



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL



## Council

26 January 2023

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

# Honorary Alderman and Alderwoman Protocol

## Report Author

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## Purpose of Report

This report provides Full Council with an opportunity to consider a draft protocol for the appointment of Honorary Aldermen and Alderwomen, which seeks to set out a clear process for bestowing such an honour.

## Recommendations

### That Full Council:

1. Approves the draft Honorary Alderman and Alderwoman Protocol, as set out in Appendix 1.
2. Amends the Constitution so that reference to Honorary Alderman also includes reference to Honorary Alderwoman.

## Decision Information

Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	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 procedure associated with appointing Honorary Aldermen and Alderwomen is discretionary. There are no further legal or governance implications arising from this report.

Completed by: Graham Watts, Assistant Director of Governance and Deputy Monitoring Officer

## 2. Key Considerations

- 2.1 There is provision within the Council's Constitution for Full Council to confer the title of Honorary Alderman or Alderwoman. However, the Council does not have a prescribed protocol in place to facilitate consideration of nominations for this honour or the process that should be followed to formally confer the title.
- 2.2 A draft protocol, attached at Appendix 1, sets out a proposed process to be followed should a nomination for Honorary Alderman or Alderwoman be received.

- 2.3 In keeping with other Councils in Lincolnshire, it is proposed that certain criteria must be met for a nomination to be considered valid. For example, it is proposed that a nomination must be submitted by any serving Member of Council within a six-year period of the nominated Member's last day in office at the Council.
- 2.4 Upon receipt of a valid nomination, an Honours Working Group would be established consisting of all political group leaders and the Chairman and Vice-Chairman of the Council to consider the nomination.
- 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 Council's Constitution currently only makes reference to Honorary Aldermen. It is therefore proposed, inline with the Protocol, that reference to Honorary Aldermen in the Constitution also includes Honorary Alderwomen.

### **3. Consultation**

- 3.1 The Constitution Committee considered this draft protocol at its meeting on 17 October 2022, where it supported the draft protocol, subject to the nomination deadline being extended to six-years from the nominated Member's last day in office at the Council as opposed to the originally proposed five-year period. The protocol has been amended to reflect this recommendation.

### **4. Appendices**

- 4.1 Appendix 1 – Protocol for appointment of Honorary Alderman and Honorary Alderwoman