



Herbert Warehouse
The Docks
Gloucester
GL1 2EQ

Wednesday, 14 March 2018

TO EACH MEMBER OF GLOUCESTER CITY COUNCIL

Dear Councillor

You are hereby summoned to attend a **SPECIAL MEETING OF THE COUNCIL** of the **CITY OF GLOUCESTER** to be held at the Civic Suite, North Warehouse, The Docks, Gloucester, GL1 2EP on **Thursday, 22nd March 2018** at **6.30 pm** for the purpose of transacting the following business:

AGENDA

1. **APOLOGIES**

To receive any apologies for absence.

2. **DECLARATIONS OF INTEREST**

To receive from Members, declarations of the existence of any disclosable pecuniary, or non-pecuniary, interests and the nature of those interests in relation to any agenda item. Please see Agenda Notes.

ISSUES FOR DECISION BY COUNCIL

3. **ADMISSION OF HONORARY FREEWOMAN (Pages 5 - 8)**

To consider the report of the Leader of the Council which recommends that Dame Janet Trotter CBE OBE CVO be admitted as an Honorary Freewoman of the City of Gloucester.

Yours sincerely

Jon McGinty
Managing Director

NOTES

Disclosable Pecuniary Interests

The duties to register, disclose and not to participate in respect of any matter in which a member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011.

Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows –

<u>Interest</u>	<u>Prescribed description</u>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made or provided within the previous 12 months (up to and including the date of notification of the interest) in respect of any expenses incurred by you carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between you, your spouse or civil partner or person with whom you are living as a spouse or civil partner (or a body in which you or they have a beneficial interest) and the Council (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land	Any beneficial interest in land which is within the Council's area. For this purpose "land" includes an easement, servitude, interest or right in or over land which does not carry with it a right for you, your spouse, civil partner or person with whom you are living as a spouse or civil partner (alone or jointly with another) to occupy the land or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the Council's area for a month or longer.
Corporate tenancies	Any tenancy where (to your knowledge) – (a) the landlord is the Council; and (b) the tenant is a body in which you, your spouse or civil partner or a person you are living with as a spouse or civil partner has a beneficial interest
Securities	Any beneficial interest in securities of a body where – (a) that body (to your knowledge) has a place of business or

- land in the Council's area and
- (b) either –
- i. The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
 - ii. If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, your spouse or civil partner or person with whom you are living as a spouse or civil partner has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

For this purpose, “securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

NOTE: the requirements in respect of the registration and disclosure of Disclosable Pecuniary Interests and withdrawing from participating in respect of any matter where you have a Disclosable Pecuniary Interest apply to your interests and those of your spouse or civil partner or person with whom you are living as a spouse or civil partner where you are aware of their interest.

Access to Information

Agendas and reports can be viewed on the Gloucester City Council website: www.gloucester.gov.uk and are available to view five working days prior to the meeting date.

For enquiries about Gloucester City Council's meetings please contact Democratic Services, 01452 396126, democratic.services@gloucester.gov.uk.

If you, or someone you know cannot understand English and need help with this information, or if you would like a large print, Braille, or audio version of this information please call 01452 396396.

Recording of meetings

Please be aware that meetings may be recorded. There is no requirement for those wishing to record proceedings to notify the Council in advance; however, as a courtesy, anyone wishing to do so is advised to make the Mayor aware before the meeting starts.

Any recording must take place in such a way as to ensure that the view of Councillors, Officers, the Public and Press is not obstructed. The use of flash photography and/or additional lighting will not be allowed unless this has been discussed and agreed in advance of the meeting.

FIRE / EMERGENCY EVACUATION PROCEDURE

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by council staff. It is vital that you follow their instructions:

- You should proceed calmly; do not run and do not use the lifts;

- Do not stop to collect personal belongings;
- Once you are outside, please do not wait immediately next to the building; gather at the assembly point in the car park and await further instructions;
- Do not re-enter the building until told by a member of staff or the fire brigade that it is safe to do so.



Meeting:	Special Council	Date:	22 March 2018
Subject:	Admission of Dame Janet Trotter OBE DBE CVO as Honorary Freewoman		
Report Of:	Leader of the Council		
Wards Affected:	All		
Key Decision:	No	Budget/Policy Framework:	No
Contact Officer:	Tanya Davies, Policy and Governance Manager		
	Email: tanya.davies@gloucester.gov.uk	Tel:	396125
Appendices:	None		

FOR GENERAL RELEASE

1.0 Purpose of Report

1.1 This report asks the Council to confer the honour and title of Honorary Freewoman of the City of Gloucester on Dame Janet Trotter OBE DBE CVO in recognition of the significant contribution to the life of the City of Gloucester.

2.0 Recommendations

2.1 Council is asked to **RESOLVE** that pursuant to Section 249 of the Local Government Act, Dame Janet Trotter OBE DBE CVO be admitted as an Honorary Freewoman of the City of Gloucester in recognition of the significant contribution she has made to the life of the City of Gloucester.

3.0 Background and Key Issues

3.1 Dame Janet Trotter has a background in education, the NHS and the charity sector. She helped found the University of Gloucestershire in 2001, and was its founding Vice-Chancellor and principal until her retirement in 2006. She also oversaw the opening of the Oxstalls Campus in 2003. As chair of the Council of Church Colleges and Universities she was instrumental in advocating a church presence in higher education. She is a Lay Member of Chapter of Gloucester Cathedral.

3.2 During her career in higher education, Dame Janet has also held several positions within the National Health Service in Gloucestershire and the Southwest of England, and has previously been chair of the Gloucestershire Hospitals Trust. She is involved in a number of charities including Community Foster Carers, the Nelson Trust and the Cyber Trust: previously she chaired an Expert Working Group for government on Initial Teacher Education and Information Technology.

3.3 On 24 October 2010, Dame Janet was appointed Lord Lieutenant of Gloucestershire. The role of the Lord-Lieutenant is to be the representative of Her Majesty the Queen in Gloucestershire. The Lord-Lieutenant carries out a number of

ceremonial roles, such as helping with arrangements for royal visits, and acts on behalf of the Queen in promoting excellence in business and the voluntary sectors and in supporting civil society.

- 3.4 Dame Janet received an OBE in 1991, a DBE ten years later and a CVO in the recent honours list (New Years Honours 2018). She will retire as Lord-Lieutenant of Gloucestershire on 29 October 2018 (her 75th Birthday).

4.0 Asset Based Community Development (ABCD) Considerations

- 4.1 ABCD considerations were not taken into account in this report.

5.0 Alternative Options Considered

- 5.1 Not Applicable.

6.0 Reasons for Recommendations

- 6.1 To acknowledge the significant contribution made to the City of Gloucester by Dame Janet Trotter OBE DBE CVO.

7.0 Future Work and Conclusions

- 7.1 The Council is asked to admit Dame Janet Trotter OBE DBE CVO as an Honorary Freewoman of the City of Gloucester.
- 7.2 The ceremonial presentation of the honour and title will take place at the Annual Civic Service on 29 April 2018.

8.0 Financial Implications

- 8.1 There are no financial implications.

(Financial Services have been consulted in the preparation this report.)

9.0 Legal Implications

- 9.1 Section 249(5) of the Local Government Act 1972 empowers the Council to admit to be Honorary Freemen and Freewomen of the City, persons of distinction or persons who have, in the opinion of the Council, rendered eminent services to the City. The decision to award the title of Honorary Freeman or Freewoman has to be made by a resolution passed by not less than two thirds of the Members voting at a meeting of the Council specially convened for this purpose.

(One Legal have been consulted in the preparation this report.)

10.0 Risk and Opportunity Management Implications

- 10.1 There are no risk and opportunity management implications arising from this report.

11.0 People Impact Assessment (PIA):

11.1 A People Impact Assessment is not required.

12.0 Other Corporate Implications

Community Safety

12.1 There are no community safety implications arising out of this report.

Sustainability

12.2 There are no sustainability implications arising out of this report.

Staffing and Trade Union

12.3 There are no staffing or trade union implications arising out of this report.

This page is intentionally left blank