

**Bolsover District Council**

**Council**

**19<sup>th</sup> February 2019**

**CONFERRING THE TITLE OF HONORARY ALDERMAN OF THE DISTRICT –  
CRITERIA, ROLE AND LIMITATIONS**

**Report of the Leader of the Council**

This report is public

**Purpose of the Report**

- To present suggested criteria in accordance with section 249 of the Local Government Act 1972 to be used in the consideration of a nomination for an Honorary Alderman of the District
- To suggest a definition of the role of an Honorary Alderman for Members' consideration.

**1 Report Details**

**BACKGROUND**

- 1.1 Section 249(1) of the Local Government Act 1972 states "that a principal council may, by a resolution passed by not less than two thirds of the members voting thereon, at a meeting of the Council specially convened for the purpose with notice of the object, confer the title of Honorary Alderman 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."
- 1.2 Historically Bolsover District Council has conferred 13 Honorary Alderman since District Councils were permitted this right within the LGA 1992. However, the agreed and published process and criterion for undertaking this is not prescriptive, therefore it is prudent at this time to review and make proposals for an established procedure.
- 1.3 There is no statutory guidance or definition of "eminent services" and therefore Bolsover District Council will need to set their own criteria for the appointment of Honorary Aldermen. A suggested criteria and process has been drawn up and is set out in this report for agreement.
- 1.4 Each Council may set the guidelines and limitations for the role of their Honorary Aldermen. This report sets out a suggested role for agreement as well as a process of conferring.

## CRITERIA AND PROCESS

1.5 A suggested Criteria and Process is set out below for consideration.

1.5.1 The Criteria for an Honorary Alderman will be measured by the Honours Panel prior to submission to Council for a final decision. It will be determined prior to calling a meeting of Council whether a candidate fills a substantial amount of the criteria.

- a) Must be a Former Councillor of Bolsover District Council who has rendered Eminent Services to the Council
- b) Must have completed 16 or more years of service (4 terms) to Bolsover District Council (service does not have to be continual)
- c) Must have concluded their service to the Council within the past 4 years
- d) Consideration may be given to Members who have completed less than 16 years' service that have held the title of Chair of Council, Vice Chair of Council, Leader, Deputy Leader, or Leader of the Opposition.
- e) Must be nominated in writing to the Governance Manager by a current serving Member of Council, preferably (but not exclusively) by the Leader of the nominees party. The nomination must state how the nominee has rendered Eminent Service to the Council and the people of Bolsover.
- f) A proposition must be approved by two thirds of the present Members at a meeting of Council called specifically for that sole purpose.

On the passing of the recommendation it should be announced that at the following meeting of Council an aldermanic badge, certificate and gift will be presented to the candidate with a small reception following the meeting hosted by the Chair of Council in celebration.

## ROLE AND LIMITATIONS

1.6 A suggested definition of the role of an Honorary Alderman is set out below for consideration.

- 1.6.1. To enjoy the courtesy title of Honorary Alderman and be so addressed and to receive a badge of office, and also to have their name entered on to the Roll of Honour within the Council Chamber.
- 1.6.2. To be invited to attend Civic Functions hosted by the Council (Services, Dinners, Charity Events etc.) and be invited to take part in civic processions with precedence over currently serving members but not the Chair of the Council or Vice Chair.

- 1.6.3 To be invited to attend meetings of Annual Council for the Appointment of Chair of the Council, Vice Chair, and they may attend Council meetings as a non-participating guest and (on advance notification received) will have a seat reserved for them in the Chamber.
  - 1.6.4. They are welcome to receive Minutes, Agendas and Papers (non-exempt only) for meetings of Council.
  - 1.6.5 They are welcome to receive the Council Year Book.
  - 1.6.6. If the Honorary Alderman has held the office of Chair of the Council or Vice Chair during their service to Bolsover District Council, they may be called upon to represent the Council at a Civic Function in the absence of the Chair or Vice-Chair of the Council.
  - 1.6.7. They may wear their Aldermanic Badge at any function or meeting that they are attending in their capacity as Honorary Alderman.
  - 1.6.8. They may wish to assist the Chair of Council in Charity Fund Raising for the Chair's chosen Charity / Charities.
  - 1.6.9. They become an ambassador for the Council and promote Civic Pride.
  - 1.6.10. To enjoy such privileges as Bolsover District Council may from time to time confer upon Honorary Aldermen.
- 1.7 There are suggested limitations to the role of Honorary Alderman, which have been set out below:
- 1.7.1. No payments will be made to an Honorary Alderman for any service or expenditure that they undertake whilst in office.
  - 1.7.2. They may not take part in Council meetings (apart from Public Question Time in accordance with the Council Procedure Rules).
  - 1.7.3. Honorary Aldermen may be reappointed by election of the public to serve on Bolsover District Council, but their Aldermanic Office is suspended for the period of their appointment.

## PROCESS

- 1.8 A process is suggested for administrating nominations for this honour as set out below:
- 1.8.1 A nominee must be nominated in writing (including electronic submissions) to the Governance Manager by a currently serving Member of Council and seconded by a further serving Member of Council.

- 1.8.2 A meeting of an Honours Panel will be called on receipt of a nomination where it will be considered against the agreed criteria. The Panel will be comprised of:
- Chair of Council
  - Leader of the Council
  - Deputy Leader
  - Monitoring Officer
- 1.8.3 Following measurement against criteria, nominations will be circulated to all Members of Council in an appropriate format on a **confidential** basis. Councillors will be given the opportunity to state any objections to the nomination in writing and in a confidential manner and reasons for any objection to a nomination must be given.
- 1.8.4 The Honours Panel will consider any objections and decide whether a candidate fills a substantial amount of the criteria before requesting for the Chief Executive to call an extraordinary meeting of Council. An extraordinary meeting of Council will not be called if the objections are as such that the Panel determines that a nomination will not be supported by the Council.
- 1.8.5 If an extraordinary meeting of Council is called to consider the nomination then it will be called immediately prior to or following a scheduled meeting of Council.
- 1.8.6 The report containing the nomination will be considered exempt under paragraphs 1 and 2 of schedule 12a of the Local Government Act 1972 and will only be deemed carried if approved by two thirds of the present Members at the extraordinary meeting of Council called specifically for that sole purpose.
- 1.8.7 A candidate will not be aware of a nomination until advised of their appointment following approval by Council. They will not be made aware of a nomination if unsuccessful. Only successful nominations will be made public.
- 1.8.8 On the passing of the recommendation it should be announced that at a future meeting of Council a certificate, an appropriate gift, and an Aldermanic Badge will be presented to the candidate with a small reception following the meeting hosted by the Chair of Council in celebration.

## **2 Conclusions and Reasons for Recommendation**

- 2.1 It is vital that a criteria is agreed for this right of Council in order to consider any future nominations.
- 2.2 The criterion set out in the report has been drawn up for future use and is not applicable to any Honorary Alderman already conferred.

- 2.3 Setting the role and limitations provides some clear guidance for both existing and future Honorary Aldermen.
- 2.4 A process helps to inform action when a nomination is received. The nomination form is attached to this report as Appendix 1.

### **3 Consultation and Equality Impact**

- 3.1 There are no equality issues arising from this report. Any that become apparent through conferring future Honorary Aldermen will be reported at the time.
- 3.2 The suggested criteria and process has been considered by the Monitoring Officer, Chief Executive, as well as leading Members to adjust it to the needs and wants of this Authority.

### **4 Alternative Options and Reasons for Rejection**

- 4.1 Members may decide not to adopt this process and retain the current criteria which was agreed in 2015 which stated that any Member serving 25 years or more would be conferred as an Honorary Alderman.

### **5 Implications**

#### **5.1 Finance and Risk Implications**

- 5.1.1 There are no financial implications for the agreement of a set of criteria for the purpose of conferring the title of Honorary Alderman. Any expense incurred can be considered during the Council appointment of an Honorary Alderman.

#### **5.2 Legal Implications including Data Protection**

- 5.2.1 This decision is made under the legal framework of the 1972 Local Government Act, Section 249 as detailed in part 1 of the report.

#### **5.3 Human Resources Implications**

- 5.3.1 There are no staffing implications.

### **6 Recommendations**

- 6.1 That Members consider and agree the criteria to be used in the process of conferring the title of Honorary Alderman to a nominated individual; and
- 6.2 That Members consider and agree a definition of the role and limitations of an Honorary Alderman.

## 7 Decision Information

<p><b>Is the decision a Key Decision?</b>  A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds:  <i>BDC: Revenue - £75,000</i> <input type="checkbox"/>  <i>Capital - £150,000</i> <input type="checkbox"/>  <i>NEDDC: Revenue - £100,000</i> <input type="checkbox"/>  <i>Capital - £250,000</i> <input type="checkbox"/>  <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i></p>	No
<p><b>Is the decision subject to Call-In?</b>  (Only Key Decisions are subject to Call-In)</p>	No
<p><b>Has the relevant Portfolio Holder been informed?</b></p>	Yes
<p><b>District Wards Affected</b></p>	All
<p><b>Links to Corporate Plan priorities or Policy Framework</b></p>	All

## 8 Document Information

Appendix No	Title
APPENDIX 1	Nomination Form for Bolsover Honours
<p><b>Background Papers</b> (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)</p>	
<b>None</b>	
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