

Great Aycliffe Town Council

Community Recognition and Awards Scheme



December 2022

Contents

1.0	Introduction	3
2.0	Purpose of the Scheme.....	3
3.0	Nomination Criteria	3
4.0	Nomination Process	4
5.0	Consideration and Approval of Nominations	5
6.0	Presentation of Awards	5

Community Recognition and Awards Scheme

1.0 Introduction

- 1.1 The Town Council recognises the dedication and commitment of the many local people living and working within the community to help to improve and promote Great Aycliffe.
- 1.2 The Town Council has developed this Community Recognition and Awards Scheme to provide a means of formally acknowledging this dedication and commitment and the outstanding contribution that these individuals make to the Parish of Great Aycliffe.
- 1.3 This Community Recognition Scheme will assist the Town Council in delivering the following Strategic Aim within the Council's Service Delivery Plan:-
"To help and encourage partnership working to improve services and facilities for the residents of Great Aycliffe".
- 1.4 This Community Recognition and Awards Scheme will supplement and operate in conjunction with the following established competitions and awards:-
 - Annual Garden Competition
 - Annual Christmas Lights Competition
 - Annual Allotments Awards
- 1.5 This scheme is intended to be easy to understand and flexible enough to allow scope to consider each application on its individual merits.
- 1.6 The scheme may be amended from time to time, or have its requirements waived, subject to the approval of the Policy and Resources Committee.

2.0 Purpose of the Scheme

- 2.1 The purpose of this Community Recognition and Awards Scheme is to:-
 1. Recognise outstanding achievements of nominated local individuals.
 2. Explain the nomination criteria for the awards;
 3. Set out the procedure and guidelines for the consideration of nominations by the Council; and
 4. Outline the arrangements for presenting the awards to the recipients.

3.0 Nomination Criteria

- 3.1 Nominations for a Community Recognition Award may be made in respect of any individual or individuals who are either a resident of or regularly undertake voluntary work within the Great Aycliffe Parish.
- 3.2 Nominations may only be made by residents of the Parish.

- 3.3 Town Councillors may make nominations but should state their personal connection, if any, with the nominee on the Nomination Form and state this at the Council Meeting considering the nomination, in order to ensure transparency.
- 3.4 Existing Councillors and Town Council staff will not be eligible for nomination.
- 3.5 Nominees must fulfil at least one of the following criteria:-
1. They have made a material contribution towards the improvement of services and facilities in Great Aycliffe;
 2. They have made a material contribution towards the improvement of the environment in Great Aycliffe;
 3. They have made a significant contribution toward improving the welfare or wellbeing of residents of the Parish;
 4. They have significantly promoted or raised the profile of the Parish;
 5. They have undertaken significant charitable work or charitable fundraising within the Parish;
 6. They have significantly assisted the work of the Town Council in a voluntary capacity;
 7. They have demonstrated outstanding citizenship; or
 8. They have been recognised for a significant personal achievement e.g. sporting excellence, contribution to arts and culture.
- 3.6 Residents may nominate any individual living or doing voluntary work within the Great Aycliffe area who they feel has made a significant contribution to the local community, either through a specific action or achievement, or as a cumulative impact over a longer period of time, in line with the broad criteria set out above.

4.0 Nomination Process

- 4.1 Nominations will be made via the completion and submission to the Town Council of the Nomination Form attached at Appendix 1.
- 4.2 These Nomination Forms will be available to download on the Council Website and also available in hard copy format at the Council Offices and other Council facilities.
- 4.3 Each nomination should be signed by at least two nominators.
- 4.4 Nominations may be made at any time throughout the year and will be reported to the next available meeting of the Council for consideration.
- 4.5 The existence of the scheme will be regularly publicised in the local press, Council Newsletter, and on Council noticeboards, website, and social media.

5.0 Consideration and Approval of Nominations

- 5.1 Nominations will be reported to the next available meeting of the Council.
- 5.2 Nominations will be dealt with as the last item on the Full Council Agenda and marked as “exempt information”. This is to protect the privacy of any individual and prevent any embarrassment should the nomination not be successful. To this end the press and public would be excluded from the meeting during any deliberation.
- 5.3 All nominations will be considered in line with the eligibility criteria set out in this Scheme and background checks will be undertaken as required to ensure that the nominees are bona-fide and to confirm that the information provided in the nomination is accurate and legitimate.
- 5.5 The Council will apply a two-tier approach in making awards:-
 - 1. Community Recognition Scheme Certificate
 - 2. Local Hero Medal
- 5.6 Applications in relation to organisations or groups will receive a Community Recognition Scheme Certificate with the option of awarding multiple certificates for each member of the group if appropriate.
- 5.7 Local Hero Medals will be awarded to one special nominee only. Successful nominees will also receive a Community Recognition Scheme Certificate
- 5.8 Decisions on whether to agree each nomination will be decided by a show of hands voting for and against the nomination. Each councillor will have one vote each. The Chairman will have the casting vote in the event of a tie.
- 5.8 Any councillor who has made a nomination may speak and take part in the vote, but should state any connection with the nomination before the vote.

6.0 Presentation of Awards

- 6.1 All successful nominees will be invited to a future meeting of the Council and presented with a Community Recognition Scheme Certificate or Local Hero Medal by the Mayor.