

## ***Report to Constitution Working Group***

***Date of meeting: 3 December 2018***



**Subject: Appointment of Honorary Aldermen and Alderwomen**

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### **Recommendations:**

- (1) That the Working Group consider a motion referred from Council regarding the establishment of a scheme to confer the title of Honorary Alderman and Alderwoman; and**
- (2) That the Working Group consider the terms of such a scheme as set out below and attached at Appendix 1; and**
- (3) That, if approved, the scheme be recommended for adoption by the Full Council; and**
- (4) That a DDF budget sum of £3,500 be recommended to the Council to fund the implementation of the scheme, production of a supply of Badges of Office and Roll of Honour book.**

### **Introduction**

1. (Service Director Governance and Members Services) At a meeting of Full Council held on 1 November 2018 the following Motion was moved by Councillor J Philip and seconded by Councillor C Whitbread, was adopted:

“That, in recognition that the Council has the option, under the provisions of Section 249 of the Local Government Act 1972, to confer the title of Honorary Alderman on any person who, in the opinion of the Council has rendered eminent services to the Authority, asks the Chief Executive to:

- (i) report further to the Council’s Constitution Working Group on proposals that would bring forward such a scheme to enable the Council to confer a title; and
- (ii) asks that the Working Group report back to the Full Council on the adoption of such a scheme together with the likely resources required.”

2. The Working Group have therefore been asked to consider how such a scheme could be implemented and make recommendations to the Full Council.

### **Background Information:**

3. At present the only formal method of recognising past service by a former Councillor is by length of service and a lapel badge which are issued when a member steps down or is not elected. The following issuing criteria are used:

- (1) a Bronze lapel badge for 10 years' service;
- (2) a Silver lapel badge for 15 years' service; and
- (3) a Gold lapel badge for 20 years' service.

There is currently no formal method of recognising past eminent or notable service.

4. Section 249 of the Local Government Act 1972 allows the Council to confer the title of Honorary Alderman (or Alderwoman) on persons who have, in the opinion of Council, rendered 'eminent services' to the Authority as past members of the Authority but who are not then members of the Authority.

5. It is a Council decision to confer the title which must be passed at a meeting specially convened for the purpose (i.e. an extraordinary meeting) and approved by vote by not less than two-thirds of the members present.

6. An Honorary Alderman may attend and take part in such civic ceremonies as the Authority may from time to time decide but, as such, has no right to:

- (i) attend meetings of Council, Cabinet or Committee other than as a member of the public,
- (ii) receive any of the allowances or other payments to which Councillors are entitled.

7. Section 249(2) provides that such an honour can only be held by someone who is not a serving Councillor of the Council. As such, were a recipient to be re-elected or co-opted back onto the Council, they would lose the title bestowed. It is clearly designed to be an honour given at the end of a person's public service. It is also suggested that there should be provision for the removal of the honour by resolution.

8. It is suggested within the attached scheme that a nomination supported by a proposer and seconder should form part of the consideration by the Council whether to bestow the title. A suggested form is attached at Appendix 2.

9. It is suggested that there should be some criteria by which the application can be judged. The Working Group are asked to consider which they wish to recommend to the Council. It is also suggested that applications be submitted to the Proper Officer and initially considered by the Chairman of Council in consultation with the Leader.

10. The following criteria are suggested:

- (i) No longer a serving Councillor (members could set a period after service finishes); and
- (ii) To have served at least five consecutive terms of office (i.e. above the level of Gold service); or
- (iii) Has held a significant position of public responsibility with the Council, for a minimum period of one year; or
- (iv) Has provided demonstrable eminent service to the Council throughout a long and distinguished period of public service; and
- (iv) The proposed recipient must be willing to accept their nomination.

11. Members may wish to add further criteria.

### Costs of Scheme

12. The costs involved with the adoption of the Honorary Alderman appointment will be from the purchase of the Badge of Office for the recipients and the purchase of a leather bound book (a roll of honour) to record the appointments.

13. The most cost-effective option for the Badge of Office is to use the medal die from Fattorinis', Birmingham that is used for the long service awards and have it placed on a pin fitting and/or collarette. A proposed design has been obtained and is shown in the picture below.

Option 1



Option 2



14. The quotes for the badges are as follows:

#### Option 1

Hallmarked sterling silver pendant and bar Pendant 30mm diameter Vitreous enamelled 1 colour. Complete with pin fitting to reverse of bar. Finished in polished hard gold plate. Packed in a presentation case.

Qty 5	Price £202.10 nett each
Qty 10	Price £180.52 nett each
Qty 15	Price £167.99 nett each

#### Option 2

Hallmarked sterling silver pendant and bar Pendant 30mm diameter Vitreous enamelled 1 colour. Complete with 25mm collarette. Finished in polished hard gold plate. Packed in a presentation case.

Qty 5	Price £230.32 nett each
Qty 10	Price £206.19 nett each
Qty 15	Price £188.16 nett each

15. It is suggested that it may be appropriate that a supply of both types of badges are purchased. They can then be stored and used (and accounted for) over a period of time. The cost to produce a bespoke leather bound Roll of Honour Book would be in the region of £350. There would be a cost to holding a special meeting as and when nominations are made and it may be appropriate to group nominations together periodically if more than one is made each year.

16. It is recommended that the Council be asked to approve a DDF sum of £3,500 to purchase the initial stock of badges.

**Epping Forest District Council  
Honorary Alderwoman/ Alderman  
Draft Scheme**

The appointment of Honorary Alderman may be conferred by the Full Council in recognition on a previous Councillor who over a period of time, has made a significant eminent contribution to the Council and the District.

Any member of Council may nominate an ex-Councillor for the role of Honorary Alderman (or Alderwoman). A nomination form, as set out in Appendix A, must be completed and signed by two members of Council. Once completed the form should be submitted to the Chairman for consultation with the Leader of the Council.

If for any reason the nomination does not meet the criteria then a full written reply will be sent to the nominating members.

An individual will be eligible for nomination and appointment to the role of Honorary Alderman provided:

- (i) No longer a serving Councillor; and
- (ii) To have served at least five consecutive terms of office (i.e. above the level of Gold service); or
- (iii) Has held a significant position of public responsibility with the Council, for a minimum period of one year; or
- (iv) Has provided demonstrable eminent service to the Council throughout a long and distinguished period of public service; and
- (iv) The proposed recipient must be willing to accept their nomination

The award must be the subject of a resolution passed by not less than two thirds of the members present at a meeting specially convened for that purpose.

An Honorary Alderman/Alderwoman does not carry any right to attend meetings of the Council or its committees or to claim any allowances payable to Members.

An Honorary Alderman/Alderwoman of the Council may attend and take part in such civic ceremonies as the Council may from time to time decide. Honorary Aldermen are entitled to wear the badge of 'Honorary Alderman' at Civic events within the district.

The badge of Honorary Alderman/Alderwoman must only be worn at civic events outside the District at the specific request of the organisation of the event.

Those elected to the Roll of Honorary Alderman/Alderwoman are entitled to use the title of 'Honorary Alderman of the District of Epping Forest'.

Following notification of the death of an Honorary Alderman/Alderwoman, the district flag will be flown at half-mast over the Civic Offices from the date of notification of death until the funeral has taken place.

**Presentation**

The award of Honorary Alderman/Alderwoman shall take place during an extraordinary meeting of the Council, called for this specific purpose. The Chairman will preside over this meeting.

During the meeting a Notice of Motion will be put forward to confer the title of Honorary Alderman on the Nominee(s) to recognise their services to the Council and the community.

The motion before the Council shall be proposed and seconded, and members of the Council shall be invited by the Chairman to speak.

The Chairman shall seek the agreement of those present and voting.

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.

If the resolution is passed, the person being awarded the title of Honorary Alderman/Alderwoman will be presented with a Badge of Office and their name entered into the Roll of Honorary Alderman/Alderwoman.

The Roll of Honorary Alderman/Alderwoman, which will include the date of election to the Roll, will be maintained by the Proper Officer.

Following the presentation, the person appointed will be given the opportunity to address the Council meeting.

### **Removal of Award**

If any person appointed Honorary Alderman/Alderwoman is subsequently elected as a member of Epping Forest District Council their appointment will cease with immediate effect.

The Council may remove the award of Honorary Alderman/Alderwoman. A motion to remove the award of Honorary Alderman/Alderwoman must be signed by at least six current Councillors and passed by not less than two thirds of members present at the Council meeting.



## Appendix 2

### **NOMINATION FORM FOR THE ROLE OF HONORARY ALDERMAN/ALDERWOMAN OF EPPING FOREST DISTRICT COUNCIL**

Please complete the following using either black ink or type (and/or continue on separate A4 sheet, if necessary):-

<b>Name of Person being nominated:</b>
<b>Address:</b>
<b>Tel No:</b>
<b>Ward Represented</b>

Please explain how the nominee meets the following criteria for appointment:

<b>1</b>	<b>How long has the nominee served on the District Council?</b>
<b>2</b>	<b>Has the proposed recipient held significant position of public responsibility with the Council? If so what?</b>

<b>3</b>	<b>What eminent services has the nominee rendered during their time on the District Council?</b>
<b>4</b>	<b>What significant contribution has the nominee made to the District Council and its residents?</b>
<b>5</b>	<b>Why do you believe that this person should be conferred the appointment of Honorary Alderman?</b>

<b>Signed</b>
<b>Print name</b>
<b>Date</b>



<b>Signed</b>
<b>Print name</b>
<b>Date</b>

Please return this form to:

The Proper Officer  
Epping Forest District Council  
Civic Offices  
High Street, Epping

who will forward the nomination to the Chairman and Leader for consideration.