



Report to Policy Committee

Author/Lead Officer of Report:

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Tel: 0114 2734117

Report of: *Chief Executive*

Report to: *Strategy & Resources Policy Committee*

Date of Decision: *5 December 2022*

Subject: *Civic Honours*

Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
If YES, what EIA reference number has it been given? <i>(Insert reference number) 1334</i>				
Has appropriate consultation taken place?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Does the report contain confidential or exempt information?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-				
<p><i>“The (report/appendix) is not for publication because it contains exempt information under Paragraph (insert relevant paragraph number) of Schedule 12A of the Local Government Act 1972 (as amended).”</i></p>				

Purpose of Report:

To relaunch the existing civic honours so that we have an open, accessible and clearly understood way of honouring people in Sheffield who have made a significant contribution to the city and its communities. This includes Civic Awards, Sheffield Legends and the Freedom of the City.

Recommendations:

- 1. To agree the outline proposals and actions to enable the re-launch of the civic honours as set out in the report;**
- 2. To note and approve the outline existing awards criteria for the different types of honour as set out in the appendix, including the principle of public nominations for Sheffield Legends and Civic Awards**
- 3. To note and approve the principle of a representative panel to**
 - a. Make recommendations to the Lord Mayor on Freedom of the City awards**
 - b. approve Sheffield Legends and Civic Awards**
- 4. To request that a further report be submitted to the Committee which provides more detail for approval about the awards criteria, timetable, public nomination process and composition of and recruitment to the independent panel for the awards and honours.**
- 5. Notes the proposals in respect of the employee awards.**

Background Papers: None

Lead Officer to complete:-	
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.
	Finance: <i>Ann Hardy</i>
	Legal: <i>Nadine Wynter</i>
	Equalities & Consultation: <i>Ed Sexton</i>
	Climate: <i>Jessica Rick</i>

	<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>	
2	SLB member who approved submission:	Kate Josephs, Chief Executive
3	Committee Chair consulted:	Councillor Terry Fox, Leader of the Council and Chair of the Strategy & Resources Policy Committee
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the SLB member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	
	Lead Officer Name: <i>James Henderson</i>	Job Title: <i>Director of Policy, Performance and Communications</i>
	Date: 24 November 2022	

1. PROPOSAL

1.1 To relaunch the existing civic honours so that we have an open, accessible and clearly understood way of saying thank you, recognising and honouring people in Sheffield who have made a significant contribution to the city and its communities. This includes Civic Awards, Sheffield Legends and the Freedom of the City.

1.2 The proposals will allow us to achieve the following objectives using the established honours and awards:

- To have an active and a clear way for people to nominate someone who has made a special contribution to life in our city and to celebrate their achievements.
- Agree clear criteria and a decision-making process about who receives a civic honour.
- Define a range of awards through which we can recognise and celebrate people from all walks of life in Sheffield.

2 How Sheffield honours achievement

Honorary Freedom of the City of Sheffield – this is the highest honour which the city can give and is for people or groups of people who have given outstanding service to the city. Honorary Freedom has been granted to individuals including Nelson Mandela, Jessica Ennis, Helen Sharman and groups, including the Yorkshire Regiment.

'Sheffield Legends' trail – this was established in 2004 to recognise people from Sheffield or with an association with the City and is normally for 'superstars' whose achievement is marked with a Hollywood type star on the pavement outside the Town Hall. Recipients include Gordon Banks, Sebastian Coe and Michael Palin.

Civic Awards – these were established in 2010 and are for people who have made a significant contribution to Sheffield and for those that have made a major contribution to life in Sheffield, are a leader in their field or have helped to put Sheffield on the map.

3 Current Issues

3.1 There are a number of reasons to look at the approach we take to honouring Sheffielders who have made a significant contribution:

Few awards have been made in recent years, partly because of cost, but

partly because of the need for clearer processes

- 3.2 We are also aware that there is a lack of diversity in those honoured, which means that the awards made do not reflect the overall make-up of the city and tend not to recognise the contribution made by all communities. We want to make sure this is addressed.
- 3.3 We need more clarity in the nominations and decision-making processes about who should receive an award
- 3.4 The three types of honour do not relate to each other in a particularly logical way. It is not always clear what sorts of achievement should be considered for each type of honour and there is a lack of distinction in the criteria that should be taken into account for each type of honour.
- 3.5 The Sheffield Legends award is probably best known because of the plaques outside the Town Hall, and as a result possibly has more prestige, even though the Freedom of the City is the highest honour that the city can bestow. There is no publicly accessible record of those who have received the Freedom of the City, nor those who have received a Civic Award.

4 Proposals

Our proposal is to re-establish and review the three types of civic honour and consider them as a unified system for honouring Sheffielders who have made a significant contribution to the city. The proposals are set out below:

4.1 Freedom of the City

- 4.1.1 The Freedom of the City is the highest honour that the Council can bestow upon an individual.
- 4.1.2 The Freedom of the City should only be used for the most exceptional contributions, usually of international or historical significance. In line with the Local Government Act 1972, those persons proposed for the Freedom of the City should be:
 - (a) persons of distinction, and
 - (b) persons who have, in the opinion of the authority, rendered eminent services to that area
- 4.1.3 The Freedom of the City should only be proposed by the Lord Mayor, having taken into account any proposals having been submitted to the Civic Awards Panel during the year and in line with the law, will require a two-thirds majority of an extraordinary meeting of Full Council. As such there will not be a public nominations process for the Freedom of the City, and the honour is likely only to be bestowed infrequently.

4.1.4 Those awarded the Freedom of the City will be invited to attend a reception and their names should be inscribed on a board or similar in a publicly accessible part of the Town Hall. The website could also include a list of those who have been granted the Freedom of the City.

4.1.5 The cost of granting somebody the Freedom of the City will sit with the Democratic Services budget. There is likely to be collaboration with other teams in the Council, including the events and communications team, on the ceremonial event to mark the granting of the honorary freedom.

4.2 Sheffield Legends and Civic Awards

4.2.1 The Sheffield Legends and Civic Awards scheme should be substantially overhauled.

4.2.2 There should be a single annual public nominations process for Sheffield Legends and the Civic Awards. Members of the public should be encouraged via a campaign (potentially run-in partnership with local media outlets) to nominate individuals for a civic honour.

4.2.3 Citizens will be asked to nominate those who:

- Have made a significant, hands-on contribution to their community, for example through voluntary work or campaigning on a particular issue (Civic Awards)
- Have an outstanding achievement in the fields of sport, science, music, culture and the arts, or community development (Sheffield Legend): nominations should be made against an agreed category, which could be linked to the strands in the forthcoming City Strategy.

4.2.4 Current or previous elected politicians are not eligible to be nominated for an award but elected politicians (including current councillors and MPs) may nominate people to be considered.

4.2.5 The applications process should actively encourage people from all backgrounds to be nominated and should be straightforward and easy for people to use. This might include a straightforward web-based form and alternative formats to give everyone an opportunity to nominate somebody.

4.2.6 Nominations made by the public will be considered by a Panel, chaired by the Lord Mayor and comprising a small number of external members to ensure that it is diverse and representative and includes people from a range of organisations and backgrounds. These should normally be drawn from voluntary or community organisations or from local organisations and businesses. External members of the Panel should serve for a maximum of three years. The Deputy Lord Mayor might be included on the Panel as someone with Observer status to assist

continuity.

- 4.2.7 The Panel will consider all nominations on merit but will seek, as far as possible, to ensure that those honoured are representative of the city as a whole in terms of ethnicity, sex, LGBTQ+, ability/disability, and age. The Panel should actively consider how best to ensure that the Sheffield Legends award represents the whole city given the fact that only one award can be made each year.
- 4.2.8 The recipient of a Sheffield Legends award will continue to have a plaque installed outside the Town Hall. There is sufficient budget available for up to one plaque to be installed each year, and therefore there should only be one successful nomination for Sheffield Legend each year. This will help to maintain the prestige of this honour.
- 4.2.9 The criteria for those receiving the Legends award are to be re-looked at and should include those alive and deceased. The award for those deceased can be presented to close family members or their partner.
- 4.2.10 There should be no upper limit on the number of people who receive a Civic Award each year, but the Panel will be expected to ensure that it is only activity that goes beyond the norm that is recognised.
- 4.2.11 Those awarded the Civic Award should have their names entered on a physical roll of honour which should be displayed in the Town Hall in a publicly accessible area. Their names should also be included on a page on the Council's website
- 4.2.12 An annual ceremony, hosted by the Lord Mayor, should be held to recognise those who receive a Civic Award and who are entered onto the Roll of Honour. Ideally this would be held at the same time as the ceremony to install a new Sheffield Legends plaque, if one is awarded in that particular year.

4.3 Employee Awards

- 4.3.1 Separate to the above process, consideration should also be given to initiating an approach for City Council employee awards. This would enable recognition of our staff who have made an exceptional contribution.
- 4.3.2 There would need to be a suitable nomination and selection process in place. The awards would also be linked to the Council's values.
- 4.3.3 Once determined, recipients of an employee award could be celebrated at an event. For example, a 'garden party' could be held at a suitable location (e.g., Winter Gardens or Botanical Gardens), where nominated staff could receive their award from the Lord Mayor and Leader of the

Council and could invite a friend or family member to accompany them. This would enable us to publicly thank staff for their exceptional contribution to the life of the city.

4.4 Other proposals

- 4.4.1 To have a single point of contact, knowledge and expertise should be established, so that everyone knows how to submit a nomination and where to go to get advice about how the various types of civic honours work, criteria etc and how to nominate somebody for an award.
- 4.4.2 The timetable for nominations and consideration of various awards should be in sync with the municipal year, so that the Lord Mayor in office during that year can have appropriate ownership and oversight of awards activity.
- 4.4.3 Nomination forms will be reviewed and redesigned and we will have regard to what is included in the nominations for national honours.
- 4.4.4 To work with others in our region, including the Lord Lieutenant's office on potential honours of all levels, including national honours and making connections with the Parish and Town Councils.
- 4.4.5 We will consider in greater detail how equality diversity and inclusion is built into the relaunch so there is fair access and opportunity.
- 4.4.6 More clarity will be given about activities associated with the Civic honours, from publicity to nominations, awards and ceremony and how these will be resourced and funded.

5. HOW DOES THIS DECISION CONTRIBUTE ?

- 5.1 The proposals contribute to the ambitions in the Council's Delivery plan, especially the priority concerning fair, inclusive and empowered communities in which "we want people to play an active role in their communities and having the capability, opportunity and motivation to do so."
- 5.2 The range of awards are designed to recognise the outstanding work that people do in their communities and support this priority in the Delivery Plan. We also want the process of nominating people for an award to be fair and inclusive, so there's an opportunity to shine a light on the incredible efforts and talents of people in our city.
- 5.3 The different awards may also help to promote the achievements of people in our city and put a positive spotlight on Sheffield as a great place to live, work, study and to explore as a visitor.

6. HAS THERE BEEN ANY CONSULTATION?

- 6.1 As part of the initial work, we are grateful to the cross-party group of elected members, including former Lord Mayors who have been working on the proposals and they have been consulted on proposed courses of action to review the civic honours.
- 6.2 Everyone in our communities can be involved and nominations for awards are to be open to every citizen and organisation in Sheffield to make a nomination.

7. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

7.1 Equality Implications

- 7.1.1 There is an opportunity through this process to support the Council's legal obligations as a Public Authority under the Equality Act 2010. These include the Public Sector Equality Duty, which, in summary, requires the Council to consider whether, through its functions, it could have a positive impact on:
- discrimination, harassment, victimisation and other conduct,
 - equality of opportunity between people, and
 - good relations between people.
- 7.1.2 We will consider in greater detail how equality diversity and inclusion is built into the relaunch so there is fair access and opportunity. This includes the development of an Equality Impact Assessment.
- 7.1.3 We will also look at the work of the Race Equality Commission and other sources of social evidence to help guide this activity e.g., in relation to the diversity of the awards Panel and to support how we seek nominations for future awards and involve people.
- 7.1.4 The Panel will consider all nominations on merit but will seek, as far as possible, to ensure that those honoured are representative of the city as a whole in terms of ethnicity, sex, LGBTQ+, ability/disability, and age. The Panel should actively consider how best to ensure that the Sheffield Legends award represents the whole city given the fact that only one award can be made each year.

7.2 Financial and Commercial Implications

- 7.2.1 Costs associated with the civic honours include the provision of legends plaque and installation of the plaques at the front of the Town Hall, the illuminated scroll for the recipients of the Freedom of the City and the costs of staging ceremonies and celebrations.
- 7.2.2 The costs associated with ceremonies, receptions and scrolls would be

picked up by the Mayoral budget which has £39k available for the full year for all activities. The costs would have to remain within budget as per the financial situation of the Council at this time.

- 7.2.3 The costs associated with buying and installing a plaque are met from the Events Team budget and with one award a year would cost £2k-£3k. There are other costs associated with installing a plaque around the paving area which would need to be considered. The Events Team budget is overcommitted at this time so there would need to be a mitigation elsewhere in the accounts to offset this additional pressure and ensure the committee remains within its' spending allocation.

7.3 Legal Implications

- 7.3.1 As stated in the main body of the report, the honorary Freedom of the City is subject to the requirements set out in the Local Government Act 1972, as amended by the Local Democracy, Economic Development and Construction Act 2009. Awards will be considered according to an agreed criteria and any further legal implications will be considered at that stage.

7.4 Climate Implications

- 7.4.1 Due to the nature of the proposal a full climate impact assessment is not required. There is potential for recognition of the work of an individual or group which is making a difference in the response to climate change, or which contributes to the mitigation of climate change.

8. **ALTERNATIVE OPTIONS CONSIDERED**

- 8.1 Option 1: Re-launch existing honours as a set of awards, each with a clear purpose and to redefine criteria, reinstate activity and improve what we already have, which are the:

Civic Awards

Freedom of the City

Sheffield Legends

And to develop an employee awards scheme

- 8.2 Option 2: to take no action. However, the current process is not working, and we believe that a widely understood and simple awards process is important to recognise and celebrate the outstanding effort and achievements of many people in the city and to say, 'thank you'.

9. **REASONS FOR RECOMMENDATIONS**

- 9.1 The activity around civic honours has lost momentum in recent years

and we deal with potential nominations e.g., for Freedom of the City as necessary rather than in reference to an annual programme, clearly understood criteria, our values and the contribution of people in the city to life in our communities.

9.2 The proposals will allow us to achieve the following objectives using the established honours and awards:

- To have an active and a clear way for people to nominate someone who has made a special contribution to life in our city and to celebrate their achievements.
- Agree clear criteria and a decision-making process about who receives a civic honour.
- Define a range of awards through which we can recognise and celebrate people from all walks of life in Sheffield.

Appendix: The Current Awards and Honours Criteria

Freedom of the City

The Freedom of the City should only be used for the most exceptional contributions, usually of international or historical significance. In line with the Local Government Act 1972, those persons proposed for the Freedom of the City should be:

- (a) persons of distinction, and
- (b) persons who have, in the opinion of the authority, rendered eminent services to that area

Sheffield Legends

The criteria for those receiving the Legends award are to be reviewed and to include those alive and deceased. The award for those deceased can be presented to close family members or their partner.

Civic Awards (as agreed in 2010)

- The person nominated should be a resident of Sheffield
- Their work can be in a voluntary capacity as well as a paid position
- The person's contribution should have been exceptional and has made a significant difference to their community, service, cause within the city or the city's reputation beyond Sheffield.
- The role or delivery of service/support/achievement undertaken is unique, innovative or significantly different from others within the city. It should be of suitable status to be recognised with the award. The nominations must have a first and second nominator
- If a community is served, it should be substantial (involving at least 50 people)
- Such a nomination above should demonstrate widespread support from the community served or from within the group concerned.
- Nominations can be made for individuals who are leaders in their field or who have put Sheffield on the map in a significant way. This achievement should be clearly evidenced in a nomination submission.

Employee Awards

The criteria will be developed in reference to the Council's values.