

Enquiries to: Kelly Baxter

Direct Dial: 024 7637 6204

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Date: 27th October 2023

Our Ref: KB

Dear Sir/Madam,

A meeting of the **CIVIC HONOURS SUB-COMMITTEE** will be held in the Council Chamber, Town Hall, Nuneaton, on **Monday 6th November 2023** at 6.00 p.m.

Please note that meetings are recorded for future broadcast.

Yours faithfully,

BRENT DAVIS

Chief Executive

To: All Members of the Civic
Honours Sub-Committee

Councillor K. Wilson (Chair)
Councillors S. Croft, C. Golby, M.
Walsh and C. Watkins.

AGENDA

1. EVACUATION PROCEDURE

A fire drill is not expected, so if the alarm sounds please evacuate the building quickly and calmly. Please use the stairs and do not use the lifts. Once out of the building, please gather outside the Lloyds Bank building on the opposite side of the road.

Please exit by the door by which you entered the room or by the fire exits which are clearly indicated by the standard green fire exit signs.

If you need any assistance in evacuating the building, please make yourself known to a member of staff.

Please also make sure all your mobile phones are turned off or set to silent.

2. APOLOGIES - to receive apologies for absence from the meeting.

3. MINUTES – to confirm the minutes of the Civic Honours Sub-Committee held on 5th December 2022. **(Page 4)**

4. DECLARATIONS OF INTEREST

To receive declarations of Disclosable Pecuniary and Other Interests, in accordance with the Members' Code of Conduct.

Declaring interests at meetings

If there is any item of business to be discussed at the meeting in which you have a disclosable pecuniary interest or non-pecuniary interest (Other Interests), you must declare the interest appropriately at the start of the meeting or as soon as you become aware that you have an interest.

Arrangements have been made for interests that are declared regularly by members to be appended to the agenda **(Page 10)**. Any interest noted in the Schedule at the back of the agenda papers will be deemed to have been declared and will be minuted as such by the Democratic Services Officer. As a general rule, there will, therefore, be no need for those Members to declare those interests as set out in the schedule.

There are, however, TWO EXCEPTIONS to the general rule:

1. When the interest amounts to a Disclosable Pecuniary Interest that is engaged in connection with any item on the agenda and the member feels that the interest is such that they must leave the room. Prior to leaving the room, the member must inform the meeting that they are doing so, to ensure that it is recorded in the minutes.

2. Where a dispensation has been granted to vote and/or speak on an item where there is a Disclosable Pecuniary Interest, but it is not referred to in the Schedule (where for example, the dispensation was granted by the Monitoring

Officer immediately prior to the meeting). The existence and nature of the dispensation needs to be recorded in the minutes and will, therefore, have to be disclosed at an appropriate time to the meeting.

Note: Following the adoption of the new Code of Conduct, Members are reminded that they should declare the existence and nature of their personal interests at the commencement of the relevant item (or as soon as the interest becomes apparent). If that interest is a Disclosable Pecuniary or a Deemed Disclosable Pecuniary Interest, the Member must withdraw from the room.

Where a Member has a Disclosable Pecuniary Interest but has received a dispensation from Standards Committee, that Member may vote and/or speak on the matter (as the case may be) and must disclose the existence of the dispensation and any restrictions placed on it at the time the interest is declared.

Where a Member has a Deemed Disclosable Interest as defined in the Code of Conduct, the Member may address the meeting as a member of the public as set out in the Code.

Note: Council Procedure Rules require Members with Disclosable Pecuniary Interests to withdraw from the meeting unless a dispensation allows them to remain to vote and/or speak on the business giving rise to the interest.

Where a Member has a Deemed Disclosable Interest, the Council's Code of Conduct permits public speaking on the item, after which the Member is required by Council Procedure Rules to withdraw from the meeting.

5. PUBLIC CONSULTATION - Members of the Public will be given the opportunity to speak on specific agenda items if notice has been given.
6. CIVIC RECOGNITION: STREET NAMING AND NUMBERING REPORT – CLINIC DRIVE – a report of the Assistant Director – Governance and Democracy, attached **(Page 13)**
7. RENAMING SHERBOURNE AVENUE PARK – a report of the Assistant Director – Governance and Democracy, attached **(Page 19)**
8. APPOINTMENT OF HONORARY ALDERMEN/ALDERWOMEN & HONORARY FREEMEN/FREEWOMAN – a report of the Assistant Director – Governance and Democracy, attached **(Page 22)**
9. BOROUGH AWARD OF MERIT – PROGRESS REPORT – a report of the Strategic Director – Economy and Transformation attached **(Page 25)**
10. ANY OTHER ITEMS which in the opinion of the Chair of the meeting should be considered as a matter of urgency because of special circumstances (which must be specified).

NUNEATON AND BEDWORTH BOROUGH COUNCIL

CIVIC HONOURS SUB-COMMITTEE

5th December 2022

A meeting of the Civic Honours Sub-Committee was held on Monday 5th December 2022. This meeting was held in the Council Chamber and was live streamed and recorded.

Present

Councillor K. Wilson (Chair)

Councillors J. Clarke, S. Croft, L. Cvetkovic, and C. Golby.

PART I – PUBLIC BUSINESS

CHSC01 **Minutes**

The minutes of the meeting of the Civic Honours Sub-committee held on 23rd February 2022 were submitted for approval.

RESOLVED that the minutes of the meeting held on 23rd February 2022 be confirmed and signed by the Chair.

CHSC02 **Declarations of Interest**

RESOLVED that the Declarations of Interest for this meeting are as set out in the schedule attached to these minutes.

Councillor Wilson declared that he had received an email from Councillor Damon Brown in support of Agenda Item 6 – Street Naming in Honour of Simon Valentine.

CHSC03 **Street Naming in Honour of Simon Valentine**

The Director- Planning and Regulation presented the Sub-Committee with a report which set out arrangements for naming a street after Simon Valentine.

Public Speakers:

- Mr S. Margrave
- Mr W. Hancox

Written Statements were also made available for the Sub-Committee from:

- Mrs C. Valentine
- Craig Tracy MP
- Mr W. Hancox

Councillor Wilson moved to amend the recommendation as set out in the report to rename a section of Rye Piece Ringway (between the traffic islands at King Street and Coventry Road) instead of Church Way.

IT BE RECOMMENDED TO CABINET THAT:

- a) a section of Rye Piece Ringway between the traffic islands at King Street and Coventry Road be renamed in honour of Sergeant Simon Valentine; and
- b) delegated authority be given to the Director – Planning & Regulation in consultation with the chair to confirm the precise name of the road and implement the proposal.

CHSC03 **Nuneaton and Bedworth Award of Merit**

A report of the Director – Planning and Regulation to outline the arrangements for the Nuneaton and Bedworth Award of Merit.

Councillor Wilson moved the following amendments to the recommendations included at Appendix A of the report:

- Delegated authority be given to the Director – Customer & Corporate Services **in consultation with the Cabinet Member for Finance and Corporate** to implement the approved arrangements;
- Any member of the public may put forward an individual **or group** for a civic honour, together with an explanation of why they should be considered;
- **No self-nominations be accepted;**
- **The Ad Hoc Mayoral Award– at discretion of the Mayor without referral to the Sub-Committee** be added to ‘d. Schedule of award’s’;
- The Civic Award of Merit is intended for any citizen for conduct or service deemed worthy of recognition by local people **for services to charity, their locality or community;** and
- **The contact details of the person proposing the nominee and a seconder** be added to ‘e. Information sought in proposed online form’.

IT BE RECOMMENDED TO CABINET THAT:

- a) The arrangements for the Nuneaton and Bedworth Award of Merit as set out in Appendix A of the report, with the amendments set out above, be approved; and
- b) Delegated authority be given to the Director – Customer & Corporate Services in consultation with the Cabinet Member for Finance and Corporate to implement the approved arrangements.

CHSC04 **Any Other Items**

IT BE RECOMMENDED TO CABINET THAT:

The Chief Executive be requested to convene an Extraordinary Council to vote upon the nomination of Dave Leach for Freeman of the Borough for his service to the Council for over 27 years.

Chair

Civic Honours Sub-Committee - Schedule of Declarations of Interests – 2022/2023

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
	General dispensations granted to all members under s.33 of the Localism Act 2011			Granted to all members of the Council in the areas of: <ul style="list-style-type: none"> - Housing matters - Statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992 - An allowance, payment given to members - An indemnity given to members - Any ceremonial honour given to members - Setting council tax or a precept under the Local Government Finance Act 1992 - Planning and Licensing matters - Allotments - Local Enterprise Partnership
	J. Clarke	Employed by Marcus Jones MP	County Councillor W.C.C. Nuneaton Conservative Association; Deputy Chairman Officer of the Abbey Preceptory No.541 - Nuneaton Member of the following Outside Bodies: <ul style="list-style-type: none"> • Nuneaton Festival of Arts 	
	S. Croft	Employed at Holland & Barrett Retail Ltd	Treasurer of the Conservative Association Member of the following Outside Bodies: <ul style="list-style-type: none"> • Champion for Safeguarding (Children and Adults) • Local Government Superannuation Scheme Consultative Board • West Midlands Employers 	
	L. Cvetkovic	Head of Geography (Teacher), Sidney Stringer Academy, Coventry	The Bulkington Volunteers (Founder); Bulkington Sports and Social Club (Trustee) Member on the following Outside Bodies: <ul style="list-style-type: none"> • Building Control 	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			Partnership Steering Group	
	C. Golby		<p>Member of Warwickshire County Council</p> <p>Membership of Other Bodies:</p> <ul style="list-style-type: none"> • Nuneaton and Bedworth Safer and Stronger Communities Partnership • Nuneaton and Bedworth Community Enterprises Ltd. • Nuneaton and Bedworth Home Improvement Agency • Safer Warwickshire Partnership Board • Warwickshire Housing and Support Partnership • Warwickshire Police and Crime Panel • George Eliot Hospital NHS Trust – Public/User Board • George Eliot Hospital NHS Foundation Trust Governors • District Leaders (substitute) • Local Enterprise Partnership (substitute) • Coventry, Warwickshire and Hinckley and Bosworth Joint Committee (substitute) <p>Treasurer & Trustee of Nanaksar Gurdwara Gursikh Temple; Coordinator of Council of Sikh Temples in Coventry; Secretary of Coventry Indian Community; Trustee of Sikh Monument Trust Vice Chair Exhall Multicultural Group</p> <p>Member of the following Outside Bodies:</p> <ul style="list-style-type: none"> • Foleshill Charity Trustee – Proffitt's Charity 	
	J. Sheppard		Partnership member of the Hill Top and Caldwell Big Local.	Dispensation to speak and vote on any matters of Borough Plan that relate to the Directorship of Wembrook Community Centre

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			Director of Wembrook Community Centre.	
			Member of the Management Committee at the Mental Health Drop in.	
	K.D. Wilson	Acting Delivery Manager, Nuneaton and Warwick County Courts, HMCTS, Warwickshire Justice Centre, Nuneaton	Deputy Chairman – Nuneaton Conservative Association Corporate Tenancies: properties are leased by NBBC to Nuneaton and Bedworth Community Enterprises Ltd, of which I am a Council appointed Director. Representative on the following Outside Bodies: <ul style="list-style-type: none"> • Director of Nuneaton and Bedworth Community Enterprises Ltd (NABCEL) • Coventry, Warwickshire and Hinckley & Bosworth Joint Committee • District Council Network • Local Government Association • Director of Coventry and Warwickshire Local Enterprise Partnership Ltd (CWLEP) • West Midlands Combined Authority 	

Civic Honours Sub-Committee - Schedule of Declarations of Interests – 2023/2024

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
	General dispensations granted to all members under s.33 of the Localism Act 2011			Granted to all members of the Council in the areas of: <ul style="list-style-type: none"> - Housing matters - Statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992 - An allowance, payment given to members - An indemnity given to members - Any ceremonial honour given to members - Setting council tax or a precept under the Local Government Finance Act 1992 - Planning and Licensing matters - Allotments - Local Enterprise Partnership
	S. Croft	Employed at Holland & Barrett Retail Ltd	Treasurer of the Conservative Association Member of the following Outside Bodies: <ul style="list-style-type: none"> • Champion for Safeguarding (Children and Adults) • Local Government Superannuation Scheme Consultative Board • West Midlands Employers 	
	C. Golby		Member of Warwickshire County Council	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			<p>Membership of Other Bodies:</p> <ul style="list-style-type: none"> • Nuneaton and Bedworth Safer and Stronger Communities Partnership • Nuneaton and Bedworth Community Enterprises Ltd. • Nuneaton and Bedworth Home Improvement Agency • Safer Warwickshire Partnership Board • Warwickshire Housing and Support Partnership • Warwickshire Police and Crime Panel • George Eliot Hospital NHS Trust – Public/User Board • George Eliot Hospital NHS Foundation Trust Governors • District Leaders (substitute) • Local Enterprise Partnership (substitute) • Coventry, Warwickshire and Hinckley and Bosworth Joint Committee (substitute) 	
	K.D. Wilson	Delivery Manager, Nuneaton and Warwick County Courts, HMCTS, Warwickshire Justice Centre, Nuneaton	<p>Deputy Chairman – Nuneaton Conservative Association</p> <p>Corporate Tenancies: properties are leased by NBBC to Nuneaton and Bedworth Community Enterprises Ltd, of which I am a Council appointed Director.</p> <p>Representative on the following Outside Bodies:</p> <ul style="list-style-type: none"> • Director of Nuneaton and Bedworth Community Enterprises Ltd (NABCEL) • Coventry, Warwickshire and Hinckley & Bosworth Joint Committee • District Council Network • Local Government Association • Director of Coventry and Warwickshire Local Enterprise Partnership Ltd (CWLEP) 	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			<ul style="list-style-type: none"> West Midlands Combined Authority 	
	M. Walsh	Employed by MacInnes Tooling Ltd. – UK Sales Manager		
	C.M. Watkins	Employee of Nutri Pack	Representative on the following outside bodies: Nuneaton and Bedworth Community Enterprises Ltd. (NABCEL)	

AGENDA ITEM NO.6

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Civic Honours Sub-Committee

From: Assistant Director – Governance & Democracy

Subject: Civic Recognition: Street Naming and Numbering Report – Clinic Drive

Portfolio: Finance & Corporate

Building a Better Borough Aim: A.1, A.3

Building a Better Borough Priority: A.1 P.4, A.3 P.3.

1. Purpose of Report

- 1.1. To consider the renaming of Clinic Drive (both the named and unnamed section of the public highway) following two separate requests.

2. Recommendations

- 2.1. The Sub-committee reject the requests received; or
- 2.2. The Sub-committee grant approval for officers to investigate, in accordance with the Street Naming and Numbering Policy for each request.
- 2.3. Subject to compliance with the Policy, it be recommended to Cabinet for approval.

3. Background

- 3.1. Cabinet approved on the 9th March 2022, a revised Street Naming and Numbering Policy.
- 3.2. Two (2) separate requests have been received by the Council to rename Clinic Drive. Both letters are attached to this report (ref Appendix A and Appendix B).
- 3.3. Clinic Drive is located off Coton Road (A444), it is a one-way street situated alongside Riversley Park, providing access to numerous facilities and dwellings including Riversley Park car park, Riversley Park Childrens Centre and The Holy Spirit Catholic Multi Academy (the named section of the public highway). Leading off Clinic Drive is a

unnamed stretch of public highway providing access to Catholic Church and Our Lady & St. Joseph's School.

4. Considerations

- 4.1. If recommendation 2.2 is approved, Officers would need to undertake compliance checks against the Policy to establish whether each request complies with the Policy. Due to the timing of the meeting and deadlines for reports, a full and thorough review has not been undertaken therefore additional time is required. Should the requests fail to comply with the Policy, authority shall be provided to the Assistant Director – Governance & Democracy and Assistant Director – Planning in consultation with the Chair of the Sub-Committee and other relevant Senior Officers, to refine the request(s) accordingly to be suitable and compliant, with a view of issuing a further report to Cabinet for formal approval.
- 4.2. Please also note section 5. Financial Implications.
- 4.3. If item 2.2 of the report is approved, formal consultation shall be required and will be subject to compliance with the Councils Street Naming and Numbering Policy.
- 4.4. A key provision governing the alteration of street names is section 18 of the Public Health Act 1925, although note that this is an 'adoptive' provision and therefore only effective within an area after formal adoption by the authority concerned. (The provision does not, however, extend to Greater London). Under section 18, an authority may by order alter the name of any street or part of a street.
- 4.5. At least one month's notice must be given before making such an order, either by posting at each end of the street or in some conspicuous position on the street. Each notice must provide information about the right of appeal (to the magistrates' court) against the proposed order.
- 4.6. Any affected residents and/or businesses will have costs incurred due to any change, but this will be reviewed if item 2.2 of the report is approved.
- 4.7. Notwithstanding 4.1 to 4.6 of this report, there are proposed changes to the street naming legalisation and procedure which are set out in the Levelling Up and Regeneration Bill. The Bill is currently in its final stages and is currently in the Consideration of Commons amendments stage. Once finalised, it will be issued for Royal Assent. It should therefore be noted that subject to Royal Assent being granted and the implementation date of the new Levelling-up and Regeneration Bill, the Borough Council may be required to formally consult with residents and businesses and approval required in accordance with the procedure outlined in the Bill.

5. Financial Implications

- 5.1. There are cost implications in implementing a change of street name, but these are minimal unless an objection is made to the Magistrates' Court. That said, budget provision is to be identified by the Sub-Committee in consultation with the Assistant Director – Governance and Democracy and Strategic Director – Finance and Governance (to be identified in the Cabinet report) if the Sub-committee agree recommendation 2.2. The identified budget would be included within the Cabinet report if 2.2 of this report is approved.

6. Background Papers (if none, state none)

- 6.1. Appendix A – [Letter from Mrs Denise Carter]
6.2. Appendix B – [Letter from Our Lady of Angels Church]
6.3. Street Naming and Numbering Policy - [Street Naming and Numbering Policy March 2022 | Nuneaton & Bedworth \(nuneatonandbedworth.gov.uk\)](#)
6.4. Cabinet Meeting – 9th March 2022.

Mrs D Carter
(Address removed)

September 2023

Dear Councillor Cape,

As you may already be aware, my son, Louis Carter was killed in action in Afghanistan in August 2009.

Since that time it has been mentioned many times that there was the possibility of having a street named in his memory. Unfortunately, to date, nothing has developed from these conversations. He is now the only soldier killed in that action that does not have a street named in his memory.

Could I please ask that you look at this proposal and endeavour to move forward with the process.

I believe that the renaming of Clinic Drive would be a good option for the following reasons:-

1. It is close to where he was born and grew up. He lived in Riversley Road.
2. He was laid to rest in Our Lady of the Angels church in Clinic Drive.
3. His childhood was spent playing in Riversley Park.
4. He was schooled in the nursery, infants and junior school in Clinic Drive.
5. There are no residents in Clinic Drive.

Yours Sincerely

Mrs D Carter

Appendix B

Our Lady of the Angels Church
Coton Road
Nuneaton
CV11 5UA

01 June 2023

Civic Honours Committee
Nuneaton and Bedworth Council
Cllr K Wilson
Cllr S Croft
Brent Davis

Dear Sir,

I formally request that the council rename the unnamed stretch of Clinic Drive that leads up to the Catholic Church and Our Lady & St. Joseph's School to ANGELS WAY. (Please see attached).

Like Nuneaton and Bedworth Borough Council, our lady of the Angels church represents the whole community and has members of the congregation from many countries and different political backgrounds.

The Nuns that came to Eaton and caused the town to be renamed Nuneaton are still represented at our church in the form of the Presentation Sisters, who are based on Manor Court Road.

There can no better time for this to happen, as we currently have visiting our Borough "the angel of Knives" with the positive message that this is bringing to our Borough

This naming would have very little knock-on effect, as the presbytery is the only occupied address on this stretch of road.

I believe this name change and the associated publicity would bring nothing but benefit to our community.

Yours faithfully



Cllr. Michael Green on behalf of Father Simon Hall.



AGENDA ITEM NO.7

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Civic Honours Sub-Committee

From: Assistant Director – Governance & Democracy

Subject: Renaming Sherbourne Avenue Park

Portfolio: Finance & Corporate

Building a Better Borough Aim: A.1, A.3

Building a Better Borough Priority: A.1 P.4, A.3 P.3.

1. Purpose of Report

- 1.1. To consider arrangements for the renaming of Sherbourne Avenue Park after Lewis Stevens MBE.

2. Recommendations

- 2.1. The Sub-committee reject the request; or
- 2.2. The Sub-committee grant approval for consultation to commence with residents of the borough to rename Sherbourne Avenue Park after Lewis Stevens MBE.

3. Background

- 3.1. A request has been received to rename Sherbourne Avenue Park after Lewis Stevens MBE. This Sub-committee can decide to reject or consider the request further and proceed to next steps.
- 3.2. Lewis Stevens MBE sadly passed away, aged 86, and was the Member of Parliament for Nuneaton between 1983 and 1992, and was also a former Councillor and Deputy Leader of the old Nuneaton Borough Council and lived close to the park.
- 3.3. The park has been identified as a project for refurbishment and improvement works due to funding received under the UK Shared Prosperity Fund (UKSPF) following the Councils bid in 2022 and the name change would be part of this.

4. Body of Report

- 4.1. The subject of this report is to rename Sherbourne Avenue Park (address: Sherbourne Avenue, Nuneaton, CV10 9JH) to Lewis Stevens MBE following a request received by the Council, subject to consultation.
- 4.2. The Council has various powers dealing with its functions in respect of the park but there is no specific statutory power dealing with renaming. However, the Council may rely on the provisions contained within s.111 of the Local Government Act 1972 (incidental to its function) to change the name of Sherbourne Avenue Park. Changing the name of the recreation ground under s.111 of the Local Government Act is an executive function.
- 4.3. It is recommended to undertake a form of public consultation. Any consultation must be adequate and fair having regard to all the circumstances and courts have set out some broad guiding principles on what this means:
 - I. Consultation must be undertaken when proposals are at a formative stage;
 - II. Sufficient reasons must be given to allow for intelligent consideration and response by consultees;
 - III. Adequate time must be given for consideration and response and;
 - IV. Consultation responses must be conscientiously taken into consideration before making the decision.

5. Considerations

- 5.1. It should be noted that the implementation of this request would result in officer resource and time to facilitate the democratic approval process, the consultation process, updating internal and external documentation/databases as well as the process to facilitate and manage the process of change on site. In addition, the committee should note this may create conflicting applications, which would place the Council in a challenging position following a previous scenario.
- 5.2. Some destination parks and public open spaces may also have feature signage/noticeboards/memorial street furniture that the decision may have an impact on.
- 5.3. Further to 5.1 and 5.2 above, it should also be noted that the process to undertake such change, if approved and subject to the outcome of the consultation, will incur cost to the local authority such as a potential need for new signage, noticeboards and/or street furniture.

6. Appendices

None

7. Background Papers (if none, state none)

None

AGENDA ITEM NO. 8

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Civic Honours Sub-Committee

From: Assistant Director – Governance & Democracy

Subject: Appointment of Honorary Aldermen/Alderwomen & Honorary Freeman/Freewoman

Portfolio: Finance & Corporate

Building a Better Borough Aim: A.1, A.3

Building a Better Borough Priority: A.1 P.4, A.3 P.3.

1. Purpose of Report

1.1. To outline the procedure for the appointment of Honorary Freeman/Freewomen and Honorary Aldermen/Alderwomen by the Council.

2. Recommendations

2.1. The contents of the report be noted; and

2.2. Potential nominations for Freeman/Freewomen of the Borough or Honorary Alderman/Alderwoman to be submitted to the Civic Honours Sub-Committee, which will be considered at the meeting or future meeting and – if approved – the Head of Paid Service be requested to refer the recommendation to an Extraordinary Full Council to be called for the purpose of voting upon the nomination(s).

3. Background

3.1. In accordance with regulation 249 of the Local Government Act 1972, a principal council may, confer the title of Honorary Aldermen (or Alderwomen) on persons who have, in the opinion of the Council, rendered eminent services to the Council as past members of that Council, but who are not then Councillors of the Council.

3.2. As for Honorary Freeman/Freewomen, this was passed under the Honorary Freedom of Boroughs Act, 1885, (now replaced by the Local Government Act of 1972). The current powers allow the Council to admit Honorary Freeman/Freewomen of the Borough of persons of distinction, and persons who have, in the opinion of the Council, rendered eminent services to the Borough.

- 3.3. It should be noted that:
- 3.3.1. A budget will need to be identified and confirmed if the recommendation is agreed by this Sub-committee when seeking a decision from Council; and
- 3.3.2. No Honorary Alderman/Alderwomen shall, while serving as a Councillor of the Council, be entitled to be addressed as Alderman/Alderwomen or to attend or take part in any civic ceremonies of the Council as an Alderman/Alderwomen; and
- 3.3.3. An Honorary Alderman/Alderwoman of a principal council may attend and take part in such civic ceremonies as the council may from time to time decide, but shall not, as such, have the right—
- (a) to attend meetings of the council or a committee of the council (including a joint committee upon which they are represented); or
 - (b) to receive any such allowances or other payments as are payable under sections 173 to 176 of the Local Government Act 1972.

4. Appointment Process

- 4.1. Honorary Aldermen/Alderwomen
- 4.1.1. To appoint an Honorary Alderman/Alderwoman, the Council has to, by a resolution passed by not less than two-thirds of the members voting thereon at a meeting of the Council, confer the title of Honorary Alderman/Alderwoman.
- 4.1.2. In accordance with 3.1 of the report, any nomination must be a person who rendered eminent services to the Council as a past member of the Council, but who are not then a member of the council.
- 4.2. Honorary Freeman/Freewomen
- 4.2.1. To appoint Honorary Freeman/Freewoman, the Council has to, by a resolution passed by not less than two-thirds of the members voting thereon at a meeting of the Council, confer the title of Honorary Freeman/Freewoman to persons of distinction, and persons who have, in the opinion of the authority, rendered eminent services to that place or area.
- 4.3. General
- 4.3.1. The Sub-committee is required to identify suitable persons for both honours and establish that the honour will be accepted. Once agreeable in principle, in accordance with regulation 249 of the Local Government Act 1972, the calling of a Council meeting is required to make the appointment formally.

- 4.3.2. To ensure a formal appointment process made by a resolution, approval by not less than two-thirds of the members voting thereon at a meeting of the Council, confer the title of Honorary Aldermen/Alderwomen on persons who have, in the opinion of the Council, rendered eminent services in accordance with 3.1 and/or 3.2 of this report.
- 4.3.3. To trigger 4.3.2 above, the Sub-committee will need to move a recommendation which effectively triggers the process. A suggested form of words for this could be:

“1. That be admitted as an honorary alderman/freeman (or alderwoman/freewoman) of the Nuneaton and Bedworth Borough Council under Section 249 of the Local Government Act 1972 in recognition of [the eminent services which s/he has rendered to ...] [his/her distinguished ...] [and that his/her name be enrolled on the freemen’s/freewomen’s roll]

2. That the common seal of the Council be affixed to the [enrolment of ... on the said freemen’s roll and to the certificate to be presented to him/her on his/her admission as an honorary freeman/freewoman of the Borough] [certificate conferring upon ... the title of honorary alderman/alderwoman].

3. That an estimated expenditure of £... be approved for the purposes associated with the appointment and that the Chief Executive be authorised to agree any consequential matters.”

6. Appendices

None

7. Background Papers (if none, state none)

7.1. Council Constitution reference – Civic Awards Sub-committee – Terms of Reference.

AGENDA ITEM NO.9

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Civic Honours sub-committee
From: Communications and Marketing Manager
Subject: Public nominations for civic honours
Portfolio: Finance and Corporate services

Building a Better Borough Aim: Live

Building a Better Borough Priority: We want to make our borough a place where our residents enjoy living and in which others choose to make their home.

1. Purpose of Report

This report updates the sub-committee on the process which members of the public will need to follow in order to nominate others for a civic award from Nuneaton and Bedworth Borough Council.

2. Recommendations

The sub-committee endorses the proposals and approach adopted in section 4 of this report.

3. Background

The sub-committee has previously discussed principles of a scheme which would allow members of the public to nominate fellow citizens for a civic award from Nuneaton and Bedworth Borough Council.

These principles include: a seconder is required for every nomination, people may not nominate themselves, and all nominations are to be validated before consideration by this sub-committee.

4. Body of Report

To help make it easier for members of the public to make a nomination for an award, a web form has been established and tested ready for use.

Members of the public will need to complete the form to supply information to start the process, including full details of the:

- Person proposing the nominee

- Seconder for the nominee
- Nominee
- Reason for nomination

They are also able to indicate which award for which they wish the person to be considered.

Although the web form is the preferred means by which people will be invited to make nominations, a paper copy of the form will be available on request from customer services.

Nominees will be contacted prior to submission to the Civic Honours Sub-Committee to ensure that they are happy to be nominated and considered for an award.

All validated nominations will be considered by the Sub-Committee. The final decision on recommendations brought will be taken by Cabinet and ratified at Full Council.

Presentations to deserving nominations will take place towards the end of the Mayoral Year, each April.

This process is open to all members of the public. The following nominations will be accepted:

- Award of Merit
- Naming of places or streets in the Borough
- Honorary Aldermen or Alderwomen
- Mayor's Award
- Freedom of the Borough
- Freedom of Entry to the Borough

Stakeholders will also be invited to submit nominations at the opening of the nominations window each November. The Civic Honours page on which the form will be published can be found [here](#).

5. Conclusion

The process set out above describes how members of the public may make nominations for civic awards is now ready to be published so that citizens may nominate individuals for awards using a simple online form.

6. Appendices

None.

7. Background Papers (if none, state none)

[Civic Honours Sub-Committee, 5 December 2022.](#)