



Ashfield

DISTRICT COUNCIL

Protocol for the Appointment of Honorary Aldermen and Honorary Aldermwomen

Version 1

Approved at Council

Date XXXX

Protocol for the Appointment of Honorary Aldermen and Honorary Alderwomen of Ashfield District Council

1. Background

- a. **Section 249 of the Local Government Act 1972** provides that the title of Honorary Alderman/Alderwoman can be conferred **on persons who have, in the opinion of the council, rendered eminent services to the council as past members of that council, but who are no longer members of the council.**
- b. In order to confer the title of Honorary Alderman/Alderwoman a meeting of the whole Council needs to be convened specifically for this purpose and the resolution passed by not less than two thirds of the voting Members present at that meeting.

2. Role of Honorary Alderman/Alderwoman

- a. An Honorary Alderman/Alderwoman may attend and take part in civic events organised by Ashfield District Council and is entitled to wear the badge of 'Honorary Alderman/Alderwoman' at such events. An Honorary Alderman/Alderwoman will receive invitations to civic events to which Members of the Council are also invited, including the Annual Council Meeting and any future appointment of Honorary Aldermen/Alderwomen.
- b. The badge of Honorary Alderman/Alderwoman must only be worn at civic events outside the District at the specific request of the organisers of the event.
- c. Those elected to the roll of Honorary Alderman/Alderwoman are entitled to use the title 'Honorary Alderman/Alderwoman of the District of Ashfield'.
- d. The status of Honorary Alderman/Alderwoman carries no special right to attend meetings of the Council or its Committees or to receive any allowances payable under the Members' Allowances Scheme.

3. Criteria for Appointment

- a. Any Political Group may nominate a past Member of the Council for the role of Honorary Alderman/Alderwoman. A nomination form, as set out in Appendix A to the Protocol, must be completed and sent to Democratic Services.
- b. The appointment of Honorary Alderman/Alderwoman is to confer recognition on past Members who, over a period of time, have made a significant contribution to the Council in particular and public service.
- c. Any person nominated must meet all of the following criteria:

- i. No longer holds the position of Councillor;
- ii. Must have served for a minimum of 8 years on the District Council;
- iii. Must have rendered eminent services during their time on the District Council;
- iv. Must have made a significant contribution to the Council and the people it represents.

4. Presentation Ceremony

- a. The award of Honorary Alderman/Alderwoman shall take place during an extraordinary meeting of the Council, called for this specific purpose. The Chairman of the Council shall preside at this meeting.
- b. During the meeting a Notice of Motion will be put forward to confer the title of Honorary Alderman/Alderwoman on the Nominee(s) to recognise their services to the Council and the community.
- c. The Motion shall be seconded, and Members will then have the opportunity to speak to the Motion in accordance with the speaking rights set out in the Constitution.
- d. The resolution needs to be passed by not less than two thirds of the Members present at the meeting.
- e. If the resolution is passed, the person being awarded the title of Honorary Alderman/Alderwoman will be presented with:
 - i. A Framed Certificate of Conferral of the Status of Honorary Alderman/Alderwoman which will carry the Common Seal of the Council and be witnessed by the Chairman of the Council and the Chief Executive;
 - ii. A Badge of Office including the title 'Honorary Alderman/Alderwoman'.
- f. Following the presentation the person appointed Honorary Alderman/Alderwoman will be asked to sign the "Book of Honorary Aldermen/Alderwoman" and will be afforded the opportunity to address the Council meeting.

5 The Roll of Honorary Aldermen and Alderwomen

- a. The Roll of Honorary Aldermen and Alderwomen, which will include date of election to the Roll, will be held and maintained by Democratic Services. Those awarded the status of Honorary Alderman and Alderwoman will be included on an honours board.

Appendix A

NOMINATION FORM FOR THE ROLE OF HONORARY ALDERMAN AND HONORARY ALDERWOMAN OF ASHFIELD DISTRICT COUNCIL

Please complete the following using either black ink or type (and/or continue on separate A4 sheet, if necessary):-

Name of Person being nominated:	
Address:	
Tel No:	
E-Mail Address:	

Please explain how the nominee meets the following criteria for appointment:

1	How long has the nominee served on Ashfield District Council? <i>The person being nominated must have served for a minimum of 8 years on the District Council.</i>
2	What eminent services has the nominee rendered during their time on Ashfield District Council?

3	What significant contribution has the nominee made to Ashfield District Council and the District's residents?
4	Why do you believe that this person should be conferred the appointment of Honorary Alderman/Alderwoman?

Signed	
Print name	
Date	

Please return this form to:

Mike Joy - Service Manager Democratic and Scrutiny Services

Ashfield District Council, Council Offices, Urban Road, Kirkby-in-Ashfield,
Nottinghamshire, NG17 8DA

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