

PROTOCOL ON APPOINTMENT OF HONORARY ALDERMEN OR HONORARY FREEMEN

1. Nominees for Honorary Aldermen should be former Councillors who have served in that capacity for a significant time. Their length of service would normally be 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 deemed appropriate.
2. Nominees for Honorary Freemen 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.
3. The Council envisages that these honours will be given infrequently. 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. These honours should be given to reward exceptional service.

Procedure for Nominations

1. If anyone considers that a particular individual should be considered for either honour, they should approach the Head of Legal, Democracy and HR who will consult with the Mayor (as a matter of courtesy) and the Leaders of each of the political groups.
2. If the Head of Legal, Democracy and HR is satisfied that the person nominated is likely to receive the support of the whole 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 Council for that purpose.
3. The Head of Legal, Democracy and HR will then approach the nominated person to ensure that they would like to receive such an honour, before any formal arrangements are made.