

Protocol for the nomination to the Court of Members for appointment to Ward Committees

Introduction

This protocol sets out relevant Standing Orders and then protocols concerning appointments to Ward committees.

Standing orders

Appointments to Ward Committees are made by the Court and the Court is able to change the membership of Ward Committees at any time. In practice, the Court normally endorses the names put forward by the Wards. There are two relevant standing orders governing this process -

Standing Order No. 23 – Ward Committees

- (4) Wards shall choose whether to nominate a Member(s) to serve on each of the several Ward Committees;
- (5) After consultation with the Members of their Wards, the Deputies of the Wards shall submit the nominations to the Town Clerk subject to the following:-
 - (a) the term of office of a Member on a Ward Committee is one year;
 - (b) a Member who has served four terms on a Ward Committee, separately or consecutively, is not eligible for appointment for a further term whilst there is a Member of the Ward who has not served and wishes to do so, unless the majority of the Members of the Ward so decide.

Standing Order No. 25 - Vacancies

- (1) When a vacancy occurs in any Committee, the Member elected to fill it will continue for the remainder of the term of the Member creating the vacancy, and such part of the term will count as a full term for the purposes of Standing Orders Nos. 23 (5) and 29 (3) (a).
- (2) Prior to the expiry of a completed term of office on a Non-Ward Committee, or when vacancies arise, all Members will be notified by the Town Clerk.

The role of the Ward Deputy

Standing Order No. 23 makes clear that the role of the Ward Deputy is facilitating consultation with the Members of the Ward and then communicating the Ward's nominations to the Town Clerk. Nominations are, therefore, not in the gift of the Ward Deputy, who should have no greater say in the appointments than other Ward members. The consultation process should allow sufficient time for Members of the Ward to consider the proposals and their comments should be taken into account when formulating nominations.

Principles for making nominations

The Court and its committees run on an annual basis. It is desirable that Members are appointed for a whole year, with any changes during the year being minimised.

Three overriding principles should govern nominations -

1. There is an accepted progression from Deputy Chairman of a Ward Committee to Chairman for a period of three years followed by a one year period as Deputy Chairman. It is, therefore, expected that where a Member holds office as Chairman or Deputy Chairman of a Ward Committee, their nomination to that Committee shall continue to be made by the Ward.
2. Any changes to the membership of Ward Committees proposed by Wards during the course of a year, should be confined to filling vacancies caused by a Ward Member ceasing to be a Member of the Committee or where all the Members concerned individually agree that the Deputy should communicate the change.
3. Nominations should be calculated, taking into account all the relevant circumstances including members' availability, knowledge, experience and the need to develop experience, to contribute to the efficient and effective running of the City Corporation.