Appendix 1

Honorary Freedom of Hertsmere Borough Council

The title of Honorary Freeman is one of the highest honours that this Council can bestow. This capability was granted to the Council when it received Borough status in 1974.

Honorary Freemen of the Borough

The title of Honorary Freeman of the Borough is awarded to ‘persons of distinction and persons who have rendered eminent services to the Borough.’

Today the award of Honorary Freeman does not convey any legal rights or responsibilities other than a ceremonial role at civic occasions where all those that receive the award are invited to attend significant civic events as honoured guests.

Policy Statement

The Borough Council of Hertsmere wishes to recognise the efforts of members of the community who demonstrate outstanding commitment to the well-being of the Borough. The Council will do this, in special circumstances that meet the criteria of this policy, by awarding to an individual the title of Honorary Freeman (or Freewoman) of the Borough. This honour will be awarded only on rare and exceptional occasions.

Nomination Criteria

The following will be taken into account when consideration is given to granting the honour of Honorary Freeman (or Freewoman) of the Borough:

1. Preference will be given to a person who performs in a voluntary capacity, but this should not preclude the honour being awarded to a person whose dedications and contribution is significantly above that expected for their occupation.

2. All nominees should have carried out their largely voluntary roles for a period of at least 20 years.

3. Serving Councillors cannot be considered.

5. The contribution to the community of the Borough should involve one or more of the following:

   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 most others.

Nomination Procedure

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’. In keeping with the special nature of the award, conferment should be strictly limited to those who have made a very significant contribution to the locality.

1. Nominations should be made in the strictest confidence without the nominee’s knowledge. Any resident or elector of the Borough may make a nomination but it must also be sponsored by a Borough Councillor.

2. Nominations must be made in writing to the Leader of the Council and Chief Executive and be supported by evidence of the voluntary service provided by the individual to the community and any other examples of service which justifies the honour. On receipt of a nomination it will be circulated to the Constitution and Member Development Panel for confidential consideration. If the nomination is to progress then Council will consider it at a private meeting of Council.

3. If Council agrees that the nominee should be made an Honorary Freeman of the Borough, the nominee will be invited to accept the honour. The nomination will then be put before a special and public meeting of the Council and a formal vote taken.

4. No less than two-thirds of Councillors must agree the nomination.

5. The decisions of the Council on all nominations are final.

Entitlement

Any person approved by Council may designate himself/herself Honorary Freeman of the Borough.

The award will be made at a special meeting of the Council. A suitably worded scroll will be presented to the recipient, an entry made in the Borough Council’s Roll of Honorary Freemen and their name inscribed on the Honorary Freeman board in the Civic Offices. A Civic Reception, hosted by The Mayor, will be held immediately after the special Council Meeting to give an opportunity for everyone to offer their congratulations to the newly appointed Honorary Freeman.

An Honorary Freeman will have the following privileges:

• To attend meetings of the Council and to have a reserved seat thereat

• To receive invitations to Civic and social functions
• To take precedence over Councillors, but not over The Mayor or Deputy Mayor at Civic functions and in Civic processions

• To have any Civic flag flown at half-mast on his/her death

• To enjoy such other privileges as the Council may decide