

# Criteria and Role

## Instrument of Adoption

### Criteria

- When the unit would not be able to fulfil obligations associated with exercising a Freedom of Entry, due to either being of insufficient size or to its impending disbandment, an Adoption can be bestowed.
- The honour can be bestowed on any distinguished unit of Her Majesty's Forces who are intrinsically linked/associated with the District of West Lindsey by location or service to the area
- Exceptional contribution to the district and/or country should have been made and should link to one of the themes of the Corporate Plan
- An award is given on the basis of appreciation of the services rendered to the country. Each nomination will be considered on an individual basis.

### The Role of Adoption

- The Instrument of Adoption provides a dignified and satisfactory means of enabling the District to honour a distinguished unit of Her Majesty's Forces.
- The honoured unit may designate themselves as in receipt of an adoption from the District of West Lindsey.
- Representative of the unit invited to a future meeting of the Council to be presented with an Adoption Scroll. A small reception or organised Adoption Parade (at the discretion of the unit) will be held on a separate occasion for the unit by the Chairman
- A representative of the honoured unit will be invited to attend civic functions hosted by the Council and be invited to take part in civic processions.
- Have the name of the honoured unit entered on the Roll of Honour outside the Council Chamber.
- To enjoy such privileges as West Lindsey District Council may from time to time confer upon units in receipt of an Adoption.

### Limitations

- No payments will be made to an honoured unit for any expenditure or service undertaken whilst in office.

# INSTRUMENT OF ADOPTION PROCESS

**Nomination to the Civic Officer**  
Must be:

- In writing
- Submitted in the strictest confidence without the nominee's knowledge
- Must be sponsored by a current Member of WLDC

**Civic Officer**  
Call a meeting of the Honours Panel

**Honours Panel**  
Consider if the nomination fits criteria

**Criteria**

- Can be bestowed on any distinguished unit of Her Majesty's Forces who are intrinsically linked/associated with the district, be this by location or service to the area.
- When the unit would not be able to fulfil obligations associated with exercising a Freedom of Entry, due to either being of insufficient size or to its impending disbandment, an Adoption can be bestowed.
- Exceptional contribution to the district and/or country should have been made and should link to one of the themes in the Corporate Plan
- An award is given on the basis of appreciation of the services rendered to the country. Each nomination will be considered on an individual basis

**Honours Panel**  
Consider objections and decide whether candidate fits a substantial amount of criteria

**Civic Officer**  
Call a meeting of the Honours Panel

**Civic Officer**  
Circulate nomination to all Members of the Council. If Members have any objection they must be stated in writing to Civic Officer within 14 days.

**FITS criteria**

**DOES NOT fit criteria**

**NO objections or fits substantial amount of criteria**

**DOES NOT fit substantial amount of criteria**

**REJECT NOMINATION**  
Candidate will not be made aware of nomination if unsuccessful

**NOT APPROVED**  
by two thirds of present Council

**Honours Panel**  
Request for Chief Executive to call an extraordinary meeting of Council

**Civic Officer**  
Write an Exempt Report for Council

**Extraordinary Council Meeting**  
Held prior or immediately following a scheduled meeting of Council

**APPROVED**  
by two thirds of present Council

**Civic Officer**  
Write up minutes and contact nominee

**Successful nominations made public**

Representative of the unit invited to a future meeting of the Council to be presented with an Adaption Scroll. A small reception or organised Adoption Parade (at the discretion of the unit) will be held on a separate occasion for the unit by the Chairman

