



**Borough of Tamworth**

Marmion House,  
Lichfield Street, Tamworth,  
Staffordshire B79 7BZ.

Enquiries: 01827 709 709  
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## **NOMINATIONS COMMITTEE**

26 September 2017

Dear Councillor

A meeting of the Nominations Committee will be held in **Committee Room 1, Marmion House, Lichfield Street, Tamworth, B79 7BZ on Wednesday, 4th October, 2017 at 6.00 pm.** Members of the Committee are requested to attend.

Yours faithfully

A handwritten signature in black ink, appearing to be 'A. G. S.', written over a circular stamp.

### **A G E N D A**

#### **NON CONFIDENTIAL**

- 1 Appointment of Chair**
- 2 Appointment of Vice-Chair**
- 3 Apologies**
- 4 Minutes from the Previous Meeting (Pages 1 - 4)**
- 5 Declarations of Interest**

*To receive any declarations of Members' interests (pecuniary and non-pecuniary) in any matters which are to be considered at this meeting.*

*When Members are declaring a pecuniary or non-pecuniary interest in respect of which they have dispensation, they should specify the nature of such interest. Members should leave the room if they have a pecuniary or non-pecuniary interest in respect of which they do not have a dispensation.*

**6 Nomination Procedure** (Pages 5 - 8)

(Report of the Solicitor to the Council & Monitoring Officer)

**7 Nominations Form** (Pages 9 - 12)

(Report of the Solicitor to the Council & Monitoring Officer)

*People who have a disability and who would like to attend the meeting should contact Democratic Services on 01827 709264 or e-mail [committees@tamworth.gov.uk](mailto:committees@tamworth.gov.uk) preferably 24 hours prior to the meeting. We can then endeavour to ensure that any particular requirements you may have are catered for.*

To Councillors: J Chesworth, T Clements, D Cook, M Oates, S People and M Thurgood  
Independent Member: R Hughes



**MINUTES OF A MEETING OF THE  
NOMINATIONS COMMITTEE  
HELD ON 5th APRIL 2017**

PRESENT: Councillors T Clements (Chair) R Kingstone (Vice-Chair),  
M Greatorex, T Madge, T People, P Seekings and R Hughes

The following officers were present: Ryan Keyte (Senior Legal Officer) and  
Janice Clift (Democratic and Elections Officer)

**38 APOLOGIES**

Apologies for absence were received from Councillor D Cook

**39 MINUTES FROM THE PREVIOUS MEETING**

The minutes of the meeting held on 6 October 2016 were approved and signed  
as a correct record.

*(Moved by Councillor P Seekings and seconded by Councillor R Kingstone)*

**40 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**41 EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED:** That Members of the press and public be now excluded  
from the meeting on the grounds that the business  
involves the likely disclosure of exempt information as  
defined in Paragraph 2 of Part 1 of Schedule 12A to the  
Local Government Act 1972 (as amended)

*(Moved by Councillor T People and seconded by  
Councillor M Greatorex)*

**42 NOMINATION RECEIVED - PUBLIC RECOGNITION (INDIVIDUAL) (1)**

The Report of the Solicitor to the Council and Monitoring Officer was considered

**RESOLVED:** That Robert Aspinall be awarded with a Public Recognition Award for his services/work to the Borough of Tamworth

*(Moved by Councillor T Peaple and seconded by Councillor T Madge)*

**43 NOMINATION RECEIVED - PUBLIC RECOGNITION (INDIVIDUAL) (2)**

The Report of the Solicitor to the Council and Monitoring Officer was considered

**RESOLVED:** That Harbajih Singh Kang be awarded with a Public Recognition Award for his services/work to the Borough of Tamworth

*(Moved by Councillor T Clements and seconded by Councillor P Seekings)*

**44 NOMINATION RECEIVED - PUBLIC RECOGNITION (INDIVIDUALS) (3)**

The Report of the Solicitor to the Council and Monitoring Officer was considered

**RESOLVED:** That Jeanne and Grant Miller be awarded with a Public Recognition Award for their services/work to the Borough of Tamworth

*(Moved by Councillor T Madge and seconded by Councillor T Peaple)*

**45 NOMINATION RECEIVED - PUBLIC RECOGNITION (INDIVIDUAL) (4)**

The Report of the Solicitor to the Council and Monitoring Officer was considered

**RESOLVED:** That Bernard Torgut be awarded with a Public Recognition Award for his services/work to the Borough of Tamworth

*(Moved by Councillor T Peaple and seconded by Councillor P Seekings)*

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Chair

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## NOMINATIONS COMMITTEE

04 OCTOBER 2017

### REPORT OF THE SOLICITOR TO THE COUNCIL AND MONITORING OFFICER

#### NOMINATION PROCEDURE

#### PURPOSE

To consider the draft Procedure for Nominations attached to this report and the publication thereof.

#### RECOMMENDATIONS

That the Committee:

1. **consider the draft Procedure for Nominations**
2. **adopt the Procedure for use, subject to any amendments and publish on website for utilisation.**

#### EXECUTIVE SUMMARY

A Nomination Procedure was prepared when this Committee was created. The procedure has caused concerns from a capacity position in Democratic Services. It is necessary, to comply with statutory regulations, to have sufficient time to publish an Agenda which allows the legal notice required for a public meeting. Further in the months April, May and June of each year staff have a considerably higher workload than any other time of the year. In addition to elections, there is the annual Council meeting to prepare for and all of the preparation for committee calendars, allocation of seats on Committees etc., there is an outgoing Mayor organising events at the end of their municipal year and the incoming mayor to advise and guide for the coming municipal year.

The reviewed Procedure is attached in draft form for scrutiny by the committee. Any proposed and agreed amendments will be incorporated therein. The process time as indicated is important to allow time for proper legal arrangements to be put in place in relation to the organisation of a Nominations Committee meeting. As you can appreciate there is already a full calendar of meetings and such ad hoc meetings require to be arranged not only around the other meetings but in conjunction with the Chair of the Committee and officer availability. Once the Procedure is agreed by the Committee it will then be published on the Tamworth Borough Council website for use in the Nomination process.

## **RESOURCE IMPLICATIONS**

In this Municipal year there is no budgetary provision for costs associated with awards.

## **LEGAL/RISK IMPLICATIONS BACKGROUND**

None.

## **SUSTAINABILITY IMPLICATIONS**

None.

## **BACKGROUND INFORMATION**

The Constitution adopted on 10 September 2013 included a new Article constituting a “Nominations Committee” to consider applications under S249 of the Local Government Act 1972 and other suitable nominations for public recognition. Any nomination considered eligible under S249 of the Local Government Act 1972 has to be approved by full Council.

## **REPORT AUTHOR**

Jane M. Hackett, Solicitor to the Council & Monitoring Officer tel: 709258

## **LIST OF BACKGROUND PAPERS**

None

## **APPENDICES**

Appendix A – draft Nomination Procedure



## PROCEDURE FOR NOMINATIONS COMMITTEE

A Nomination form may be found on the website or on the S Drive:-

<http://democracy.tamworth.gov.uk/ecSDDisplay.aspx?NAME=SD357&ID=357&RPID=1555595>

S Drive\Corporate Services\Democratic Services\Nominations  
Committee\Tamworth Borough Council Nomination Form April 2017

Any forms that are received need 14 days to process from the day of receipt and then the Nominations Committee will meet 28 days after receipt of the nomination.

No Nominations Committees will take place in April, May or June of any municipal year only the months of July to March will the Committee meet

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## NOMINATIONS COMMITTEE

04 OCTOBER 2017

### REPORT OF THE SOLICITOR TO THE COUNCIL AND MONITORING OFFICER

#### NOMINATION FORM

#### **PURPOSE**

To consider the draft Nomination Form attached to this report.

#### **RECOMMENDATIONS**

**That the Committee:**

1. consider the draft Nomination Form
2. adopt the form for use, subject to any amendments and publish on website for utilisation.

#### **EXECUTIVE SUMMARY**

A Nomination Form was prepared when this Committee was created. The form is no longer fit for purpose and has been reviewed

The reviewed Form is attached in draft form for scrutiny by the committee. Any proposed and agreed amendments will be incorporated therein. The Form will then be published on the Tamworth Borough Council website for use in the Nomination process.

#### **RESOURCE IMPLICATIONS**

In this Municipal year there is no budgetary provision for costs associated with awards.

#### **LEGAL/RISK IMPLICATIONS BACKGROUND**

None.

## **SUSTAINABILITY IMPLICATIONS**

None.

## **BACKGROUND INFORMATION**

The Constitution adopted on 10 September 2013 included a new Article constituting a “Nominations Committee” to consider applications under S249 of the Local Government Act 1972 and other suitable nominations for public recognition. Any nomination considered eligible under S249 of the Local Government Act 1972 has to be approved by full Council.

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None

## **APPENDICES**

Appendix A – draft Nomination Form

## TAMWORTH BOROUGH COUNCIL NOMINATION FORM

Please read the guidance notes and provide a covering note or letter with your details

| <b>NOMINEE</b>                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p style="text-align: center;"><i>Please clearly print or type the following details about the person you are nominating. You must ensure that all sections of this form are completed otherwise we will be unable to consider your nominee</i></p> <p style="text-align: center;"><i>Please send the completed form to Democratic Services, Marmion House, Lichfield Street, Tamworth, B79 7BZ</i></p> |

**I Mr/Mrs/Ms..... of (Address) .....**  
**..... (Email) .....**  
**(Signature)..... (Date) .....**

**Nominate the following for a Public Recognition Award/Freeman/  
Alderman/Honour (Please circle relevant nomination)**

**Company/Group:**

\_\_\_\_\_

Please ensure that names/details are accurate and that the spelling is correct

**Full Name:  
(Individual)**

\_\_\_\_\_

**Known as:**

\_\_\_\_\_

If different from above

**Date of Birth/Formation:  
(as applicable)**

\_\_\_\_\_

**Address:**

\_\_\_\_\_  
\_\_\_\_\_

Please include as full an address as possible

**County:**

\_\_\_\_\_

**Postcode:**

\_\_\_\_\_

**Telephone No:**

\_\_\_\_\_

If known, (including area code if land line number)

The information contained in this nomination is strictly confidential and will not be communicated to any person other than those involved in the administration of the nomination system, with the exception of background information provided which may be used in association with the announcement of any honour granted.

## THE RECOMMENDATION

In this section, space has been provided for you to set out details of how the nominee has made a significant contribution in their area of activity whether it is in the public, private or voluntary sectors.

We are looking for people/organisations with exemplary service, which may be paid or unpaid, who have changed things, with an emphasis on practical achievement; have demonstrated innovation and entrepreneurship; are examples of the best sustained and selfless voluntary service or have delivered in a way that has brought distinction to UK life. The legislation defines this as eminent services.

It is important that you give as much detail as possible about what your nominee has achieved which makes them stand out against others and make it clear if the achievement is in one area or in a number of different areas. Please provide this detail on a separate sheet of paper at the end of this form so as to provide the Committee with as much information as possible.

Please describe the benefits resulting from the nominee's service to a particular field, area, group, community or humanity at large

- What has their impact been?
- How wide is their influence?
- What are their achievements?
- What made their contribution stand out from any other person

Please provide any evidence eg., newspaper cuttings/letters of support etc

**Please state the service for which you consider that the nominee should receive an honour (for example, services to disabled people).**

**Please list the post(s), with start and end dates, in which the nominee has excelled.**

- **If you do not know exact dates, please estimate the period of time**
- **Please state if the post was paid or unpaid or you do not know**