

NON-CONFIDENTIAL



Borough of Tamworth

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NOMINATIONS COMMITTEE

28 August 2013

Dear Councillor

A meeting of the Nominations Committee will be held in **Meeting Room 4 - Marmion House on Wednesday, 4th September, 2013 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 **Apologies**
- 2 **Minutes from the Previous meeting (Pages 1 - 2)**
- 3 **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.

4 Nomination Form (Pages 3 - 4)

RESTRICTED

NOT FOR PUBLICATION because the report could involve the disclosure of exempt information as defined in Paragraph 2 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended)

5 Consideration of a Nomination

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 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: M Clarke, T Clements, D Foster, K Gant and E Rowe
Independent Member: R Hughes



MINUTES OF A MEETING OF THE NOMINATIONS COMMITTEE HELD ON 5th JUNE 2013

PRESENT: Councillor T Clements (Chair), Councillors K Gant, M Clarke, and E Rowe and Independent Member R Hughes

The following officers were present: Jane Hackett (Solicitor to the Council and Monitoring Officer) and Karen Clancy (Partnership Funding Officer)

1 APPOINTMENT OF CHAIR

RESOLVED: That Councillor T Clements be appointed as Chair.

(Moved by Councillor K Gant and seconded by Councillor E Rowe)

2 APPOINTMENT OF VICE-CHAIR

RESOLVED: That Councillor K Gant be appointed as Vice-Chair.

(Moved by Councillor T Clements and seconded by Councillor E Rowe)

3 APOLOGIES

Apologies for absence were received from Councillor D Foster.

4 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

5 PROCEDURE FOR NOMINATIONS FOR HONORARY ALDERMEN AND/OR HONORARY FREEMAN OF THE BOROUGH OF TAMWORTH

The Chair led a discussion on the awards and the creation of a form for nominations for placing on the website. The procedure for nomination to full Council was discussed deciding a separate meeting to be constituted for awards.

RESOLVED: That any awards will be given in full Council or at a Mayoral event.

Chair



TAMWORTH BOROUGH COUNCIL NOMINATION FORM

Please read the accompanying guidance notes before completing this form

NOMINEE
<p><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><i>Please send the completed form to Democratic Services, Marmion House, Lichfield Street, Tamworth, B79 7BZ</i></p>

I nominate the following for a Freedom/Freeman/Alderman/Honour/ Public Recognition Award

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:
(if applicable)**

Address:

Please include as full an address as possible

County:

Postcode:

Telephone No:

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

<p>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.</p> <p style="text-align: center;">Page 3</p>

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