

# SPENNYMOOR TOWN COUNCIL



## CIVIC AWARDS POLICY

<b>Author of Policy:</b>	Town Clerk
<b>Date Effective From:</b>	24 <sup>th</sup> May 2022
<b>Policy Review: When &amp; By Whom</b>	12 <sup>th</sup> May 2022 Constitution Working Party
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# 1. Purpose

To outline a system of honours that allows Spennymoor Town Council to recognise the contribution of members of the community, whether individuals or groups, who are current or former residents of Spennymoor, or who have delivered services in Spennymoor, including long-serving Council members and staff. This document describes the criteria and decision making processes for the conferral of a Spennymoor Town Council honour.

# 2. Scope

The following awards are conferred by Spennymoor Town Council:

- Scroll of Honour
- Certificate of Recognition of Achievement
- Civic Shield/Other Civic Gift e.g. flowers

The Civic Initiatives and Honours Sub-Committee will be responsible for scrutinising and agreeing the award of the Scroll of Honour and the Certificate of Recognition of Achievement.

The Civic Shield/Other Civic Gift will be awarded at the discretion of the Town Clerk.

# 3. Civic Initiatives and Honours Sub-Committee

A minimum of 3 members are required to be present in order for the Sub-committee to be deemed quorate.

A tie in votes may be settled by the casting vote exercisable by the Chairman of the meeting as per the Council's standing orders.

## **4. Process**

Nominations for the Scroll of Honour and the Certificate of Recognition of Achievement are invited from the wider community including members of the public, Councillors, the Town Clerk and Town Council Staff.

The Civic Initiatives and Honours Sub-Committee will meet, on an ad hoc basis as and when nominations are received, to duly consider, support or decline the nomination(s).

Decisions of the Civic Initiatives and Honours Sub-Committee are to be ratified by full Council in line with Standing Orders.

## **5. Criteria for Awards**

Whilst criteria is outlined below to provide guidance to nominators, it is the intention of the Council to allow the Civic Initiatives and Honours Sub-Committee discretion when scrutinising nominations due to the possible varied nature of achievements.

## **6. Scroll of Honour**

The Scroll of Honour is the highest award and reserved for those individuals or groups who have demonstrated an outstanding and noteworthy contribution to the well-being and benefit of society and/or in their field of endeavour.

## **7. Certificate of Recognition of Achievement**

This award may be granted to an individual or group who has made a significant contribution, over and above normal expectations to the well-being of society and/or in their field of endeavour.

## 8. Shields/Other Civic Gift

Shields will be awarded at the discretion of the Town Clerk to thank individuals or groups for their support of the Town Council and its services or events and/or support in and of the wider community of Spennymoor.

## 9. Responsibility

The Town Clerk is responsible for this policy, its implementation and review.

## 10. Policy Statements

### 10.1 Nominations

- Nominations may be made confidentially by staff, Councillors or members of the wider community.
- Those making a nomination must provide detailed information, on the appropriate form, to support the nomination.
- If the information is insufficient, the Sub-Committee, via the Town Clerk's office, may contact the person making the nomination for further information.
- ***Nominations must be made without the nominee(s) being informed of the nomination. This is to protect both the Town Council and the individual/group should the Sub-Committee not recommend an award.***
- Sub-Committee members are required to treat all nominations as confidential. If further information is required to support a nomination, it will be gathered discreetly.
- Self-nomination is not permitted.
- The nominator is responsible for the content, quality and accuracy of the nomination.

## 10.2 Successful Nominations

- Following ratification by full council the nominator will be advised of the successful nomination via email.
- Successful nominees will be advised of the award, via the Town Clerk's office, and be asked to indicate that they accept the award before it is announced publicly.
- Successful nominees will be invited to attend a Council meeting or an alternative arrangement in order to be presented formally with the award.

## 10.3 Unsuccessful Nominations

- Generally no explanation for the nomination being unsuccessful will be given but the Sub-Committee may, at its sole discretion, provide feedback to the nominator.

## 11. Eligibility

- The Council, at its discretion, may confer more than one award or no awards in any calendar year.
- The Council, at its discretion, may confer more than one award on an individual/group, if an individual/group, following an initial award, then goes on to other achievements outside the scope of the first award.
- The Council, at its discretion, may confer a Scroll of Honour on an individual/group who have already received a Certificate of Recognition of Achievement for a particular achievement if that achievement subsequently moves from being deemed a *significant contribution over and above normal expectations* to being deemed *an outstanding and noteworthy contribution* as outlined above under Criteria for Awards.