



## **SHEPTON MALLET TOWN COUNCIL**

### **CIVIC AWARD POLICY**

**Policy Reference Number: 1923**

**AUTHOR: Town Clerk**

**RESPONSIBILITY: Policy and Resources**

**GRADE: Three – Low**

**DATE ADOPTED: January 2020**

**REVIEW DATE: 2021**

**AMENDMENTS**

## **1.0 Introduction**

- 1.1 Shepton Mallet Town Council recognises the dedication and commitment of the local people and local groups: Volunteers who go above and beyond to make an exceptional contribution to the Shepton Mallet Community.
- 1.2 Civic Awards will be made annually at a civic reception hosted by the Chairman of the town council and will celebrate the work and commitment of the volunteers or organisations who are in receipt of an award:
- a) Local Community Group
  - b) Individual

## **2.0 Policy Statement**

- 2.1 This policy sets out how Shepton Mallet Town Council will manage the nomination and appointment process for the Civic Award.

## **3.0 Review Statement**

- 3.1 This policy has been prepared considering prevailing legislation and recognised good practice. New legislation requirements or changes in current legislation may necessitate the review of this policy document. The Council will continue to review and amend all / part of this policy on a regular basis.

## **4.0 Equality**

- 4.1 In putting the policy into practice, no aspect of the policy will discriminate on the grounds of race, sex, sexual orientation, gender reassignment, age, religion, politics, marital status, disability, politics, caste and/or union membership or any other grounds likely to place anyone at a disadvantage.

## **5.0 Criteria**

- 5.1 A Civic Award is presented to individuals or local groups in recognition of outstanding service to the community. Nominees must fulfil at least one of the following criteria:
- a) Made a material contribution to the advancement, wellbeing and welfare of the people of Shepton Mallet.
  - b) Supported charitable work carried out in Shepton Mallet.
  - c) Assisted the work of the Town Council in a voluntary capacity.

- 5.2 The Town Council will not normally recognise paid employment that forms part of the above.

## **6.0 Nominations**

- 6.1 Any resident of Shepton Mallet may make a nomination.
- 6.2 Nominations require a proposer and seconder.
- 6.3 A resident under 18 may make a nomination as a proposer but the seconder must be over 18 years old.

- 6.4 Nominations must be made by completing the nomination form (Appendix A) and returning to the Town Clerk. These can be found on the website at the appropriate time.
- 6.5 The completed form should provide detailed evidence as to why an individual is being nominated for this award.
- 6.6 Upon receipt of any nomination for a Civic Award the application will be reviewed and the appropriate meeting convened.

## **7.0 Eligibility**

- 7.1 To be eligible to be nominated for a Civic Award, an individual must either be a resident of, or work within the Town Council area.
- 7.2 Nominations may only be made by residents of the Town Council area.
- 7.3 Town Councillors are not entitled to nominate individuals or local community groups for awards.
- 7.4 No Councillor or employee of the Town Council or an organisation in which a Councillor has a financial interest can receive an award.
- 7.5 If a nominee has received an award the previous year, they are not eligible to receive an award in the following year.

## **8.0 Process**

- a. Applications are submitted to the Town Clerk and forwarded, in confidence, to a specially convened meeting of the Human Resources Committee, and a recommendation to Full Council for approval.
- b. Each valid nomination will be considered on its own merits and no firm criteria is specified.
- c. The selected award recipients will be contacted to see if they wish to receive an award prior to the Full Council decision.
- d. A maximum of three awards be made in any one municipal year, and no minimum number be specified.
- e. The names of Civic Award recipients be made public following the decision of the Town Council.
- f. The award is presented at a Civic Reception, date to be confirmed.

## **9.0 Civic Reception**

- 9.1 The Civic Award will be bestowed by the Chairman of the Town Council at a Civic Reception to which the nominees and guests will be invited.

## Appendix A

### CIVIC AWARDS NOMINATION FORM

In order to comply with General Data Protection Regulations page 1 will be detached from the remainder of the application form and used by office staff only for the purpose of contacting the applicant about the application and any subsequent award. Please confirm by signing the box below that you are content that Shepton Mallet Town Council retains your details for the purpose of processing your application and any subsequent award. This will be destroyed after the process is complete.

I give consent to Shepton Mallet Town Council storing the personal data below for the purpose of processing this application.	Signed:  Dated:
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Please provide full details of the individual or local community group you wish to nominate for a Civic Award:

a. Individual       b. Local Community Group

Date: \_\_\_\_\_

Name of Individual/Local Community Group: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Please elaborate and provide evidence to support your application. *Please continue on a separate sheet.*

I certify that the details given are correct, that I have not been influenced or canvassed in any way and that the persons nominated have no knowledge of the present application.

Proposed by: \_\_\_\_\_

Date: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Date: \_\_\_\_\_

Please complete and return to:

Town Clerk

Shepton Mallet Town Council

1 Park Road

Shepton Mallet

BA4 5BS

Ensure that the envelope is marked Strictly Confidential for the Town Clerk only.