



Saltash Town Council



Policy/Procedure:

**Civic Awards Policy for Citizen, Young Citizen,
Environmental Citizen of the Year and Best**

Date of Adoption:

08.09.2020

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
Version	2 DRAFT	Approved by	
Date	May 2021	Date of approval	
Responsible Officer	AJT	Minute reference	
Responsible Committee	P&F	Review date	As required

Version History			
Date	Version	Author/Editor	Comments
March 2020	1 DRAFT	JRA/AJT	New policy
September 2020	1a APPROVED	AJT	Approved policy
May 2021	2 DRAFT	AJT	Revised

Review Record				
Date	Type of Review	Minute number	Summary of actions	Completed by

Document Retention	
Document retention period	Until superseded

Saltash Town Council

Civic Awards Policy for Citizen, Young Citizen, Environmental Citizen of the Year and Best Performance Annual Awards

There are four awards that the Mayor presents annually:

Award	Selection panel
Citizen of the Year Award	The Mayor President of Saltash Rotary Club All Freemen of the Town (if available and wishing to participate)
Environmental Citizen Award	The Mayor President of Saltash Rotary Club
Young Citizen Award	The Mayor
Best Performance Cup	The Mayor This cup is presented to the group that has entertained him/her most in their civic year.

Awards are presented at the Mayor's Civic Service which is normally held in the first quarter of the year.

Advertising for nominations for the Citizen, Environmental Citizen and Young Citizen awards:

Minimum of six weeks before the Civic Service the Mayor's Secretary will:

- Issue a press release (Appendix 1)
- Email all Councillors and local schools
- Post on social media, Town Council website and noticeboards
- Weekly refresh of social media post.

Eligibility criteria:

- Nominees should be resident within Saltash town electoral boundaries
- Only nominations for individuals will be accepted
- Self-nomination is acceptable
- Currently active in the community work for which they are nominated
- Nominees for the Young Citizen Award should be under the age of 21
- Councillors and employees of Saltash Town Council are not eligible for the awards
- Nominees should not be in paid employment for their community work
- Awards cannot be given posthumously

- No recipient may be nominated again within five years of receiving an award.

All nominations should be made in writing using the nomination form (Appendix 2) to Saltash Town Council and contain as much information as possible including contact details for the nominee.

The Mayor's Secretary will acknowledge receipt of nominations in writing advising that the successful candidates will be announced <insert date>.

The Mayor's Secretary will contact the current holders of the cups/trophies to arrange their return.

Selection process for the Citizen of the Year and Environmental Citizen of the Year awards:

1. The Mayor's Secretary arranges a meeting at the Guildhall and invites the following:
The Mayor
The President of Saltash Rotary Club
All Freemen of the Town.
2. All nominations are checked for eligibility and selection packs made up for each category.
The pack will contain:
 - A copy of the nomination forms
 - A score sheet.
3. At the start of the meeting any panel member wishing to declare a personal interest is welcome to do so.
4. Following the meeting the spreadsheet of recipients (held on the I drive) is updated.
5. Certificates are printed and signed by the Mayor and then framed ready to be presented.
6. The nominees are sent an invitation to the Civic Service.
7. The Mayor's Secretary recalls all trophies for checking and cleaning in preparation for the next presentation at the Civic Service. They will be stored in the safe or safe room.

Presentation of Awards:

The Mayor's Secretary is responsible for taking the certificates and cups to the Civic Service.

The cups must be signed for by the recipient on the day (Appendix 3).

Written permissions must be given by the recipients for photographs taken by and on behalf of Saltash Town Council, to be used on STC social media/press releases/website.

DRAFT



SALTASH CITIZEN AWARD,
SALTASH ENVIRONMENTAL CITIZEN AWARD
and
SALTASH YOUNG CITIZEN AWARD
<insert year>.

Each year Saltash Town Council, in conjunction with the Rotary Club, select a Saltash resident to receive the Saltash Citizen Award and a Saltash Environmental Citizen Award. These are prestigious awards which go to an individual who has served the community/environment in some special way. It could be an outstanding one-off contribution to the well-being of the Town or consideration will be given also to a person who has given a period of service to the Town, not just in the prior year, however the person must still be active and cannot be an employee or councillor of Saltash Town Council.

There is also a similar award for the Young Citizen, who should be under the age of 21 at the start of an academic school year and living in Saltash.

Nominations for the **<insert year>** awards are now being requested. Each recommendation should be using the nomination form on the website or from the Mayor's Secretary.

Nominations should be sent to:

The Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street, Saltash, PL12 6JX or by e-mail to mayors-secretary@saltash.gov.uk by **<insert date>**

Saltash Town Council

Civic Award Nomination Form

Confidentiality:

The information contained in this nomination form is strictly confidential and will not be communicated to any person other than those involved in the administration of the awards.

The nominee should not be told that they have been nominated, as it is not fair to raise their expectations.

Acknowledgement and progress of nominations:

We will acknowledge receipt of your nomination but regret that we will be unable to enter into any further correspondence.

NOMINEE

I nominate the following person for (tick one):

- Citizen of the Year
- Young Citizen of the Year
- Environmental Citizen of the Year

Full name of person being nominated:

Title: _____

Address:

Postcode: _____

Telephone number: _____

Email address: _____

Why are you nominating this person?

Please tell us how your nominee has made a significant contribution to their area of activity.

It is important to give as much detail as possible about what your nominee has achieved which makes them stand out against others. If the achievements are in more than one area, please make this clear.

Details of the person making the nomination

Full name: _____

Address: _____

Postcode: _____

Telephone number: _____

Email address: _____

Relationship to nominee: _____

I confirm that to the best of my knowledge the information I have provided is accurate.

Signature: _____

Date: _____

Please send the completed form to:

The Town Clerk
The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX

or by email to: mayors-secretary@saltash.gov.uk

Your personal information

Please refer to the [Privacy Notice](#) to understand how we process your personal data.

Templates: Receipt forms

*Print on STC headed paper

All to include the following text and a copy of the Town Council Privacy Notice:

You will be contacted by the Mayor's Secretary towards the end of the year to return the award. Please ensure that it is cleaned to a high standard and inform the Town Council of any damage.

Please refer to the Town Council Privacy Notice for details of how we protect your personal data.

Received from Saltash Town Council, the Citizen of the Year trophy which will be returned when requested.

Signed:

.....

Name & Address:

.....

.....

.....

Date:

.....

OR

Received from Saltash Town Council, the Young Citizen of the Year trophy which will be returned when requested.

Signed:

.....

Name & Address:

.....

.....

.....

Appendix 3: Award receipt forms

Date:

.....

OR

Received from Saltash Town Council, the Environmental Citizen of the Year trophy which will be returned when requested.

Signed:

.....

Name & Address:

.....

.....

.....

Date:

.....

OR

Received from Saltash Town Council, the Best Performance Cup which will be returned when requested.

Signed:

.....

Name & Address:

.....

.....

.....

Date:

.....