

PROTOCOL ON APPOINTMENT OF HONORARY ALDERMEN/ALDERWOMEN AND HONORARY FREEMEN/FREEWOMEN

1. CRITERIA FOR NOMINATIONS OF HONORARY ALDERMEN/ALDERWOMEN

- 1.1. Nominees for Honorary Aldermen/Alderwomen should be former Councillors who have served a minimum total length of 20 years in that capacity. 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.

2. CRITERIA FOR NOMINATIONS OF HONORARY FREEMEN/FREEWOMEN

- 2.1. Nominees for Honorary Freeman/Freewomen 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.
- 2.2. These honours will be given infrequently as they are a reward for exceptional service.

3. PROCEDURE FOR NOMINATING HONORARY ALDERMEN/ALDERWOMEN

- 3.1. At any point in the municipal year, a Group Leader may notify the Head of Governance, People & Performance of their intention to put forward any eligible former Councillors for consideration of Honorary Alderman/Alderwoman honours. If any names are proposed for nomination, a Governance Committee will consider a report which details the names and total length of service of those former Councillors.
- 3.2. This Governance Committee would be expected to recommend that the Mayor convene an Extraordinary Meeting of the Full Council to bestow the title of Honorary Alderman/Alderwoman on those former Councillors.
- 3.3. Before an Extraordinary Meeting of the Full Council is convened, the Head of Governance, People & Performance will contact any nominees to ensure they would like to receive the honour.

4. PROCEDURE FOR NOMINATING HONORARY FREEMEN/FREEWOMEN

- 4.1. Before a nomination is made, the Head of Governance, People & Performance should be contacted, who will then consult the Mayor (as a matter of courtesy) and the Leader of each political group.
- 4.2. If the Head of Governance, People & Performance is satisfied that the person nominated is likely to receive the support of the Full Council, they will take a report to the Governance Committee for its consideration.

- 4.3. This Governance Committee would be expected to recommend that the Mayor convene an Extraordinary Meeting of the Full Council to bestow the title of Honorary Freeman/Freewoman.
- 4.4. Before any formal arrangements are made, the Head of Governance, People & Performance will contact the nominated person to ensure they would like to receive the honour.

5. APPOINTMENT OF HONORARY ALDERMEN/ALDERWOMEN OR HONORARY FREEMEN/FREEWOMEN

- 5.1. Nominations for both Honorary Aldermen/Alderwomen and Honorary Freeman/Freewomen will be considered at an Extraordinary Meeting of the Full Council which has been convened for the sole purpose of considering the nominations.
- 5.2. Any resolution by the Full Council to bestow these honours must be passed by no less than two thirds of the Councillors voting on the matter.