



Policy and Finance Committee

Date: 18 June 2018

Title: Honorary Burgess procedure

Purpose of the Report: To consider approving a change in procedure to meet data protection requirements.

Contact Officer: Sarah Sandiford, Head of Democratic and Central Services

Corporate Objective/s	LLTC Three Year Plan – Aim 1: To consolidate processes and procedures, ensuring operational efficiency and a structure which will underpin future service delivery by the Town Council.	
Implications:		
Financial	X	
Human Resources	X	
Operational/Service delivery	X	
Procedural/Legal	√	To ensure compliance with data protection legislation effective May 2018.
Risk/Health and Safety		

1. RECOMMENDATION/S

Should members be minded, the proposals are:

- 1.1** To approve the proposed revised Honorary Burgess procedure, Honorary Burgess Nomination form and Honorary Burgess Nominee Authorisation form, to ensure compliance with new data protection legislation effective from May 2018.

2. BACKGROUND

- 2.1** The current procedure and documentation relating to the annual Honorary Burgess award was last revised and approved by Council in January 2013 (see Appendix A).

- 2.2 The current process and nomination form asks those submitting a nomination to provide not only their own contact details but those of the person they are nominating.

3. CONSIDERATIONS

- 3.1 Revised legislation relating to data protection effective from May 2018 specifies that an organisation must have one of six specific reasons as its legal basis for processing an individual's personal data.
- 3.2 The legal basis for processing in respect of the Honorary Burgess nomination process would be consent.
- 3.3 Whilst the person submitting a nomination can give consent to their own personal details being processed for the purpose stated, they cannot give consent on another person's behalf.
- 3.4 Although one option would be for the person making the nomination to seek consent in advance from the person being put forward, this approach risks disappointment, should the Grants & Awards Sub-Committee then decide not to progress the nomination to a formal recommendation for approval.
- 3.5 It is therefore proposed to amend the process, whereby the nomination form will be anonymised. The Town Council will therefore have no personal data for the nominee on file at the initial stages of assessment and consideration.
- 3.6 It is considered that anonymising nominations at the initial stages will help ensure fairness in considering all nominations received.
- 3.7 It is proposed that personal details and consent should only be sought from the nominee if it has been determined that their nomination should be progressed beyond the initial assessment by the Grants & Awards Sub-Committee. At this point, nominators will be asked to discuss the nomination with the potential recipient and to ask them to complete and return an authorisation form.

4. CONCLUSION

- 4.1 In order to ensure a clear procedure which complies with revised legislation, the Committee is asked to consider approval of the attached revised procedure (**Appendix B**), nomination form (**Appendix C**) and nominee authorisation form (**Appendix D**).
- 4.2 Should the revised documents be approved, the revised procedure will take effect for the 2019 nomination process.