

**Report to:** Council

**Report Ref:** C1930  
**Meeting Date:** 2<sup>nd</sup> March 2020  
**Agenda Item:** 13  
**Prepared By:** Town Clerk



**Subject:** Honours Working Group

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## 1.0 BACKGROUND

The UK Honours system provides recognition for people who have made achievements in public life and committed themselves to serving and helping Britain. The Government website advises that honours are given for achievements such as long-term voluntary service, making a difference to a community and improving lives of those less able to help themselves.

Nominations are submitted to the Cabinet Office or through specific government departments. Whilst acknowledgement of submissions is received, it is usual that an outcome of a nomination will not be known for 12 or 18 months – by the nominee either receiving an award or not.

The Ministry of Housing Communities and Local Government encourages nominations for the areas under its remit. For example, for the 2021 New Year Honours they are interested in “people who are working or volunteering in their community to further the community’s ambitions. They could be building communities, working with the homeless or in housing more widely, or supporting community integration and interfaith work, or they could be working as an official in local government over an extended period to achieve the council’s local ambitions.” The specific interests of a department may vary for each nomination period. There are two deadlines per year, for the Queen’s Birthday Honours and the New Year Honours.

It has been suggested that the Town Council could take a lead on nominating members of the Knutsford community for national honours. There is a defined process for submitting a nomination and a requirement for confidentiality. It is therefore suggested that a working group is established to confidentially prepare nominations on behalf of the Town Council.

## 2.0 DECISION REQUIRED

Council should consider whether to establish a working group to lead on putting nominations forward for service to the Knutsford community.



## ANNEX A: TERMS OF REFERENCE

1. The Working Group will consist of three councillors, determined by Council and the Town Clerk in an advisory capacity. Membership is to be determined by the parent body at its first meeting at start of a new Mayoral year. The working group may invite members of the public to attend meetings in an advisory capacity on an ad-hoc usually temporary basis.
2. At its first meeting of the civic year the working group members shall:
  - a. Review these terms of reference / complete the skeleton Terms of Reference for approval as appropriate.
  - b. Appoint an elected member as Lead Member who should ensure the entire working group's members are kept informed and involved with progress and act as the primary reporting channel back to the parent body.
3. In line with the task set by the Council, the purpose and remit of the working group is to consider the submission of nominations of members of the Knutsford community for national honours in line with.
4. The group does not have delegated powers to make decisions on behalf of Council nor should exceed its purpose and remit (above) without the parent body's sanction to a change to this Terms of Reference
5. Recognising the importance of the confidentiality of nominations, the group shall not provide reports to Council on the detail of nominations, only whether they have been submitted.
6. Meetings of the working group are not public meetings.



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AWARD SCHEME  
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