

# Democratic Renewal Working Party



St Edmundsbury  
BOROUGH COUNCIL

<b>Title of Report:</b>	<b>Freedom of the Borough - Protocol</b>	
<b>Report No:</b>	<b>DEM/SE/16/001</b> [to be completed by Democratic Services]	
<b>Report to and date/s:</b>	<b>Democratic Renewal Working Party</b>	2 February 2016
	<b>Council</b>	23 February 2016
<b>Portfolio holder:</b>	Ian Houlder Portfolio Holder for Resources and Performance <b>Tel:</b> 01284 810074 <b>Email:</b> ian.houlder@stedsbc.gov.uk	
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<b>Purpose of report:</b>	To approve a protocol for assessing nominations for Freedom of the Borough.	
<b>Recommendation:</b>	<b>Democratic Renewal Working Party:</b>  <b>The Working Party is asked to <u>RECOMMEND</u> to Council that the draft Freedom of the Borough Protocol attached as Appendix 1 to DEM/SE/16/001 be approved.</b>	
<b>Key Decision:</b>  <i>(Check the appropriate box and delete all those that <b>do not</b> apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
<b>Consultation:</b>	•	
<b>Alternative option(s):</b>	•	
<b>Implications:</b>		
Are there any <b>financial</b> implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
Are there any <b>staffing</b> implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	

Are there any <b>ICT</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any <b>legal and/or policy</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any <b>equality</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Risk/opportunity assessment:</b>		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (after controls)
	Low/Medium/ High*		Low/Medium/ High*
<b>Ward(s) affected:</b>		All Ward/s	
<b>Background papers:</b> <i>(all background papers are to be published on the website and a link included)</i>		None	
<b>Documents attached:</b>		<i>(Please list any appendices.)</i> Appendix A – Freedom of the Borough - Protocol	

## 1. Key issues and reasons for recommendation(s)

### 1.1 Background

1.1.1 From time to time the Freedom of the Borough is conferred as an honour onto persons who are considered worthy of it by the Council. There has not previously been a formally agreed process to assess nominations for persons to be considered for this honour. It is intended that the draft protocol at Appendix A will provide the process for all such nominations in the future.

### 1.2 Procedure

1.2.1 It is proposed in the draft protocol that nominations should be made on the appropriate form (Appendix A to the Protocol) and submitted to the Head of Legal and Democratic Services who will check that sufficient information has been provided before passing this to the Leader.

1.2.2 The Leader, Deputy Leader and the Mayor will consider the nomination against the criteria and will either recommend to Council that the honour is bestowed or that the nomination is not suitable as it does not meet the criteria.

1.2.3 Should the nomination be accepted by Council, a Special Meeting of the Council would then be called to pass the resolution pursuant to Section 249 of the Local Government Act 1972, for the admission as Honorary Freemen of the Borough of the relevant persons.