



## **Nomination Procedure for appointment of Honorary Alderman and Honorary Alderwoman**

### **Background**

1. In accordance with the provisions of Section 249 of the Local Government Act 1972, the Council may confer the title of Honorary Alderman or Honorary Alderwoman 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 not then Members of the Council."*

2. The position of Honorary Alderman or Honorary Alderwoman is non-political. There must be support for the nomination by the majority of Councillors voting at a Council meeting.
3. Nominations for Honorary Aldermen or Honorary Alderwomen may be made by any serving Member of South Kesteven District Council only by way of a letter or email to the Council's Chief Executive and only once a Member has ceased to be a Member of the Council.

The letter or email must set out the reasons for the nomination being made. Certain criteria must be met as set out in the qualification criteria below.

4. Nominations for Honorary Alderman or Honorary Alderwoman may be submitted by any serving Member of the Council within a six-year period of a Member's last day in office at the Council. No public nominations are accepted.
5. Upon receipt of a valid request, the Chief Executive will instruct the establishment of an Honours Working Group in consultation with the Monitoring Officer.
6. 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.

### **Qualification Criteria**

7. A former Member should have served a minimum of 12 years' service on the Council, which does not have to be consecutive.
8. No person who meets the above qualification criteria will automatically become an Honorary Alderman or Honorary Alderwoman. A nomination must still be submitted for the Honours Working Group to consider the request.

## **Nomination and Enrolment**

9. Each nomination considered by the Honours Working Group shall be made in consultation with the Council's Monitoring Officer. Upon determination of any nomination for Honorary Alderman or Honorary Alderwoman the Honours Working Group shall advise Full Council of its recommendations. Full Council will consider the recommendation and determine if a formal conferment ceremony should take place.
10. If so determined, the Monitoring Officer will arrange for a conferment ceremony to be held.

## **Rights of an Honorary Alderman/Honorary Alderwoman**

11. An Honorary Alderman or Honorary Alderwoman shall be entitled to the following privileges:
  - To enjoy the courtesy of title of Honorary Alderman or Honorary Alderwoman and to be addressed as such.
  - To be named as an Honorary Alderman/Honorary Alderwoman on the Council's website.
  - To attend, as an observer, meetings of the Council for which a seat will be reserved.
  - To attend civic and social events by invitation and to which Members of the Council are invited, and at the discretion of the Council.
  - To walk in civic procession, as invited by the Council.
12. There is no entitlement to any allowances as an Honorary Alderman or Honorary Alderwoman.
13. Honorary Aldermen and Honorary Alderwomen shall not have the right to influence meetings of the Council or its Committees nor have any voting rights whatsoever.

## **Withdrawal of the Title**

The title of Honorary Alderman or Honorary Alderwoman may be removed and privileges may be withdrawn at any time if the behaviour of an individual may affect the reputation of the Council.

The removal must be agreed by the majority of Full Council on the recommendation of the Monitoring Officer.