



Title of Report:	Criteria for Future Freedom of the Borough Events
Committee Report Submitted To:	Commemoration & Celebration Sub Committee
Date of Meeting:	4th March, 2026
For Decision or For Information	For Information
To be discussed In Committee YES/NO	No

Linkage to Council Strategy (2021-25)	
Strategic Theme	Cohesive Leadership
Outcome	Common Purpose and Culture
Lead Officer	Director of Corporate Services

Estimated Timescale for Completion	
Date to be Completed	March 2026

Budgetary Considerations	
Cost of Proposal	TBC
Included in Current Year Estimates	YES
Capital/Revenue	Revenue
Code	3104
Staffing Costs	

Legal Considerations	
Input of Legal Services Required	NO
Legal Opinion Obtained	NO

Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	Yes/No	Date:
	EQIA Required and Completed:	Yes/No	Date:
	Screening Completed	Yes/No	Date:

Rural Needs Assessment (RNA)	RNA Required and Completed:	Yes/No	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	Yes/No	Date:
	DPIA Required and Completed:	Yes/No	Date:

1.0 Purpose of Report

1.1 The purpose of this report is to provide an outline of criteria for future Freedom of the Borough Events for Members' consideration and approval.

2.0 Background

Criteria were verbally presented at the 05 November 2025 meeting of the Commemoration & Celebration Sub Committee.

3.0 Suggested Criteria for Consideration

The following key areas for consideration have been gathered by considering criteria used by several other UK councils for conferring the Freedom of the Borough where it is proposed that one or more of the following are used as the criteria for the award. The person has:

- demonstrated exceptional achievement or service to the community which is outstanding in its field
- made a real difference in their field of work or their community
- brought distinction to the Borough or enhanced its reputation
- given outstanding military service
- demonstrated innovation, entrepreneurship or exceptional business acumen which has delivered benefits to the Borough
- evidenced exceptional charitable service to the Borough, through either a national or locally based charity
- evidenced exceptional voluntary service to the Borough or any part of it or community within it
- carried the respect of and inspired his/her peers
- significantly improved the lot of those less able to help themselves or suffering disadvantage
- promoted community cohesion

- contributed to the Borough beyond the call of duty in a way that stands out above others
- Only in exceptional circumstances should consideration be given to the admission of organisations.

As this is the highest honour that a Borough council can grant, it should be used sparingly and should not be given too often to preserve its status and value. Accordingly, other than in exceptional circumstances, no more than one nominee will be taken forward annually and there is no obligation to approve any of the nominations.

4.0 Suggested Nomination Procedure for the Award of Freedom of the Borough

Eligibility

Nominees for the award of freedom of the Borough must be persons/organisations of distinction who, in the opinion of the Council, have rendered eminent service to the Borough and have either:

- (a) lived in the Borough; or
 - (b) worked or been based in the Borough; or
 - (c) been born in the Borough.
- The nominee for Freedom of the Borough can be an individual or an organisation. Serving councillors, serving members of Committees, the Elected Mayor or serving council employees will not be considered.
 - Nominations can only be made via a Notice of Motion (NoM) to Council as per Standing Order 15 (1).
 - Councillors and the Elected Mayor can only propose or support one nomination for Freedom of the Borough in a financial or calendar year. Only nominations which meet the eligibility criteria for assessment qualify as the one nomination.
 - Nomination Process
 - Submission
 - As outlined above, Nominations can only be made via a Notice of Motion (NoM) to Council as per Standing Order 15 (1).
 - Nominations should state how the nominee meets the eligibility criteria and include an explanation as to why the nominee is an eminent person/organisation who/which has rendered eminent service to the area and is deserving of the award of Freedom of the Borough.
 - NoMs shall be submitted in writing (by hard copy or email), signed by the Member or Members of the Council giving the notice and seconded, to the

Clerk not later than at least seven clear days before the next Meeting of the Council. This will be date and time stamped. The motion must be clear in meaning otherwise it shall be rejected within 48 hours until such time as it is resubmitted in clear language, and not later than seven clear days before the meeting.

5.0 Recommendation

- 5.1 **It is recommended** that Members consider the above criteria and suggested Nomination Procedure for the Award of Freedom of the Borough and recommend to Council agreed criteria and procedures going forward.