

Report to Council

15 February 2017

By the Monitoring Officer

DECISION REQUIRED



**Horsham
District
Council**

Not Exempt

Appointment of Honorary Aldermen of Horsham District Council

Executive Summary

Section 249 of the Local Government Act 1972 provides that: “a principal Council may, by a resolution passed by not less than two-thirds of the members voting thereon at a meeting specially convened for the purpose with notice of the object, confer the title of honorary aldermen on persons who have in the opinion of the Council rendered eminent services to the Council as past members of the Council but who are not then Councillors of the Council.”

This report proposes a scheme for the appointment of ‘Honorary Alderman’, according to the provisions of the Local Government Act 1972.

Recommendations

The Council is recommended:

- i) To recognise the eminent service given by former Councillors by allowing them to be proposed for the title of ‘Honorary Alderman of Horsham District’, further to section 249 of the Local Government Act 1972.
- ii) To agree the Protocol for the Appointment of Honorary Aldermen set out in Section 3 of this report

Reasons for Recommendations

To ensure that the eminent service of former Councillors is formally recognised by the Council.

Background Papers

The Local Government Act 1972.

Wards affected: All wards

Contact: Paul Cummins, Head of Legal and Democratic Services.

Background Information

1 Introduction and Background

- 1.1 There is no current formal method of recognising past eminent or notable service of former Horsham District Councillors.

2 Relevant Council policy

- 2.1 This report, if approved, would set out the Protocol for the recognition of Honorary Aldermen.

3 Details

Role of Honorary Aldermen

- 3.1 Honorary Aldermen will enjoy such privileges as may be properly conferred by the Council and will be invited to civic events organised by Horsham District Council. They will be entitled to wear the badge of 'Honorary Alderman' at such events.
- 3.2 Those elected to the roll of Honorary Alderman are entitled to use the title 'Honorary Alderman of Horsham District'.
- 3.3 An Honorary Alderman does not have any right to participate in meetings of the Council or its committees beyond that of a member of the public or to claim any allowances payable under the Members' Allowance Scheme.

Protocol for Appointment

- 3.4 The appointment of Honorary Alderman is to confer recognition on a previous Councillor who over a period of time, has made a significant contribution to the Council and to the District.
- 3.5 Any member of the Council may nominate an ex-Councillor for the role of Honorary Alderman. A nomination form (as set out in Appendix A to this report) must be completed and duly signed by six current Councillors of the District Council. The completed nomination form shall then be submitted to the Head of Paid Service who shall verify the nomination is correctly made and send a copy to the Leader of the Council.
- 3.6 Persons nominated must meet the following criteria:
- I. Have made a significant contribution to the public life of the District
 - II. Have given notable service to and on behalf of the Council
 - III. Have served for a minimum of 12 years as a Councillor comprising either:
 - three terms as a Horsham District Councillor, or
 - a minimum of two terms as a Horsham District Councillor AND either a minimum 4 year term as a Parish or Neighbourhood Councillor in the Horsham District OR a 4 year term as a West Sussex County Councillor for a Horsham District division.

- IV. Be no longer serving as a Horsham District Councillor nor a West Sussex County Councillor
- V. Be willing to accept their nomination

Presentation

- 3.7 The award of Honorary Alderman shall only take place at an extraordinary meeting of the full Council.
- 3.8 The notice of object for the extraordinary meeting shall be stated on the agenda for the meeting as follows: *To confer the title of Honorary Alderman on [name(s) to be inserted], in recognition of their service to the Council and the community.*
- 3.9 The motion before Council shall be proposed and seconded, and Members of the Council shall be invited by the Chairman to speak.
- 3.10 The Chairman shall seek the agreement of those members present and voting.
- 3.11 Should the agreement be unanimously carried, 3.12 may be omitted and 3.13 shall be followed.
- 3.12 Should the motion not be unanimously carried, a vote shall be called by the Chairman, and a majority of two thirds of those present shall be required to carry the motion.
- 3.13 Subject to disposing of 3.11, the person being awarded the title of Honorary Alderman will be presented with:
 - a) A 'Certificate of Conferral of the Status of Honorary Alderman' which will carry the Council's Coat of Arms and bear the Common Seal of the Council, which shall be witnessed by the Chairman of the Council and the Head of Paid Service
 - b) A Badge of Office bearing the title 'Honorary Alderman'
- 3.14 Following the presentation, the person appointed Honorary Alderman will be given the opportunity to address the Council meeting.

Removal of Award

- 3.15 If any person appointed Honorary Alderman is subsequently elected as a Member of either Horsham District Council or West Sussex County Council their appointment will cease with immediate effect.
- 3.16 The Council may remove the award of Honorary Alderman. A motion to remove the award of Honorary Alderman must be signed by at least six current Councillors and passed by not less than two thirds of members present at the Council meeting.

4 Next Steps

- 4.1 The Roll of Honorary Aldermen, which will include the date of election to the Roll, will be maintained by the Monitoring Officer.

5 Views of the Policy Development Advisory Group and Outcome of Consultations

- 5.1 The constitutional provisions relating to Policy Development Advisory Groups do not apply to this report.

6 Other Courses of Action Considered but Rejected

- 6.1 To not have a scheme for the appointment of Honorary Aldermen.

7 Resource Consequences

- 7.1 The scheme proposed can be discharged within existing resources.

8 Legal Consequences

- 8.1 The authority for this matter is provided by section 249 of the Local Government Act 1972

9 Risk Assessment

- 9.1 Any risk relating to Local Government Act 1972 provisions relating to Aldermen from can be assessed as low, due to the provisions being in common usage in principal councils in England.

10 Other Considerations

- 10.1 The author of this report has considered any consequences of the recommendations proposed in respect of Crime & Disorder; Human Rights; Equality & Diversity and Sustainability and in his view, there are none.

Nomination form for Appointment of Honorary Alderman

Section 249 of the Local Government Act 1972 provides that a principal Council may, by a resolution passed by not less than two-thirds of the Members voting thereon at a meeting specially convened for the purpose with notice of the object, confer the title of Honorary Aldermen on persons who have in the opinion of the Council rendered eminent services to the Council as past members of the Council but who are not then Councillors of the Council. This nomination form must be completed by six Members of Horsham District Council.

1. Name of nominee for Appointment as Honorary Alderman of Horsham District

Name:

2. Reasons for this nomination

| <i>Criteria</i> | <i>Demonstration of how criteria have been met (200 words maximum, please continue on the reverse of this form)</i> |
|---|---|
| <ul style="list-style-type: none"> I. Have made a significant contribution to the public life of the District II. Have given notable service to and on behalf of the Council III. Have served for a minimum of three terms as a Horsham District Councillor, or a minimum of two terms as a Horsham District Councillor AND either a minimum 4 year term as a Parish or Neighbourhood Councillor in the Horsham District OR a 4 year term as a West Sussex County Councillor for a Horsham District division. IV. Be no longer serving as a Horsham District Councillor nor a West Sussex County Councillor | |
| 3. Is the nominee willing to accept their nomination? | <i>Please state here</i> |
| 4. Proposer for this nomination | <i>Please sign and print name here</i> |
| Supporter | <i>In addition to the proposer, 5 members must endorse their support for the nomination by signature</i> |
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This form, once completed, should be presented to the Head of Paid Service at Horsham District Council.