



9th January, 2018.

**TO: AN CATHAOIRLEACH
& EACH MEMBER OF KILKENNY COUNTY COUNCIL**

RE: DRAFT PROTOCOL - CIVIC HONOURS

Dear Councillor,

The Local Government Act 2001 allows a Local Authority to confer a civic honour on a distinguished person. To-date Kilkenny County Council has not adopted a protocol to carry out this reserved function as set out in Section 74 of the Local Government Act.

A draft Protocol has been prepared and it is proposed to have a procedure in place for the following:

- (a) Conferring a civic honour i.e. a formal occasion consisting of making a presentation of a scroll and memento to mark the occasion and hosting a Civic Reception.
- (b) Presentation of Certificate of civic recognition by either the full Council or the Municipal District at an Annual Award Ceremony.
- (c) Official welcome to mark visits of distinguished guests.

It is proposed that the Corporate Policy Group would consider all proposals and decide on the appropriate level of honour as outlined at (a) and (b).

This proposed protocol does not in any way change the protocol/procedure in place in relation to "Freedom of Kilkenny City".

The conferring of a civic honour is a reserved function and it is proposed that the full Council would vote in favour of conferring a civic honour as outlined in (a) as this is a very prestigious honour that should only be bestowed in exceptional circumstances to honour people who have made a major and exceptional contribution to the life of the people of the County, all deliberation in relation to a civic honour shall be held in-committee except for the final stage.

It is recommended that the Council considers adopting the attached protocol.

Yours sincerely,

**Tim Butler,
Director of Services**

DRAFT PROTOCOL

CIVIC HONOURS/RECEPTIONS

Brenda Kelly

1/1/2018

For the purpose of clarification it might be helpful to characterise a Civic Reception as an Honour, whereas a Cathaoirleach's / Mayor's reception might be viewed as a Courtesy.

Draft Protocol for Kilkenny County Council and Municipal Districts for procedures around civic events.

Conferring Civic Honours / Civic Receptions

The Local Government Act, 2001, Section 74, empowers a local authority to confer a Civic Honour on a distinguished person in such manner as it may determine. The decision to confer such an honour is a Reserved Function of the Council.

Section 74:

- (1) (a) *A local authority may confer a civic honour on a distinguished person in such manner as it may determine, including the admission of the person to the honorary freedom of its administrative area, and may establish and maintain a roll or other record in which to enter names of person so honoured.*
- (1) (b) *The Cathaoirleach may, without prejudice to paragraph (a), propose a person for a civic honour under this section.*
- (2) *Any roll or other record of civic honour established and maintained by a local authority before the commencement of this section shall continue as if established and maintained under this section.*
- (3) *A decision of a local authority to confer a civic honour on a person is a reserved function.*

The Reserved Functions as set out in Part 2 of Schedule 14A to the Local Government Act, 2001 (as inserted by Schedule 3 to the Local Government Act 2014) are exercisable by either Kilkenny County Council or by the Municipal District Members in respect of a Municipal District

It is appropriate that Kilkenny County Council should honour distinguished visitors and persons who have achieved outstanding *national or international* success with a Civic Reception.

Civic Receptions are formal occasions to which all Members of the Council and special guests are invited and at which tributes are paid to the distinguished persons or group. It is normal on such occasions to make a presentation to such persons or groups of a Scroll and memento of the occasion and to host a reception.

There are many groups, organisation and individuals who achieve varying degrees of success at local, county or national level through their achievements in sporting, cultural, academic, scientific, political, or other areas. Such people bring honour and pride to their native parish and district and it is recommended that Kilkenny County Council recognises their achievement by presenting a **Certificate of Civic Recognition** to the groups or individuals involved at Municipal District level at an annual awards ceremony.

There are also occasions when something less formal than a Civic Reception would be appropriate to mark visits of distinguished individuals or groups to the County. In such cases, it is recommended that the Council will extend an **Official Welcome** to such persons by way of a **Cathaoirleach's Reception**, and will present a **Certificate** or other appropriate memento of the occasion, by either the Kilkenny County Council or the relevant Municipal District dependant on the status of the visit.

Recommendations:

1. To **honour** those persons or groups that have represented the whole County and have achieved *national or international* success in sporting, cultural, academic, scientific, political or other area, it is recommended that a **Civic Reception** be afforded to such persons by the Kilkenny County Council in County Hall Kilkenny or at another alternate location subject to the agreement of the Council.
2. In certain circumstances, Kilkenny County Council may also decide to confer a Civic Reception to those persons or groups, whilst not having represented the County of Kilkenny, but have achieved a unique /extraordinary success in sporting, cultural, academic, scientific, political or other area.
3. To honour groups, organisations and individuals who achieve varying degrees of success in sporting, cultural, academic, scientific, political or other areas at local, county or national level on behalf of their club or district, it is recommended that the relevant Municipal District would recognise their achievement by presenting to the individual or groups a **Certificate of Civic Recognition** at an **annual awards event**
4. To honour less formal occasions such as the visit of a distinguished individual or group to the County, it is recommended that either Kilkenny County Council or the relevant Municipal District, depending on the status of the visit, would extend an **Official Welcome** by way of a courtesy visit to the Chairman and a **Certificate of Civic Recognition** maybe presented or other appropriate memento to mark the occasion.
5. Scrolls or Certificates presented in the course of conferring a Civic Honour/Civic Recognition/Welcome as set out above will be sealed with the official seal of the Council, witnessed by the relevant Cathaoirleach / Mayor and the Chief Executive.
6. Any member wishing to propose a formal Civic Reception for any group or individual must consult with the Cathaoirleach of the County Council who will raise the matter for discussion with the Corporate Policy Group.
7. The Corporate Policy Group will consider all proposals for a Civic Reception in *February, May, July, and October* of each year and decide on the appropriate level of honour that should be conferred in any particular case and by whom i.e. Kilkenny County or relevant Municipal District.
8. The Corporate Policy Group will submit its recommendation for Civic Receptions to the full Council for approval at the next available Monthly meeting of the Council, while recommendations to be conferred at Municipal District level will be submitted to the relevant Municipal District for approval.
9. All of the elected members of the Council shall approve the granting of a civic honour and a civic reception.
10. Only one event to award civic honours is allowable in the term of office of the Cathaoirleach. An annual award ceremony for awarding certificates of civic recognition will

be held in May of each year or at another time subject to agreement of the full Council and subject to adequate funding being provided for same.

11. Corporate Section will make all arrangements required in relation to Civic Receptions at Kilkenny County Council level, including issuing of invitations, arranging catering, arranging for attendance of press and photographer, procurement of scrolls, etc, while receptions and events at District level will be handled by the relevant Municipal District.
12. The procedure for speakers at Civic Receptions will be decided by the Cathaoirleach following consultation with the Corporate Policy Group having regard to individual/group concerned in each case.

At a meeting of Kilkenny County Council, held on _____

It was proposed by: **Councillor** _____

Seconded by: **Councillor** _____

And Resolved:

That the Kilkenny County Council Protocol for conferral of Civic Honours be and is hereby adopted and that the seal of the Council be affixed thereto.

Signed: _____
Cathaoirleach
Kilkenny County Council

Date: _____

CIVIC HONOURS

- **A Member shall formally submit a proposal in writing to the Chairman, Corporate Policy Group at least 10 days before the meeting of the Corporate Policy Group. The proposal shall be made in private and “in committee”.**
- **Proposal shall be considered by the Corporate Policy Group and considered by all parties. If agreed by the Corporate Policy Group and by all parties following consultation with their members, then the matter will be considered at a full Council Meeting.**
- **It is considered that a Civic Honour can only be bestowed in exceptional circumstance, to honour people who have made a major and exceptional contribution to the life of the people of the county.**
- **All deliberations in relation to civic honours shall be “in committee” except the final stage of same, i.e. formal consideration of bestowal of honours at Council Meeting. All elected members shall approve the granting of a civic honour.**

