

Barnsley Metropolitan Borough Council

Nomination for Admission as a Freeman / Freewoman of the Borough

Guidance notes

Process

The Council considers the admission of new Freeman and Freewomen every five years. This will next take place in September 2021.

Candidates for admission can only be nominated by Elected Members. Each nomination must be supported by at least ten Elected Members, using the attached form.

Nominations are considered by a panel appointed and chaired by the Leader of the Council, made up of Elected Members and appropriate community representatives.

Completed nomination forms must be received by the Chief Executive no later than 31 May 2021. The Panel will consider nominations in June / July 2021 for consideration at Council in September 2021. The admission of the person(s) in question must be supported **unanimously at that meeting. by not less than two thirds of the members of the authority who vote on it at that meeting.**

Criteria for considering a Person to be an Honorary Freeman or Freewoman of the Borough

- (a) The candidate should be **a person of distinction**. To fulfil this criterion, the person in question should have some prominence in the local community in their line of work. The person in question is likely to already have some prominence or wider recognition and should have been active and prominent in their field of activity over a sustained period of at least 10 years.
- (b) The candidate should have **rendered eminent services to the borough**. In having that prominence, it is expected that this will have resulted in some tangible, recognised "benefit" to the local area. This could be by raising nationally the profile or reputation of the local area; or by representing the interests of the local community on the national stage; or by attracting jobs, investment or other similar benefits to the Borough; or by encouraging or supporting other local people or local activities in their field.
- (c) The nomination should be **timely**. By admitting a person as an Honorary Freeman or Honorary Freewoman, that person becomes further able to represent the Borough. Therefore, it is important that the Honour is conferred only on those people who are still prominent in their field or, having recently retired, still have sufficient profile to raise the profile or reputation of the Borough. A person would not normally be admitted as a Freeman or Freewoman more than 10 years after they had retired from "public life".
- (d) **The individual should be one who has made an outstanding contribution during 2020/21 in relation to the pandemic.**

Evidence of this should be set out on the form. Additional documentary evidence can be attached to the form. This can include links to evidence available on the Internet, but an electronic version of the form must also be submitted to governance@barnsley.gov.uk so that this can be viewed on-line.

Appendix – Nomination form

Barnsley Metropolitan Borough Council

Admission as a Freeman / Freewoman of the Borough

Nomination Form

Please complete this form with reference to the guidance notes and criteria. Forms are best completed electronically, although hand-written forms will be accepted.

Contact details for the nominee:	
Name	
Known as*	
Address	
Telephone no.	
Email address	

* where appropriate

Give details of how the nominee meets each of the criteria set out in the guidance notes. Use additional sheets where necessary, and attach any supporting documentary evidence. This can include links to Internet sources, if appropriate
(a) Why is the nominee considered to be a person of distinction?
(b) How has the nominee rendered eminent services to the Borough?
(c) If not already stated at (a) or (b), when or over what period has the nominee been active in the community?
(d) How has the individual made an outstanding contribution during 2020/21 in relation to the pandemic?

Certification
The nomination of is supported by the following 10 Elected Members:
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Completed forms should be returned to the Chief Executive by 31 May 20201 and by email to governance@barnsley.gov.uk