

~~Civic Awards~~Awards
Policy for Rotary
Citizen, Young Citizen,
Rotary Environmental
and Best Performance
Annual Awards

RESPONSIBLE COMMITTEE: P&F

*This is a policy/procedure document of Saltash
Town Council to be followed by both Council
Members and Employees.*

Current Document Status			
Version	2/2022	Approved by	ATM
Date	May 2021	Date	05.05.2022
Responsible Officer	AJT	Minute no.	54/22/23e(ii)
Next review date	July 2022		

Version History			
Date	Version	Author/Editor	Notes
March 2020	1 DRAFT	JRA/AJT	New policy
September 2020	1a APPROVED	AJT	Approved policy
May 2021	2 DRAFT	AJT	Revised
May 2022	2/2022	AJT	Readopted
<u>June 2022</u>	<u>3/2022</u>	<u>AJT</u>	<u>Revisions proposed by Cllr P Samuels on behalf of Rotary Club of Saltash</u>

Document Retention Period
Until superseded

Saltash Town Council in partnership with the Rotary Club of Saltash

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

There are four awards that ~~the Mayor presents~~are presented annually:

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

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

Advertising for nominations for the Rotary Citizen of the Year, Rotary Environmental ~~Citizen~~ Award and Civic 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.

Rotary Citizen of the Year Award

Eligibility criteria:

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- Nominees should be resident or predominantly active 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 24~~
- Rotarians, 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.

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Rotary Environmental Award

Eligibility Criteria:

- Nominees should be resident or predominantly active within Saltash town electoral boundaries
- Nominations for individuals, groups or organizations will be accepted
- Self-nomination is acceptable
- Currently active in the community work for which they are nominated
- Rotarians, Councillors and employees of Saltash Town Council are not eligible for the award
- 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.

Civic Young Citizen Award

Eligibility Criteria:

- Nominees should be resident or predominantly active 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
- Rotarians, Councillors and employees of Saltash Town Council are not eligible for the award
- 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.

Civic Best Performance Cup

Selected by the Mayor. This cup is presented to the group or individual that has most entertained them during the civic year.

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.

Commented [MT1]: I would suggest that if the Rotary Club of Saltash wish to take/use any photographs that they obtain their own permissions as they will be the Data Controller.



SALTASH ROTARY CITIZEN OF THE YEAR AWARD,
SALTASH ROTARY ENVIRONMENTAL CITIZEN AWARD
and
SALTASH CIVIC YOUNG CITIZEN AWARD
<insert year>.

Each year Saltash Town Council, in ~~conjunction~~ partnership with ~~the Saltash~~ Rotary Club, select a ~~Saltash~~ resident to receive the ~~Saltash—Rotary~~ Citizen Award and a ~~Saltash—Rotary~~ Environmental ~~Citizen~~ Award. These are prestigious awards which ~~go to an individual who has served~~ are presented for service to 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 for~~ a period of service to the Town, not just in the prior year, however the ~~person~~ individual or group must still be active and cannot be a Rotarian, an employee or councillor of Saltash Town Council.

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

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 in partnership with the Rotary Club of Saltash

Civic Award Nomination Form for Rotary Citizen of the Year, Civic Young Citizen, Rotary Environmental Award

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

NOMINEE

enter into any further correspondence.

I nominate the following person for (tick one):

- Rotary** Citizen of the Year Award
- Civic** Young Citizen ~~of the Year~~ Award
- Rotary** Environmental ~~Citizen of the Year~~ Award

Full name of person being nominated:

Title: _____

Address: _____

Postcode: _____

Appendix 2: Nomination Form

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: _____

Appendix 2: Nomination Form

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: _____

<p>Please send the completed form to:</p> <p>The Town Clerk The Guildhall 12 Lower Fore Street Saltash PL12 6JX</p> <p>or by email to: mayors-secretary@saltash.gov.uk</p>
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Your personal information

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

Appendix 3: Award receipt forms

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 Rotary Citizen of the Year Award trophy which will be returned when requested.

Signed:

.....

Name & Address:

.....

.....

.....

Date:

.....

OR

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

Signed:

.....

Name & Address:

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.....

.....

Appendix 3: Award receipt forms

Date:

.....

OR

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

Signed:

.....

Name & Address:

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.....

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Date:

.....

OR

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

Signed:

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Name & Address:

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Date:

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