

Report of Head of Democratic Services

Report to City Solicitor

Date: 19th December 2019

Subject: Constitutional Amendment – Protocol for the Nomination of Honorary Aldermen/Women

Are specific electoral wards affected? If yes, name(s) of ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has consultation been carried out?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will the decision be open for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, access to information procedure rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Summary

1. Main issues

- This report recommends an amendment to the Protocol for the Nomination of Honorary Aldermen and Alderwomen for clarification purposes only.

2. Best Council Plan Implications (click [here](#) for the latest version of the Best Council Plan)

- There are no implications for the Best Council Plan.

3. Resource Implications

- There are no resource implications.

Recommendations

- a) The City Solicitor is requested to approve the amendment for clarification to the Protocol for the Nomination of Honorary Aldermen and Alderwomen as set out in Appendix 1.

1. Purpose of this report

- 1.1 The Council agreed to the introduction of a Protocol for the Nomination of Honorary Aldermen/Women at the Annual Council Meeting on the 22nd May 2019.
- 1.2 During the course of the autumn nominations were received from Political Groups for consideration at the January 2020 meeting of Full Council.
- 1.3 Clarification has been requested on how circumstances of potential nominees who do not fully meet the criteria, but are otherwise worthy of recognition, are communicated between political groups ahead of nominations being formally made.

2. Background information

- 2.1 Article 15.2.3 provides that the City Solicitor, in her role as Monitoring Officer, is authorised to make any changes to any part of the Constitution which are required:
 - As a result of legislative change or decisions of the Council or Executive to enable them to maintain it up to date; or
 - **For the purposes of clarification only.**

3. Main issues

- 3.1 Attached at Appendix 1 is the Protocol for the Nomination of Honorary Aldermen/Women along with the proposed **clarification footnote**, set out below.

“[1] Where a group wishes to nominate an individual with exceptional service to the City who does not fully meet these criteria, the onus is on that group’s whip to seek and secure in principle support from all group leaders in advance of the nominee being approached and confirmed to the Head of Democratic Services. Where that support has not been sought or secured, those nominees will not be put to a Special Council meeting for consideration.”

4. Corporate considerations

4.1 Consultation and engagement

- 4.1.1 The Executive Member for Resources was consulted on these proposed amendment for clarification and is supportive of it.
- 4.1.2 All Group Leaders have also been consulted and comments received have been supportive.

4.2 Equality and diversity / cohesion and integration

- 4.2.1 There are no implications.

4.3 Council policies and the Best Council Plan

- 4.3.1 There are no implications.

Climate Emergency

4.3.2 There are no implications.

4.4 Resources, procurement and value for money

4.4.1 There are no implications.

4.5 Legal implications, access to information, and call-in

4.5.1 This decision will be treated as a significant operational decision. It will be published on the Council's website but is not eligible for call in.

4.6 Risk management

4.6.1 Amending the constitution will ensure clarity.

5. Conclusions

5.1 The footnote for clarification will assist Whips in their role.

6. Recommendations

6.1.1 **The City Solicitor is requested** to approve the amendment for clarification to the Protocol for the Nomination of Honorary Aldermen and Alderwomen as set out in Appendix 1.

7. Background documents¹

7.1 None.

¹ The background documents listed in this section are available to download from the council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.