

Committee: Council

Date:

Title: Nomination of Honorary Alderwoman

Tuesday, 14 July
2026

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Summary

1. This report considers the nomination of former Councillor Janice Loughlin as Honorary Alderwoman of Uttlesford District Council.
2. The nomination of former Councillor Janice Loughlin as Alderwoman was made in writing by Councillor Chris Criscione prior to the Annual Council meeting in May 2026. Councillor Criscione was Chairman of Uttlesford District Council at the time of the nomination, with the nomination announced at the annual meeting on 20 May 2026.

Recommendations

3. To consider the nomination of former Councillor Janice Loughlin as Honorary Alderwoman of Uttlesford District Council.

Financial Implications

4. None.

Background Papers

5. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

[The Constitution – Part 2](#)

Impact

- 6.

| | |
|---------------------------------|--|
| Communication/Consultation | None |
| Community Safety | None |
| Equalities | None. |
| Health and Safety | None. |
| Human Rights/Legal Implications | To ensure compliance with the Constitution's nomination procedure. |

| | |
|-----------------------|-------|
| Sustainability | None. |
| Ward-specific impacts | All. |
| Workforce/Workplace | None. |

Situation

7. The protocol for the nomination of Honorary Alderman/Alderwoman is set out in Part 2 of the Council's Constitution. It reads as follows:

17.1. The Council may confer the title of Honorary Alderman or Honorary Alderwoman upon 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.

17.2 Any person nominated for such title shall normally have served for 20 years as a member of the Council.

*17.3 Nominations for the title may be made in writing by any existing Member of the Council and shall be made before the annual meeting of the Council following an ordinary election of councillors **or in exceptional circumstances before any annual meeting of the Council.***

17.4 Any nominations received shall be referred to the Chairman of the Council who shall consult with the group leaders and the Chief Executive before deciding whether to put the nomination to Full Council.

17.5 In the event that the nominations do go forward to Full Council a majority of 2/3rds of the members voting thereon is required before the title of Honorary Alderman or Honorary Alderwoman can be conferred.

17.6 A certificate shall be presented to each Honorary Alderman or Honorary Alderwoman acknowledging their appointment with an appropriate citation.

17.7 Honorary Aldermen or Honorary Alderwomen may attend and take part in such civic ceremonies as the Council may from time to time decide.

17.8 Honorary Aldermen or Honorary Alderwomen shall not be entitled to be addressed as Alderman or Alderwoman and may not take part in any civic ceremonies in that capacity at any time while they are serving as a member of the Council.

8. Members will note that ordinarily nominations for Aldermen or Alderwomen are considered prior to annual Council following an all-out district election. However, due to Local Government Reorganisation, there are no further ordinary elections scheduled for UDC. Therefore, the circumstances surrounding the nomination are exceptional.
9. Councillor Loughlin was first elected in April 2000 and successfully held the Stort Valley ward seat until her resignation in May 2026. She held senior roles

in her time as councillor, including the Vice-Chair and Chair of the Licensing Committee, Vice-Chair of Planning Committee and Deputy Leader of the Liberal Democrat Group. In all, she served the residents of Uttlesford for over twenty-six consecutive years as a district councillor.

10. Members are asked to consider the nomination of former Councillor Loughlin as per the process stated above. Members are asked **to note that a majority of 2/3rds of members voting on the appointment** is required in order to confer the titles of Honorary Alderwoman or Alderman.
11. In the event that the nomination is approved by a 2/3rds majority, Councillor Loughlin will be invited to attend the next ordinary Council meeting in October to be presented with a ceremonial certificate to confer the title of Alderwoman of Uttlesford District Council.

Risk Analysis

| Risk | Likelihood | Impact | Mitigating actions |
|---|------------|--------|--|
| That the nomination process for Honorary Alderman and Alderwoman does not comply with the Council's protocol set-out in Part 2 of the Constitution. | 2 | 2 | The protocol has been included for members' reference and Group Leaders have been consulted prior to the nominations being formally published with the Council agenda. |

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.