purpose.
- 7.2 Nominations for Honorary Citizen will be decided in the first year of office, every 4 years.
- 7.3 If any applications are received a specially convened council meeting will be called within 28 days after the deadline, for full council to vote on the nomination.
- 7.4 In extraordinary circumstances the title may be bestowed at any time as the council seems fit, without the need to comply with para 7.2 above.
- 7.5 There will be a maximum of three Honorary Citizens awarded in each term of office due to it being an extraordinary award, unless of course more than 3 councillors have reached the 25 years of service.
- 7.6 It is incumbent on the whole of the council to vote for Honorary Citizens and there must be a two thirds majority of the council membership in order to appoint the title of Honorary Citizen.
- 7.7 The Town Clerk will inform the successful nominee of the award. If they accept the title, arrangements will be made to bestow the title upon them.
- 7.8 The title of Honorary Citizen will be bestowed in a Civic Reception by the Chairman of the Town Council.

7.9 This is an honorary title which is not hereditary and does not entitle the individual to any specific rights.

7.10 At any one time a maximum of twelve persons, unless amended by the town council, may hold the title of Honorary Citizen of Shepton Mallet for life.

8.0 Civic Reception

8.1 The title of Honorary Citizen will be bestowed by the Chairman in a Civic Reception to which up to 10 individual guests of the recipient will be invited

8.2 During the reception the Honorary Citizen will be presented with a certificate.

9.0 Removal of the Honour

9.1 Any person nominated who is deemed by the council to have brought the office into disrepute, may have the designation removed. No less than two thirds of the council at a formal vote, must agree the removal.

Appendix A

HONORARY CITIZEN NOMINATION FORM

In order to comply with General Data Protection Regulations page 1 will be detached from the remainder of the application form and used by office staff only for the purpose of contacting the applicant about the application and any subsequent award. Please confirm by signing the box below that you are content that Shepton Mallet Town Council retains your details for the purpose of processing your application and any subsequent award. This will be destroyed after the process is complete.

I give consent to Shepton Mallet Town Council storing the personal data below for the purpose of processing this application.	Signed: Dated:
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Please provide full details for the person you are nominating below:

Date: _____

Name of Individual: _____

Address: _____

Telephone Number: _____

Email address: _____

I nominate the individual above to be considered for the title of Honorary Citizen for:

- a. Exceptional service to the town and people of Shepton Mallet
 b. For serving as a town councillor for a period of 25 years or more
Please tick the appropriate box for your nomination.

Please elaborate and provide evidence to support your applications. *Please continue on a separate sheet.*

Proposed by:

Councillor: _____

Date: _____

Seconded by:

Councillor: _____

Date: _____

Please complete and return to:

Town Clerk

Shepton Mallet Town Council

1 Park Road

Shepton Mallet

BA4 5BS

Ensure that the envelope is marked Strictly Confidential for the Town Clerk only.