

PROTOCOL ON APPOINTMENT OF HONORARY ALDERMEN OR HONORARY FREEMEN

1. CRITERIA FOR NOMINATIONS

- 1.1. **Nominees for Honorary Aldermen** should be former Councillors who have served in that capacity for a significant time. Their length of service is normally substantially greater than the average length of service per Councillor. Nominees should also have given service to the wider community in a role outside of their duties as a Borough Councillor. This might include notable work with the voluntary sector, with educational bodies, with other Local Authorities covering the geographical areas of the Borough, or any other body that the Council deems appropriate.
- 1.2. **Nominees for Honorary Freeman** should be either individuals that have given extraordinary service to the town over a prolonged period, or who, by their action, have brought significant distinction to the town.
- 1.3. These honours will be given infrequently as they are a reward for exceptional service. Many people provide good service both to the town and to the Council, but it should not be expected that retiring Councillors of many years' service will automatically receive such an honour.

2. PROCEDURE FOR NOMINATIONS

- 2.1. Before a nomination is made, the Head of Legal, Democracy and HR should be contacted, who will then consult the Mayor (as a matter of courtesy) and the Leader of each political group.
- 2.2. If the Head of Legal, Democracy and HR is satisfied that the person nominated is likely to receive the support of Full Council, they will report the matter to the Governance Committee. This Committee would be expected to recommend that the Mayor convene an Extraordinary Meeting of the Full Council for that purpose.
- 2.3. Then before any formal arrangements are made, the Head of Legal, Democracy and HR will contact the nominated person to ensure they would like to receive the honour.