

COMMUNITY RECOGNITION AND AWARDS SCHEME

AGENDA ITEM No. 11

MEETING: POLICY AND RESOURCES COMMITTEE

DATE: 19TH JANUARY 2022

REPORT BY: TOWN CLERK

1.0 Purpose of the Report

- 1.1 The purpose of this report is to put forward for the consideration of the Policy and Resources Committee, a revised draft Community Recognition and Awards Scheme for the Council.

2.0 Background to the Report

- 2.1 It was resolved at the Council Meeting on 27th October 2021 (Council Minute 80(ii) refers) that:-

“Officers are requested to investigate a Council Recognition and Awards Scheme and report back to the Policy and Resources Committee with an outline scheme and financial implications”.

- 2.2 An initial draft scheme was presented to the December 2021 meeting of the Policy and Resources Committee for comment.

- 2.3 It was resolved at the Policy and Resources Committee Meeting on 1st December 2021 (Minute 87(ii) refers) that:-

“Approval of the scheme be deferred, allowing time to take on board comments and feedback from each political group, and that an updated scheme be reported to a future Policy and Resources meeting for consideration and approval”.

3.0 Community Recognition and Awards Scheme

- 3.1 A revised Community Recognition and Awards Scheme has been drawn up by officers which takes into account comments and proposed amendments from councillors.

- 3.2 The revised scheme is attached for member’s consideration at Appendix 1.

- 3.3 The proposed scheme covers the following areas:-

- Purpose of the Scheme
- Nomination Criteria
- Nomination Process
- Consideration and Approval of Nominations
- Presentation of Awards

- 3.4 The main changes made to the draft scheme have been to simplify the nomination criteria and the process for considering and approving nominations, limiting the scheme to individuals rather than community organisations, and removing the proposed Annual Pride of Great Aycliffe Awards.

- 3.5 The previous report provided more detailed background to the development of the scheme, and description of the proposed draft scheme and Members may wish to refer to this report.
- 3.6 As requested at the last meeting consideration has also been given to how the awards should be recognised.
- 3.7 As per the previous draft scheme, each successful nominee will be invited to the next available Council Meeting and presented with a recognition certificate.
- 3.8 It is further suggested that successful nominees be presented with a 'Local Hero Medal', in a presentation case. This would have the Council crest engraved upon it. An example medal, available from Thomas Fattorini Ltd; the renowned designers and manufacturers of civic insignia and regalia, is shown at Appendix 2

4.0 Matters for Consideration

- 4.1 The Town Council wishes to recognise the dedication and commitment of the many local people living and working within the community to help to improve and promote Great Aycliffe.
- 4.2 The proposed Community Recognition and Awards Scheme provide a means of formally acknowledging the dedication, commitment, and outstanding contribution of these individuals to the Parish of Great Aycliffe.
- 4.3 Having a Community Recognition and Awards Scheme in place provides the Council with formal but flexible guidelines around the nomination criteria and process, the consideration and approval of nominations, and the arrangements for the presentation of any awards.

5.0 Policy Implications

- 5.1 The proposed draft policy will assist in meeting Strategic Aim 6 within the Council's Service Delivery Plan:-

"To help and encourage partnership working to improve services and facilities for the residents of Great Aycliffe".

6.0 Staffing Implications

- 6.1 There would be a limited additional burden on the office staff in processing nominations and preparing information for the Council Meetings, preparing and printing certificates and ordering medals.

7.0 Financial Implications

- 7.1 The scheme proposes that Community Recognition and Awards Scheme nominees are recognised via a certificate presented by the Mayor. There would therefore minimal additional financial costs associated with the scheme.
- 7.2 If the Council wishes to see a medal awarded alongside the certificate in line with the example highlighted in Appendix 2, additional budget provision would need to be made within a new Community Recognition and Awards Scheme Budget.
- 7.3 Working on the basis of a maximum of 25 nominations a year at cost of £30 each, a budget of £750 would be required.

8.0 Crime and Disorder Implications

8.1 None.

9.0 Equal Opportunities Implications

9.1 The Community Recognition and Awards Scheme will enable the Council to make informed assessments of nominations based on clear criteria, helping it to make decisions in a fair, objective, and transparent way.

10.0 Environment and Climate Change Implications

10.1 One of the criteria for nominations is that *“a material contribution towards the improvement of the environment in Great Aycliffe”*.

11.0 Risk Assessment

11.1 It is not considered that the matters contained in this report pose a risk to health and safety of staff or to the financial or public standing of the Council to a degree that a risk assessment should be appended to this report.

12.0 General Data Protection Regulation (GDPR)

12.1 Personal information will be processed via the nomination process and the information recorded on this form will only be used for the purposes of considering the nominations.

12.2 Under the provisions of GDPR, this personal data will be treated in a secure and confidential manner and will not be kept for longer than necessary.

12.3 A GDPR Privacy Notice will be prepared and issued with the Nomination Form, should the Community Recognition and Awards Scheme be approved.

13.0 Recommendation

13.1 It is recommended that:-

- (i) Members consider the attached Community Recognition and Awards Scheme for approval and adoption by the Council;
- (ii) Members consider whether it wishes to see a Local Hero Medal issued alongside the Community Recognition Award Certificate.

Town Clerk