

# Civic Medallion Nomination (December 2021)

For Cabinet on 2 December 2021

---

## Summary

**Lead Member:** Councillor Tom Dawlings – Leader of the Council

**Lead Director:** Lee Colyer – Director of Finance, Policy and Development

**Head of Service:** Jane Clarke – Head of Policy and Governance

**Report Author:** Mark O’Callaghan – Scrutiny and Engagement Officer

**Classification:** Partially Exempt from Disclosure – Exempt Appendix A exempt by virtue of paragraph 1 of Schedule 12A of the Local Government Act 1972 (as amended): Information relating to any individual.

**Wards Affected:** All

Approval Timetable	Date
Informal nominations working group	02 November 2021
Portfolio Holder	03 November 2021
Communities and Economic Development Cabinet Advisory Board	17 November 2021
Cabinet	02 December 2021
Full Council	15 December 2021

## Recommendations

Officer recommendations as supported by the Portfolio Holder:

- That Full Council be recommended that a Civic Medallion be awarded to the individual set out at Exempt Appendix A to the report.

# 1. Introduction and Background

- 1.1 This report advises members of the Council of a nomination for a Civic Medallion and invites its consideration.
- 1.2 Tunbridge Wells Borough Council operates the Civic Medallion scheme which seeks to give official recognition to people who have given 'meritorious service' to the Borough. Details of the scheme are set out at appendix A.
- 1.3 The Civic Medallion is the second highest honour the Borough can bestow. The scheme has been in operation since 1981, during which time 34 medallions have been awarded.
- 1.4 A nomination as set out at Exempt Appendix A to the report was submitted by Councillor Jane March. The name of the nominee and the reasons for the nomination are confidential unless the award is made.
- 1.5 Members may discuss in general terms whether the nominee meets the criteria during a public session but must not mention the name of the nominee or any information which could identify them, except in a duly convened private session.
- 1.6 In accordance with the adopted procedure, the nomination was considered and supported by an informal, cross-party working group consisting of the Mayor and the leaders of the political groups.
- 1.7 The Cabinet is requested to consider and, if thought fit, to support the nomination and make a recommendation to Full Council.

# 2. Options Considered

- 2.1 The Cabinet is not bound by the recommendation of the working group and if members feel unable to support the nomination for any reason, the matter will not progress any further.
- 2.2 If the Cabinet supports the nomination it should recommend the award of the Civic Medallion by Full Council.
- 2.3 Although the scheme is deliberately loosely defined, in practice it includes exceptional service to a community within the Borough given by an individual – or in special circumstances, groups – usually over many years and most likely (though not exclusively) from within the voluntary sector (i.e. not as part of someone's employment).
- 2.4 Members are requested to use their best judgement in determining whether the nomination set out at Exempt Appendix A meets the criteria of the Civic Medallion award.

### **3. Consultation**

- 2.1 The nomination form, set out at Exempt Appendix A, includes two independent testimonials.
- 2.2 The nomination was considered and supported by the informal cross-party working group at their meeting on 02 November 2021.

### **Recommendation from Cabinet Advisory Board**

- 2.3 The Communities and Economic Development Cabinet Advisory Board was be consulted on this decision at their meeting on 17 November 2021 and agreed:  
“That the recommendations in the report be supported.”

### **4. Implementation**

- 2.1 Subject to Cabinet’s approval, the final decision to award the Civic Medallion will be made by Full Council on 15 December 2021 but it will not be presented at this stage.
- 2.2 If the Council agrees the award, the nominee will then be formally advised and invited to accept the award.
- 2.3 Once the nominee accepts the award they will be invited to attend the next convenient meeting of Full Council to receive the award in person (they may opt to receive the award privately) and the award will be publicly announced.
- 2.4 Civic Medallion holders are normally invited to various high-level civic events to demonstrate the Brough’s continued appreciation for their work and contribution.

### **5. Appendices and Background Documents**

Appendices:

- Appendix A: Civic Medallion Scheme details.

Exempt appendices (if any):

- Exempt Appendix A: Nomination Form

Background Papers:

- None

## **6. Cross Cutting Issues**

### **A. Legal (including the Human Rights Act)**

Under the Council's 'Civic Medallion Scheme' it is for Full Council to make the final decision of the award of Civic Medallions.

There are no consequences arising from the recommendations that adversely affect or interfere with individuals' rights and freedoms as set out in the Human Rights Act 1998.

Gary Rowland, Senior Lawyer (Corporate Governance), 04 November 2021

### **B. Finance and Other Resources**

The costs for the award and presentation will be met from the existing and approved Mayoral Function budget.

Jane Fineman, Head of Finance, Procurement and Parking, 03 November 2021.

### **C. Other Implications (Staffing, Risk Management, Environment and Sustainability, Community Safety, Equalities, Data Protection, Health and Safety, Health and Wellbeing)**

Data Protection: The personal information of the nominee will remain exempt and/or redacted until such time as consent is given by the nominee to make the personal information manifestly public.

There are no other significant implications as a result of this decision.

Mark O'Callaghan, Scrutiny and Engagement Officer, 08 November 2021