

HONOURS PANEL
<i>ENTER MEETING DATE (IN BOLD CAPS)</i>
<i>BRIEFING NOTE AUTHOR</i>

BRIEFING NOTE – ALDERMAN AWARD: PROCESS AND PLANNING

1. PURPOSE & REASON FOR THE BRIEFING PAPER NOTE

This briefing note is to provide guidance on the process and planning involved in the awarding of the Alderman status.

2. BACKGROUND

The Honours Panel

The Honours Panel is made up of representatives from each party except for the Liberal Democrats who declined the invitation. The Honours Panel is an informal group and although its decisions have no formal status it has agreed that individuals recommended for the honorary status of Alderman should meet a set criteria.

Honorary Alderman

Alderman is an honorary status. Honorary Alderman may attend and take part in such civic ceremonies as the Council may from time to time decide. They have no other formal role. Honorary Alderman are not entitled to receive and members' allowances or other payments, allowances, expenses, etc.

Whilst a person whom is a serving councillor cannot be made an Honorary Alderman, a person awarded this status may subsequently be re-elected as a councillor but shall not then be addressed as Alderman or entitled to take part in civic ceremonies as an Alderman.

3. LEGISLATION

Section 249 of the Local Government Act 1972 as amended, empowers the Council, by resolution passed by not less than two thirds of the members voting at a meeting specially convened for the purpose, to confer the title of Honorary Alderman on a person who has, in the Council's opinion, rendered eminent services to the Council as a past member.

4. INFORMATION

Individuals recommended for the honorary status should meet the following criteria:

- A former councillor who has been re-elected for at least 3 terms and has served a minimum of **11 years service in total**;
- Who has rendered eminent services to the council as a past member, taking into account membership of committees and external organisations;
- Whether or not the former councillor served as Mayor and whether he or she achieved anything worthy of particular note;

Planning

Once the panel have selected individuals to be recommended for the honorary status, a citation will be drafted for each individual. A council meeting will be specially convened in which a recommendation is made for the status of Honorary Alderman to be awarded to the former councillors listed in the recommendation.

If the council passes the resolution to confer the title of Honorary Alderman to the individuals recommended, the Honours Panel can proceed to award the status. The panel will need to discuss the format of the award ceremony and consider where and when it will occur. The Alderman badges will be ordered and engraved and the citations professionally written and framed.

Timetable

The Honours Panel are to discuss the timetable in order to prepare a standard process which will include the timescale required to:

- Discuss recommendations for award of Honorary Alderman
- Prepare draft citations
- Organise a meeting of the council to pass the resolution to confer the title of Honorary Alderman on a persons recommendation and to prepare the report to Council
- Organisation of the award ceremony, ordering badges and framed citation

5. IMPLICATIONS

The legal implications are set out in the body of this report. There will be modest financial implications which will be met from within the existing civic budget for the provision of a suitable badge of office and the cost of a ceremony.

6. CONSULTATION

No consultation is required

7. BACKGROUND DOCUMENTS

None