

Scheme for the enrolment of Honorary Aldermen and Honorary Alderwomen of Oxford City Council

Background

1. In accordance with the provisions of section 249 of the Local Government Act 1972, the Council may confer the title of “Honorary Alderman” or “Honorary Alderwoman” on:

“Persons who have, in the opinion of the Council, rendered eminent services to the Council as past members of that Council, but who are not then members of the Council”.

2. In order for Council to confer the title of Honorary Alderman or Honorary Alderwoman, a special meeting of full Council needs to be convened for this purpose and a resolution passed by not less than two thirds of the voting members present at that meeting.

Qualification criteria

3. For the purposes of this scheme “eminent services” shall mean serving as a member of Oxford City Council for a total of 12 years and meeting at least one of the following conditions:
 - Holding senior political office and/or serving as Lord Mayor with distinction;
 - Having an exceptional record of community service and leadership.
4. In exceptional circumstances less than 12 years’ service may be considered upon the recommendation of the Leader of the Council.
5. No person who meets the above qualification criteria will automatically become an Honorary Alderman or Honorary Alderwoman, but they may be nominated and enrolled as an Honorary Alderman or Honorary Alderwoman in accordance with the provisions of this scheme.

Nomination and enrolment

6. Nominations for the position of Honorary Alderman and Honorary Alderwoman should only be made where there are exceptional cases meriting this honour.
7. Any serving Oxford City Councillor can submit a nomination in writing to the Monitoring Officer with the support of their Group Leader or the Leader of the Council.
8. Once a valid nomination has been received by the Monitoring Officer, informal discussions will take place involving Group Leaders to establish whether there is sufficient support for the nomination. If there is sufficient support for conferring the title of Honorary Alderman or Honorary Alderwoman on the nominated person, full Council will be asked at its next normal meeting to agree to convene a special meeting for this purpose.

9. At a specially convened meeting full Council will formally resolve to confer the honorary title and will celebrate the achievements of the recipient and make any presentation to them. The summons for this meeting will contain the proposal to award the honour including the reason.

Privileges

10. An Honorary Alderman or Honorary Alderwoman shall be entitled to the following privileges:

- To enjoy the courtesy title of “Alderman” or “Alderwoman” and to be so addressed.
- To be named as an Alderman/woman on the Council website.
- To attend, as an observer, meetings of the Council and to have a seat made available for them.
- To receive invitations to all civic and social events to which members of the Council are invited.
- To walk in civic procession in a position immediately behind the Lord Mayor, Deputy Lord Mayor and Sheriff of Oxford and immediately ahead of other serving members of the Council.
- In the event of the Council deciding to give a badge, robe or emblem to Honorary Aldermen and Honorary Alderwomen, to wear such a badge, robe or emblem on civic occasions.

11. The Council may decide to alter, amend, supplement or withdraw the privileges set out in this scheme.

12. Honorary Aldermen/women shall not have the right to influence meetings of the Council or a committee of the Council or to receive any allowance or other payment under the Members' Allowance Scheme.

Withdrawal of the title and its privileges

13. The Council shall retain the competence to withdraw the title of Honorary Alderman or Honorary Alderwoman and its privileges in particular cases.

14. Withdrawal of the title and its privileges shall be by way of a resolution passed by not less than two thirds of voting members present at a specially convened full Council meeting. The summons for that meeting will contain a proposal to withdraw the title and its privileges including the reason.

15. Honorary positions are non-political roles. In the event of an Alderman or Alderwoman subsequently resuming membership of the Council, they may not be addressed as Alderman or Alderwoman or benefit from any privileges that Aldermen and Alderwomen may be entitled to until they once more cease to be a Councillor.