



Ferryhill Town Council

Town Hall, Ferryhill, County Durham, DL17 8JL

Telephone: (01740) 652157

Website: <http://www.ferryhill.gov.uk>

Email: enquiries@ferryhill.gov.uk

Dear Councillor,

I Hereby Summon You to attend a **Meeting** of the **Corporate Governance Committee** at 6.00pm on **Tuesday, 15th July 2025**, which will be held at **Ferryhill Town Hall, Chapel Terrace, Ferryhill, Co Durham, DL17 8JL**

Dated 9th July 2025

A handwritten signature in black ink, appearing to read "Leanne".

Leeanne Owens
Town Clerk

Membership:

Councillors C Atkinson, C Bihari, A Ferguson, J Lathan, P Mountford, vacancy

AGENDA

1. **Appointment of Chair**
2. **Appointment of Vice-Chair**
3. **Apologies for Absence**
4. **Declarations of Interest**
To invite members to declare any interest they may have.
5. **Members' Dispensation**
To consider written requests for dispensations from members who have declared interests under Disclosable or Non-Disclosable Pecuniary Interests – Section 33 of the 2011 Localism Act.

6. **Public Participation (Subject to Public Participation Policy)**

Members of the public are permitted to make representations, ask questions and give evidence in respect of any item of business included in the agenda. Questions will not be received by the Council which are in furtherance of a person's individual circumstances or which are about a matter where there is a right of appeal to the courts, a tribunal or government minister. A question will not be received by the Council where the issue it concerns has been the subject of a decision of the Council in the last six months.

7. **Terms of Reference**

To consider and review the terms of reference of the Corporate Governance Committee

8. **Policies due for renewal**

1. Grievance Policy
2. Awards, Gifts and Competitions Policy

CORPORATE GOVERNANCE COMMITTEE

TERMS OF REFERENCE

Purpose:	To have overview how the Council directs and controls its functions and the way it relates to its community, including the policies, procedures, legislation and structures which together control the way the Council manages its business.
Membership:	6 Members of the Council
Quorum:	3 Members
Meetings:	To meet as and when required, usually no more than 4 meetings per year
Minutes	The minutes of the Committee are to be presented to the next ordinary meeting of the Council.

The remit of this Committee is to:

Internal Audit

1. To consider the Internal Auditor's proposed Annual and Three Year Audit Plan and make suggestions as appropriate (NB the final decision on the Plan will be with the Internal Auditor).
2. To consider reports and action plans from the internal auditor and the implementation of recommended actions within a reasonable timescale.
3. To consider the Internal Auditor's annual report and opinion and the level of assurance given to the Council's corporate governance arrangements.
4. To consider the Internal Auditor's follow-up reports and any action which may be required to implement actions which have not been completed.
5. To ensure the Internal Audit function is adequately resourced and has appropriate standing within the Council.
6. To consider an annual review of the effectiveness of Internal Audit.

Policies and Governance

7. To monitor the effectiveness of all of the Council's policies with the exception of Standing Orders – Proceedings and Business of the Council, Financial Regulations and Standing Orders – Contracts and Procurement which are reviewed yearly at the

Annual Council Meeting. When reviewing policies the committee must pay particular reference to those policies considered to be within the definition of Corporate Governance and including whistle-blowing, anti-fraud & corruption and complaints.

8. To monitor compliance with the General Data Protection Regulations, and any issues which may arise.
9. To monitor compliance with Freedom of Information Act.
10. To make appropriate recommendations to the Council in relation to 9, 10 and 11, in order to improve relevance and effectiveness.
11. To keep under review the Council's Corporate Governance Framework to ensure the structures (e.g. committees), processes (e.g. risk management and assurance) and roles (e.g. finance manager, accountant) support the effective implementation and development of open and transparent corporate governance across the Council.
12. To review and monitor the Member and Officer Relations to ensure relevance and compliance.
13. To review the Terms of Reference of all Committees, Sub-Committees and Working Groups to assess contribution to effective corporate management.

Risk Management

14. To keep under review the Council's overall corporate risk management processes, and to make recommendations to the Council as appropriate.
15. To review the Risk Register and monitor the implementation of actions agreed to reduce risk.

Finance and Accounts

16. To review procedures for the preparation of the annual revenue and capital budgets.
17. To monitor the implementation of the Council's Treasury Management Policy.

Subject: Grievance and Awards, Gifts and Competitions Policy

Report of: Town Clerk

Committee: Corporate Governance

Date: 15th July 2025

1.0 PURPOSE OF THE REPORT

- 1.1 The purpose of the report is to review the Council's Grievance and Awards, Gifts and Competitions Policy.

2.0 DETAIL

- 2.1 To comply with changes in legislation and part of good working practices, the Council is to ensure that Policies and Procedures are current and up to date. As part of the terms of reference for this Committee, the above policies fall under this Committee's remit and are due to be updated, mainly due to changes in legislation.
- 2.1 A copy of the updated Policies are attached.
- 2.2 The Grievance Policy has been fully rewritten following advice from the Human Resources team at Durham County Council because it was so out of date.
- 2.3 The Awards and Gifts Policy has been updated to include a section on competitions that are run and organised by the Town Council and the updates are highlighted in yellow.

3.0 RECOMMENDED

- 3.1 That the new Grievance policy be approved
- 3.2 That the amendments to the Awards and Gifts Policy that now incorporates competitions be approved.



FERRYHILL TOWN COUNCIL

GRIEVANCE POLICY

Contents

	Page Number
1.0 Introduction	4
1.1 What is the Policy about?	4
1.2 Who does the Policy apply to?	4
1.3 Responsibilities	4
1.4 Legislation	4
1.5 Other Procedures	5
1.5.1 Third Party Harassment	5
2.0 What is a Grievance?	5
3.0 Resolving a Grievance	6
3.1 Informal Process	6
3.2 Formal Process	7
4.0 Grievance Investigation	8
4.1 Employee subject to the Grievance	8
4.2 Timescales	8
4.3 Grievance Meetings	9
4.3.1 Notification of Grievance Meeting	9
4.3.2 Grievance Meeting	10
4.3.3 Final Grievance Meeting	11
4.4 Responding to the Grievance	11
5.0 Outcomes	11
5.1 Communicating the Outcome	12
6.0 Appeal	12
7.0 Collective Grievances	13
8.0 Supporting Documents	13
9.0 Further Information	14

9.1	Confidentiality	14
9.2	Dealing with Abuses of the Policy	14
9.3	Equality and Diversity	14
9.4	Contact Details	14

1.0 Introduction

1.1 What is the Policy about?

Ferryhill Town Council is committed to creating and sustaining a working environment that is fair to all and free from unlawful discrimination, harassment, victimisation and bullying. Everyone working at Ferryhill Town Council is responsible for their own behaviour and should treat colleagues with dignity, respect and courtesy and ensure that they are valued for their skills and abilities.

The Grievance policy is designed to ensure that concerns, problems and complaints arising in the course of employment can be raised and resolved quickly and in a fair and reasonable manner. The Grievance procedure exists to provide a mechanism for employees to raise concerns that are not covered by other procedures.

1.2 Who does the Policy apply to?

This policy covers all employees employed by Ferryhill Town Council. The policy is recommended as good practice to all other groups associated with the Town Council.

1.3 Responsibilities

All employees have a responsibility to ensure that they comply with this policy and to be aware of their own behaviour and the effect it may have on other people and to treat everyone with respect and dignity.

Managers are responsible for ensuring that this policy and procedure is fairly and consistently implemented. They must ensure that they deal with grievances, whether verbal or written, equitably, without discrimination, and as quickly as possible.

The Town Clerk is responsible for communicating the policy and providing advice and guidance to managers in the team to ensure the policy is operated in a fair and effective manner.

1.4 Legislation

The statutory procedures for dealing with grievance issues are no longer in effect, however, this policy is compliant with current legislation and the ACAS Code of Practice.

The Equality Act 2010 harmonises and replaces previous equality legislation and extends protection for all protected characteristics to ensure consistency. Under this legislation, protected characteristics are:

- Age
- Disability
- Race
- Sex
- Religion or belief

- Gender reassignment
- Sexual orientation
- Pregnancy and maternity
- Marriage or civil partnership

The Equality Act makes the Town Council potentially liable for harassment of employees by people who are not employees, for example, customers, clients, agency workers or external consultants.

1.5 Other Procedures

There are a number of issues that cannot be raised through the Grievance Policy.

If it is unclear which procedure the employee wishes to pursue, the manager should seek advice from the Town Clerk.

Where an employee does not have a grievance but does wish to raise a concern about the Town Council, it may be appropriate to raise this with the Town Clerk.

1.5.1 Third Party Harassment

In relation to members of the public, employees should make their line manager aware of any incidents which they believe amount to harassment. Depending on the circumstances of each case a range of actions will be considered and this may include:

- Withholding our service
- Taking legal action against the person bullying or harassing the employee.

Where an employee is concerned about the behaviour of a contractor or a person working for or representing a voluntary organisation, the manager should discuss the situation with the individual in the first instance. However, managers should seek further advice from the Town Clerk before approaching the representatives of external agencies.

If an employee is concerned about the behaviour of an elected member, the employee should report this to their manager in accordance with the protocol on Member/Officer relations.

2.0 What is a Grievance?

A grievance is a concern, problem or complaint raised by an employee with their employer regarding their work, working conditions or relationships with colleagues.

It is impossible to provide a comprehensive list of all the issues that might give rise to a grievance but some of the more common types are listed below.

General Work Issues

For example, issues regarding terms and conditions of employment, health and safety, working practices or working relationships.

Bullying

This is behaviour that is offensive, intimidating, malicious, insulting and the misuse of power. It is behaviour that has created working conditions or an environment that is hostile, degrading and/or humiliating and that a reasonable person could justifiably complain about.

Harassment

This is unwanted behaviour which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. Employees can complain of behaviour they find offensive even if it is not directed at them. Harassment differs from bullying in that it specifically refers to unwanted behaviour in relation to a protected characteristic (see section 1.4)

Victimisation

This occurs where a person is treated less favourably than another because they have brought proceedings, given evidence or information, rejected advances or complained about the behaviour of someone who has been harassing, discriminating against or in some other way intimidating them.

It is important to remember that in all instances, it is not what may have been intended by the perpetrator that is important in deciding whether unacceptable behaviour has occurred; it is whether the actions and comments can objectively be viewed as demeaning and unacceptable to the person making the complaint.

3.0 Resolving a Grievance

Grievances should be raised by an employee(s) within 3 months of the incident/issue taking place or arising. Details of who will deal with the grievance is discussed further in section 3.2 of the policy.

Employees should be aware that they cannot raise a grievance that is the same or similar to a grievance that has been investigated within the previous 12 months unless any action to redress the grievance has not been implemented.

It is in the best interests of everyone to ensure that grievances are dealt with quickly, equitably and resolved informally wherever possible. In the first instance, employees are asked to try to discuss the issue with their manager or the person concerned to try to reach an early resolution.

3.1 Informal Process

As soon as a problem arises, the employee should raise it with their manager to see if an informal solution is possible. Both the employee and their manager should try to resolve the matter at this stage.

If the employee does not want to discuss the grievance with their manager (for example, because it concerns their manager), the employee should contact the Town Clerk.

Where a grievance is lodged against the Town Clerk or by the Town Clerk, the Town Council Mayor should be consulted in the first instance, to determine whether the matter can be resolved informally.

If the employee's complaint is about a councillor, it may be appropriate to involve that councillor at the informal stage. This will require the employee's and the councillor's consent.

3.2 Formal Process

If an employee submits a formal grievance without attempting to resolve the situation informally and where there are no specific circumstances that make the informal route inappropriate, the manager should encourage the employee to participate in the informal process in the first instance.

Grievance against a councillor

If it is not possible to resolve the grievance informally and the employee's grievance refers to a councillor, then this should be raised as a code of conduct complaint and will be investigated by the Monitoring Team at Durham County Council. Completion of the Formal Grievance Form is not required.

For all other types of grievance, the employee may submit a formal grievance using the Formal Grievance Form (See supporting document A), providing as much information as possible to enable the grievance to be dealt with effectively.

Grievance against a co-worker or the employee's manager

If the grievance is regarding a co-worker or the employee's manager, the employee should submit the Formal Grievance Form to the Town Clerk, who will deal with the grievance.

Grievance against or raised by the Town Clerk

If the grievance relates to the Town Clerk, the Formal Grievance Form should be completed and the Town Council Mayor should be consulted in the first instance.

The HR committee will hear the grievance and they may also work with DCC's HR Team, if it is felt appropriate. No councillor with any direct involvement in the matter shall sit on the HR Committee.

4.0 Grievance Investigation

If the HR Committee or Town Clerk, dealing with the grievance, decides that it is appropriate, (e.g. if the grievance is complex), they may appoint an investigator to carry out the investigation before the grievance meeting to establish the facts of the case.

In some circumstances, the Investigating Officer will be required to interview witnesses such as other employees, councillors or members of the public.

The witnesses will be individually invited to a meeting to discuss the issue(s) in more detail, as part of the investigation process.

In the case of an interview with an employee, the employee is entitled to be accompanied at the meeting by a work colleague or trade union representative.

Every effort should be made to avoid disclosing any confidential information unnecessarily, however, the Investigating Officer cannot give an unqualified commitment to maintain the confidentiality of a witness.

If an investigation is conducted, then the investigator will summarise their findings (usually within an investigation report) and present their findings to either the HR Committee or the Town Clerk, depending upon who has been appointed to hear the grievance.

4.1 Employee who is the subject of a Grievance

Where a grievance is raised against another employee, it is important to approach the situation sensitively and carefully.

The HR Committee or Town Clerk should generally start by talking privately to the employee to alert them to the fact that a concern has been raised by a fellow employee.

Following this, the employee will be invited to a meeting to discuss the issue(s) in more detail as part of the investigation process. The employee is entitled to be accompanied at the meeting by a work colleague or trade union representative.

During the grievance investigation meeting, the Investigating Officer will explain the allegation(s) that have been made against the employee and will provide them with an opportunity to put forward their understanding of the situation.

4.2 Timescales

It is important for the investigation to be concluded as soon as reasonably practicable. Managers should endeavour to investigate the grievance and provide the outcome to the employee who raised the grievance within **30 working days** of the Formal Grievance Form being received. Managers and employees should be aware that an extension to this timescale may need to be agreed, depending on the complexity of the case.

If an extension to the timescale is required, to enable all of the required information to be gathered, then all parties involved in the grievance investigation will receive written notification of this.

4.3 Grievance meetings

4.3.1 Notification of Grievance Meeting

Within 10 working days of the council receiving the employee's grievance (this may be longer if there is an investigation), the employee will be asked in writing to attend a grievance meeting.

The written notification will include the following:

- The names of the parties who will be present at the meeting and their role as part of the grievance
- The date, time and place for the meeting. The employee will be given reasonable notice of the initial meeting.
- The employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official
- A copy of the Council's grievance policy
- Confirmation that the employee will need to provide the council with any supporting evidence in advance of the meeting, usually at least two days before the meeting
- An invitation for the employee to request any adjustments to be made for the hearing (for example where the person has a health condition)

The employee attending the grievance meeting will be advised that the purpose of the meeting is to:

- Clarify the nature of the grievance
- Identify what further information is needed
- Discuss the employee's proposals for resolving the issues
- Establish if a longer timescale will be necessary

As detailed above, the employee is entitled to be accompanied at the meeting by a trade union representative or a work colleague. The individual accompanying the employee must not be someone whose presence would prejudice the meeting or who has a conflict of interest. An employee may ask an official from any trade union to accompany them, regardless of whether or not they are a member, or the union is recognised. A trade union representative who is not an employed official must have been reasonably certified by their union as being competent to accompany the employee.

If the person accompanying the employee cannot attend on the date suggested, the Investigating Officer should suggest another date, not more than **5 working days** after the original date. This time limit may be extended by mutual agreement.

4.3.2 Grievance Meeting

At the grievance meeting, the following process will take place:

- The Chairman of the HR Committee or Town Clerk will introduce one another at the meeting

- The employee and their companion will be reminded that the companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining their case
- The employee will be reminded that details of their grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken, is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the General Data Protection Regulations (GDPR)
- It will be confirmed in the introduction stage of the meeting that audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- The employee or their companion will set out the grievance and present the evidence
- The Chairman or the Town Clerk will ask the employee questions about the information presented and will want to understand what action the employee wants the Council to take
- The employee or companion will have the opportunity to sum up the case
- The grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the HR Committee or Town Clerk with the assistance of an Investigation Officer if one was appointed (as detailed in section 4.0 of the policy)

At the end of the meeting either the HR Committee or Town Clerk, who have been appointed to hear the grievance, should give the employee an indication of when they might reasonably expect a response to the grievance.

If the HR Committee or Town Clerk feel that a response cannot be provided within **30 working days**, bearing in mind any additional investigations they feel may be necessary, an extension to the timescales should be agreed. In this instance all parties involved in the grievance investigation will receive written notification of this.

Where unavoidable delays occur, e.g. due to annual leave or sickness, the HR Committee or Town Clerk should contact the employee, in writing, to agree revised timescales and to provide an update on the progress of the investigation.

4.3.3 Final Grievance Meeting

To conclude the investigation, the HR Committee or Town Clerk will arrange a final meeting with the employee who raised the grievance. The purpose of this meeting is enable the HR Committee or Town Clerk to:

- Outline the key points of the investigation i.e. who has been interviewed

- Clarify that all areas of the grievance agreed in the initial meeting have been covered including any additional matters raised, if any
- Allow the employee the opportunity to highlight any areas they feel have not been sufficiently investigated

4.4 Responding to the Grievance

Once the Investigating Officer feels they have all the necessary facts and evidence to enable a decision to be made, they will compile a report summarising their findings and recommendations.

The HR Committee or Town Clerk, leading the grievance process, will use the information gathered throughout the grievance process to determine whether or not the grievance should be upheld. If the grievance is upheld, the HR Committee or Town Clerk will also be responsible for determining what actions, if any, need to be taken.

5.0 Outcomes

The list below is not exhaustive but gives some examples of the possible outcomes of a grievance investigation.

Grievance not upheld

Where the HR Committee or Town Clerk, leading the grievance process, has not found sufficient evidence to support any of the allegations made, the grievance will not be upheld and there will be no further action taken.

Grievance upheld (either in whole or in part)

Where the HR Committee or Town Clerk has found sufficient evidence to support all or some of the allegations made, there are a number of outcomes to consider in relation to each allegation:

- No further action
- Formal mediation - mediation may be suggested as an outcome as a way to resolve the grievance. This may have been entered into or suggested earlier in the process, however, in light of the findings of the investigation, the HR Committee or Town Clerk may feel that it would help resolve the situation.
- Action plan – the HR Committee or Town Clerk may recommend the production of an action plan aimed to address the behaviour which has caused the problem. The action plan may include objectives, target setting and training.

- Disciplinary action - where it is clear that a conduct issue exists and there is a case to answer, disciplinary action may be considered. Further information can be found in the Town Council's Disciplinary Policy.

5.1 Communicating the Outcome

The HR Committee or Town Clerk will provide a written response to the employee, summarising the outcome of the grievance investigation. The employee should also receive a copy of any related investigation report.

The HR Committee or Town Clerk may feel that it is appropriate to arrange a meeting with the employee to talk through the findings and explain how they reached their decision.

If the grievance was raised against another employee, the HR Committee or Town Clerk should also prepare a letter for them, summarising the outcome of the investigation. The full report should not be sent to the employee who the grievance was raised against.

If the grievance was upheld and further action is required e.g. implementation of an action plan or disciplinary action, the HR Committee or Town Clerk must contact the employee's manager as soon as possible to enable these to be progressed in a timely manner.

6.0 Appeal

If the employee is dissatisfied with the decision of the HR Committee or Town Clerk, the employee has **10 working days** from receipt of this decision to submit an appeal. The employee should appeal, in writing, setting out the grounds of appeal and send it to the Town Clerk or HR Committee, depending upon who was appointed to deal with the grievance.

Appeals may be raised on a number of grounds, e.g.:

- a failure by the Council to follow its grievance policy
- the decision was not supported by the evidence
- the action proposed by the HR Committee or Town Clerk was inadequate/inappropriate

The appeal will be heard by members of the Disciplinary and Grievance Appeals Panel. These panel members are separate from members of the HR Committee and have had no previous involvement in the case. At the commencement of the meeting of the panel, panel members will appoint a Chair, if one is not already in place for that municipal year.

The employee will be notified, in writing, within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The employee will be advised that they may be accompanied by a workplace colleague, a trade union representative or a trade union official.

At the appeal meeting, the Chairman will:

- introduce the panel members to the employee
- explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the HR Committee or Town Clerk

- explain the action that the appeal panel may take.

The employee (or companion) will be asked to explain the grounds of appeal.

The Chairman will inform the employee that they will receive the decision and the panel's reasons, in writing, and when they are likely to receive the letter. This may be within 14 calendar days of the appeal meeting, however the period will be longer where further investigations are required.

The appeal panel may decide to uphold the decision of the HR Committee or Town Clerk or substitute its own decision.

The decision of the appeal panel is final.

7.0 Collective Grievances

The provisions within the Employment Act 2002 (Dispute Resolution) Regulations 2004 allow grievances to be dealt with collectively where more than one employee has the same grievance:

- The parties will be treated as having complied with the relevant grievance procedure if the grievance is raised in writing on behalf of at least two employees (including the complaining employee) by an 'appropriate representative'.

8.0 Supporting Documents

The following document can be accessed via your line manager.

A	Formal grievance form
---	-----------------------

9.0 Further Information

9.1 Confidentiality

All information will be handled sensitively and used only for its proper purpose.

Under the Data Protection Act 2018 individuals have the right to see their own personal data held subject to the rights of confidentiality of any third parties involved in that information.

9.2 Dealing with Abuses of the Policy

Employees who attempt to abuse this policy may face disciplinary action. The Town Council takes false or misleading accusations very seriously which may result in further action taken through the disciplinary procedure. This will not include ill-founded allegations that were made in good faith.

9.3 Equality and Diversity

The Town Council is committed to including equalities in everything that it does. This includes the elimination of unlawful discrimination, promoting diversity as a positive force and valuing and celebrating a diverse workforce and community.

9.4 Contact Details

If you would like any further advice or would like the document in an alternative format, please contact the Town Clerk:

Email: lowens@ferryhill.gov.uk

Telephone 01740 652157

FERRYHILL TOWN COUNCIL



POLICY

AWARDS, GIFTS & COMPETITIONS

Contents

- 1 Town Councillors Awards
 - Retiring Councillors
- 2 Town Council Staff Awards
 - Long Service Awards
 - Leaving/Retirement Gifts
- 3 Miscellaneous
 - Funerals
 - Get Well Soon
- 4 Public Awards
 - Significant Wedding Anniversaries
 - 100th Birthdays
 - Honorary Burgess
- 5 Competitions
 - Competitions for staff and elected members

1. Town Councillors Awards

Retiring Councillors:

In recognition of the unpaid service given by local people as Town Councillors, any Councillor who achieves 20 years' service shall be awarded a Town Council glass/crystal.

2. Town Council Staff Awards

Long Service Awards:

Ferryhill Town Council values its staff and the service they give to the people of Ferryhill. When staff remain loyal to the Town Council and work for significant periods of continuous employment it is appropriate to make a suitable award to the Member of staff concerned to demonstrate the Town Council's appreciation for their loyal service.

Any serving member of staff shall be entitled to the following long service awards

10 years	Gift of £50
20 years	Gift of £100
30 years	Gift of £150 – (added July 2017)

These amounts shall be paid through the payroll and will be subject to Income Tax, National Insurance and Pension Contributions.

Leaving / Retirement Gifts:

Upon their retirement or resignation from the Town Council, any Council employee with over 20 years' service shall be presented with a bouquet of flowers or bottle of spirit up to the value of £25.

3. Miscellaneous

Funerals

As a mark of respect, the Town Council shall purchase a wreath of value up to £25 for past and present Councillors and staff for their funeral, when it comes to the knowledge of the Council that such an event is taking place. The Town Clerk will make suitable arrangements if this information is brought to his attention. If any Member becomes aware of such a situation they should inform the Town Clerk as soon as possible.

Additionally, the Town Clerk can use his discretion to purchase a wreath for such other funerals as may be appropriate, such as those of individuals who have contributed to community life in Ferryhill. Again, if any Member becomes aware of such an individual, they should notify the Town Clerk as soon as possible.

4. Public Awards

Significant Wedding Anniversaries

Ferryhill Town Council supports the commitment that marriage brings with it and recognises this commitment at significant anniversaries, namely Golden (50 years), Diamond (60 years), Blue Sapphire (65 years) and Platinum (70 years).

To qualify, a couple must live within the boundaries of Ferryhill Town Council's administrative area. Couples to receive such a presentation can be nominated by any resident of Ferryhill.

Awards will consist of an engraved whisky tumbler and a bouquet of flowers and must be presented by either the Mayor or Deputy Mayor.

100th Birthdays:

Ferryhill Town Council values the older members of our community and recognises this through the giving of a present to all the Town's Centenarians.

To qualify a Centenarian must live within the boundaries of Ferryhill Town Council's administrative area. Centenarians to receive such a presentation can be nominated by any resident of Ferryhill.

Awards will consist of a bouquet of flowers and must be presented by either the Mayor or Deputy Mayor.

Honorary Burgess:

Ferryhill Town Council can award the title of **Honorary Burgess of Ferryhill** in recognition of significant contributions being made to / in the local Community.

This is in essence a "**Title of Dignity**" and is similar to being given Freedom of Entry to the Town or similar which can be awarded by principal authorities.

Nominations must be made by a serving Town Councillor but the honour is open to anyone who has served the town and who meets the following nomination criteria:

- the nominee has been a Town Councillor or Officer for a minimum of 20 years but has now retired from this post
- the nominee has served the community in one or more voluntary capacities for at least ten years, performing a service which is of benefit to the town / community
- the nominee is not a serving Councillor, nor can he/she have served, during the previous term of the Council

There is no limit to the number of nominations or concurrent holders of the title, but the nature of the nomination criteria means it is unlikely that the honour will be frequently awarded and will therefore remain distinctive.

Once nominations have been received, they will be scrutinized by the full Council. Members may conduct inquiries to verify the merits of a nomination, probably through discussions with residents who may be acquainted with the voluntary work carried out by the nominee.

Following a recommendation to full Council that an award is justified, the honour of Burgess of Ferryhill will be granted by the Town Mayor and the title holder presented with a scroll citing the grounds for the award. This will be carried out at a suitable event i.e. Annual Town Meeting, Wine and Cheese etc; and their name added to the Honours Board.

5. Competitions

Staff including their spouse or elected members including their spouse are not able to enter any competitions that are held by the Town Council. This is based on a number of reasons including:

- Members and their spouse have a pecuniary interest which would prevent either of them entering a Town Council run competition
- Safeguarding Integrity - Public bodies follow the Seven Principles of Public Life which are: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership, therefore allowing staff including their spouse or elected officials including their spouse, to enter a competition that is held by the Town Council could undermine these principles, especially objectivity and integrity.
- Public Perception – whilst competitions run by the Town Council will be done so in a professional way, the appearance of any kind of favoritism could make members of the public lose confidence in the Town Council.

PROCEDURE FOR THE APPOINTMENT OF HONORARY BURGESS OF FERRYHILL

1. Nominations for the honour of Burgess of Ferryhill may be made by any Town Councillor using the appropriate form. Nominations would normally be restricted to no more than two / three per 4 year term of office.

Nominations should be received by the Town Clerk and placed on the next Town Council Agenda.

2. The item will be discussed by all members present at the meeting unless individual members declare a personal interest and they then should take no part in the discussions. If possible the Town Clerk should ensure that the nomination is reviewed by Councillors not personally known to the nominee. Any Councillor may defer his contribution while he seeks advice from contacts in the town.
3. Nominations should be accepted, with full Council approval, if the following Criteria are met:
 - the nominee has been a Town Councillor or Officer for a minimum of 20 years but has now retired from this post
 - the nominee has served the community in one or more voluntary capacities for at least ten years, performing a service which is of benefit to the town / community
 - The nominee is not a serving Councillor or Officer of the Council.
4. The recognition of the nominee by some other honour, national or local, is no bar to appointment as Burgess although the honour of Burgess is primarily expected to be used when such other recognition has not been awarded.
5. The Council should provide a brief written report when recommending the honour, citing the reason for the honour and the results of their consideration.
6. The full Council should vote on the recommendation by show of hands 'for', 'against' and 'abstain'. Normal voting rules will apply. Although a member is not expected to bring a contentious nomination to Council, a nomination that reaches this stage and secures a simple majority will be accepted.
7. A successful nomination should be communicated to the person nominating and the nominee and the nominee's acceptance should be confirmed.
8. The honour should be recorded on a suitable scroll presented by the Town Mayor and recorded on the Honorary Burgess Honour Board.

Form for the nomination of a candidate for Honorary Burgess of Ferryhill

1. Name of nominee:
2. Date of nomination:
3. Address/contact details of nominee:
4. Name of person nominating:
5. Give a brief description of the services rendered by the nominee,
6. Identify / disclose any personal relationship with the nominee ie
relative, fellow member of a club or organisation (with its name), neighbour,
personal friend.

Signature

Date

NOMINATION FORMS SHOULD BE SENT TO THE TOWN CLERK
For Office Use Only

Date Received:

Full Council Meeting Date:

Result of Nomination:

