

SPENNYMOOR TOWN COUNCIL



Procedure for Revocation of Honorary Awards

Author of Policy:	Town Clerk
Date Effective From:	24 May 2022
Policy Review: When & By Whom	12 May 2022 Constitution Working Group
Next Review:	May 2024
Version Control:	V1

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1.0 Procedure for revocation of Honorary Awards

1.1 Honorary Awards are defined as a Certificate of Recognition of Achievement and Scroll of Honour

1.2 Spennymoor Town Council will not sanction certain types of behaviour and reserves the right to consider whether a public association with an individual or organisation in receipt of an Honorary Award injures the reputation of the Town Council.

1.3 In such instances, the Town Council will take action to:

- mitigate risk;
- manage the process in a sensitive and fair way; and,
- make recommendations as to what action should be taken.

1.4 This process will not be undertaken lightly nor in response to trivial matters, but is expected to be enacted where serious and significant concerns have been raised. Under such circumstances, cases for the revocation of an Honorary Award may be submitted to the Chair of Policy and Resources.

1.5 Those receiving an Honorary Award were honoured in recognition of their achievements, reputation and, typically, their potential to act as role models to the community. If there is reason to believe that the characteristics that made them worthy of the honour are no longer applicable, the Town Council may follow this process to determine whether a revocation is appropriate. Where such a case may arise, the Town Council has adopted this process, to ensure a fair and confidential consideration of relevant matters. Whilst it may not always be possible for the existence of an ongoing process to remain confidential, it is our intention that a fair process and one that makes no assumption of guilt, and may not necessarily arise from media attention, be conducted in a manner which respects individuals' right to privacy and confidentiality in accordance with any, and all, legal requirements.

1.6 An individual receiving an Honorary Award did so based on the below criteria:

2.0 Scroll of Honour

2.1 The Scroll of Honour is the highest award and reserved for those individuals or groups who have demonstrated an outstanding and noteworthy contribution to the well-being and benefit of society and/or in their field of endeavour.

3.0 Certificate of Recognition of Achievement

3.1 This award may be granted to an individual or group who has made a significant contribution, over and above normal expectations to the well-being of society and/or in their field of endeavour.

- 3.2 If the recipient(s) of an honorary award subsequently undertake behaviour which the Council deems to be detrimental to it's or the Town's reputation, the Town Council, adopting a fair and confidential process, can determine whether it needs to respond swiftly to mitigation reputational risks appropriately.
- 3.3 The Special Committee will meet to determine whether there is a prima facie case for review, based on presented evidence of one or more of the following criteria.
- If subsequent to the award, the actions of the individual render the criteria for the award no longer valid.
 - If there is evidence, that was not available at the time the award was made, that the individual has acted in a way that poses a fundamental contradiction of the values of the Town Council and/or the Nolan Principles of Public Life (listed at the end of this document).
 - If there is evidence of serious misconduct or mismanagement (whether unlawful or not) in the individual's employment or in the conduct of any entity with which they are or have been associated, including but not limited to:
 - if the individual has been convicted of a serious criminal offence or has been the subject of any adverse finding in civil proceedings, anywhere in the world;
 - if the individual has been dismissed from a position of trust or similar;
 - if the individual has been the subject of any adverse findings in any disciplinary proceedings by any regulatory authorities or professional bodies.
- 3.3 On receipt of request for a revocation and the accompanying evidence the Council will be informed that a prima facie case is being considered.
- 3.4 If it is determined that there is a case for review, the Council will be informed of this and the case for revocation of Honorary Award, along with supporting documentary evidence, shall be submitted to a meeting of the Full Council.
- 3.5 Where the Special Committee determines there is no prima facie case to proceed, this decision will be communicated to the party or parties who have raised the matter. In such cases, the decision will be final and no further action will be taken.
- 3.6 If the matter is referred to Full Council, it may decide that there is no case to be made, in which case, there will be no further action other than to communicate this to the party or parties raising the matter.

- 3.7 Full Council may decide that there is sufficient evidence to approve the revocation of an Honorary Award.
- 3.8 Where a decision not to revoke an Honorary Award under these procedures is made, the identity of the individual at risk shall be kept confidential.
- 3.9 The individual will be informed, in writing, by letter from the Council outlining the grounds under which the case was heard, the rationale for the decision and the formal outcome.
- 3.10 The Town Council would not normally revoke an award posthumously, however, should the Special Committee deem the risk to the Town Council's reputation as significant, based on the criteria set out in the procedures for revocation of Honorary Awards, the Town Council reserves the right to invoke the procedures for revocation of Honorary Awards.
- 3.11 Where a posthumous case proceeds to decision by the Town Council, it will make best endeavours to identify the nearest living relative of the deceased and determine their contact details in order to inform them in writing, by a letter from the Town Council outlining the grounds under which the case was heard, the rationale for the decision and the formal outcome.

4.0 Nolan Principles

- (a) **Selflessness:** act solely in terms of the public interest and not act in such a way as to gain financial or other material benefits for themselves, their family or friends;
- (b) **Integrity:** not placing themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties;
- (c) **Objectivity:** make choices on merit, in carrying out public business, including when making public appointments, awarding contracts, or recommending individuals for rewards and benefits;
- (d) **Accountability:** be accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office;
- (e) **Openness:** be as open as possible about all the decisions and actions they take, and give reasons for decisions and restrict information only when the wider public interest or the law clearly demands;

- (f) Honesty:** declare any private interests relating to their public duties and take steps to resolve any conflicts arising in a way that protects the public interest.
- (g) Leadership:** promote and support these principles by leadership and example.