



**PROCEDURE FOR THE  
APPOINTMENT OF HONORARY BURGESS OF LEIGHTON-LINSLADE  
'TITLE OF DIGNITY' SCHEME**

1. Nominations for the Honour of Burgess of Leighton Buzzard and Linslade may be made by any resident of the town using the appropriate form. Nominations from any individual would normally be restricted to a maximum of two per municipal year.
2. Nominations should be received by the Town Council by no later than 31 October each year.
3. Once the nominations are known, the processing officer should send an acknowledgement letter to those making the nominations.
4. Nominations will be considered in closed session at the next scheduled meeting of the Grants and Awards Sub-Committee (usually in November).
5. The Grants & Awards Sub-Committee will review the merits of the nominations and determine which should be recommended to the Policy and Finance Committee. There will normally be no more than three recommendations for the honour per municipal year.
6. The members of the Grants & Awards Sub-Committee should seek the views of other Councillors regarding their knowledge of the nominee and an indication of their support or otherwise if the nomination is brought to full Council. Any Councillor may defer his contribution while he seeks advice from contacts in the town. A nomination with significant opposition (to be decided by the Grants & Awards Sub-Committee) should not be brought to Council.
7. Once the Grants & Awards Sub-Committee has determined which nominations should be put forward to the next stage, the processing officer should write to nominators advising of the outcome.
  - (a) If the decision is not to proceed, the reasons should be explained.
  - (b) If the decision is to recommend the nomination to the Policy & Finance Committee, the nominator should be asked to then make contact with the nominee, explain the nomination they have put forward and seek the nominee's consent to proceed further. A copy of the Honorary Burgess nomination authorisation form should be completed and signed by the nominee, giving the Town Council consent to hold their contact details and to process the nomination.
8. Upon receipt of consent from the nominee/s, the nomination/s should be placed on the agenda of the next Policy and Finance Committee (usually January) for consideration in closed session. The Policy and Finance Committee should then make a recommendation to the next full Council meeting (usually January).

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9. The Chair or other another member of the Grants & Awards Sub-Committee should provide a brief report to full Council when recommending the honour, citing the reason for the honour and the results of their consideration. Two elected Members should move and second the recommendation.
  10. Nominations should be accepted, with full Council approval, if the following criteria are met:
    - the nominee has served the town in one or more voluntary capacities for at least seven years, performing services of benefit to the town or some vulnerable community within the town
    - the nominee is not a serving Councillor, nor has been, during the previous term of the Council

Note: 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.
  11. The full Council should vote on the recommendation by show of hands 'for', 'against' and 'abstain'. Normal voting rules will apply. Although the panel is not expected to bring a contentious nomination to Council, a nomination that reaches this stage and secures a simple majority will be accepted.
  12. Both successful and unsuccessful nominations should be communicated to the person nominating and the nominee by the processing officer. In the case of successful nominations, the nominee's acceptance should be confirmed.
  13. The honour should be recorded on a suitable certificate, to be presented by the Town Mayor along with an Honorary Badge. The award presentation will usually take place each March. The names of the award recipients should be included on a Board of Burgesses to be displayed in the Town Council Office.
  14. Subject to consent from the Honorary Burgess recipient, their details may be retained in order that they can be advised of and invited to any suitable Town Council event, such as Mayoral/civic events and the annual Burgess presentation ceremony.

**Procedure approved by the Policy & Finance Committee 18 June 2018**