



SOUTH
KESTEVEN
DISTRICT
COUNCIL



Constitution Committee

17 October 2022

Report by Councillor Linda Wooten,
Cabinet Member for Corporate
Governance and Licensing

Honorary Alderman and Alderwoman Protocol

Report Author

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Purpose of Report

This report provides the Constitution Committee with an opportunity to consider a draft protocol for the appointment of Honorary Aldermen and Alderwomen – a clear process for bestowing such an honour.

Recommendations

That the draft Honorary Alderman and Alderwoman Protocol, as set out in the report and Appendix 1, be recommended to Full Council.

Decision Information

Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities? (<i>delete as appropriate</i>)	High performing Council
Which wards are impacted?	N/A

1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

Finance and Procurement

- 1.1 There are no specific financial implications arising from this report. The costs associated with delivering the protocol can be met from existing budgets.

Completed by: Alison Hall-Wright, Assistant Director of Finance

Legal and Governance

- 1.2 The protocol set out in this report would need to be recommended to Full Council for adoption.

Completed by: Mandy Braithwaite, Legal Executive

2. Key Considerations

- 2.1 The attached draft protocol outlines the proposed procedure for the appointment of Honorary Aldermen and Alderwomen.
- 2.2 It is proposed that certain criteria must be met for a nomination to be considered valid, as set out in the protocol.
- 2.3 The nomination must be submitted by any serving member of Council within a five-year period of a Member's last day in office at the Council.

- 2.4 If the request is valid, the Chief Executive will instruct the establishment of an Honours Working Group in consultation with the Monitoring Officer. The Honours Working Group will consist of the Leader of each political group and the current Chairman and Vice-Chairman of the Council. The Chairman of the Honours Working Group will be agreed by nomination at the meeting.
- 2.5 Subject to meeting the qualification criteria as set out in the protocol, Full Council would consider a recommendation from the Honours Working Group and would determine whether a formal conferment ceremony should take place.
- 2.6 Honorary Aldermen and Alderwomen would have no entitlement to any allowances as part of their role and would not have the right to influence committee meetings nor have any voting rights.
- 2.7 The Constitution Committee is asked to comment on the draft protocol, suggest any changes and recommend it to Full Council for adoption.

3. Appendices

- 3.1 Appendix 1 – Draft Nomination Procedure for appointment of Honorary Alderman and Honorary Alderwoman.