

## **AGENDA ITEM 2: CRITERIA**

The panel asked for clarification and advice from the Chief Executive:

- On wording to describe the panel's role and constitution
- On whether the nominations for Honours would be referred to Council after consideration by the panel

The panel asked for clarification on how the nominations would be processed:

- How will they be investigated?
- Will they be assessed against set criteria?
- At what point will they be brought to the panel?
- What will be done with those that are not endorsed?

The panel asked for a draft matrix to be drawn up.

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### ***The panel's role and constitution:***

The role of the panel is to take politics out of the endorsement of nominations by the City Council.

It is hoped that local people will be encouraged to make nominations when they know about the role of the Nominations Officer and the Nominations Panel.

It is hoped that endorsement by the Council, through an independent panel, may add weight to nominations and so increase the number of successful nominations.

The panel should consider all nominations that are sent to the Nominations Officer.

### ***Referral to Council:***

Nominations for honours and for the Award for Voluntary Service will not be referred to Council.

### ***Will nominations be assessed against set criteria?***

Some criteria, which are not exclusive, are given on the relevant websites and it would be sensible to ask the Nominations Officer to check whether nominations match some or all of these.

#### **(1) Honours (individuals)**

- Public service: nurses, doctors, teachers, civil servants, police officers
- Service to the local community
- Involvement in industry
- Scientists
- Arts practitioners and administrators – artists, actors, musicians, writers etc
- Involvement in sport
- Journalists and broadcasters

The website includes sample cases and relevant details include:

- Increasing the success of a venture (e.g. number of volunteers, sales from charity shop, number of people receiving support, area covered by project)
- Length of service/commitment – founder member of a group

- Spread of community involvement e.g. working with more than one group
- Contribution is acknowledged/recognised by local community
- Support/contribution stretches across all age ranges, includes young and old
- Involvement of local businesses/corporate sector in local community projects, including financial support
- Personal hands-on involvement - on a one-to-one basis
- Innovative projects – reaching new groups, connecting disparate people who might not otherwise interact
- Use of professional expertise to assist local community e.g. fund raising, financial skills, sharing professional knowledge through training

Although the age of the person nominated is not a criterion, it may be worth noting that over 65% of honours awards go to people aged between 50 and 69. This may be because younger people have not been able to dedicate as many years to the work for which they might be nominated.

(2) Queen's Award for Voluntary Service (groups)

Outstanding achievement by groups of volunteers who:

- regularly devote their time to helping others in the community
- improve the quality of life and opportunity for others
- provide an outstanding service

A successful group will have demonstrated that it:

- meets a particular need;
- provides community-focused voluntary activities of a very high quality;
- has generated a high level of goodwill and respect amongst those it serves and the community as a whole;
- has evolved locally and is locally run; and
- has a proven track record of active involvement in the community, normally over a period of three years or more, for the social, economic or environmental wellbeing of local individuals or groups.

A group (two or more persons) may be nominated for the Award if:

- it is providing a high quality service to benefit individuals or groups in the community;
- it is operating and providing a service in the United Kingdom;
- it has been operating for a minimum of 3 years (exceptions may be made for short-term projects); and
- it is made up entirely of volunteers (including trustees), or it includes some paid staff, but they must be in the minority of those involved.

Each nomination must be endorsed by two supporters, who must not be involved in running the group, or be a partner or relative of anyone involved in running it. A volunteer with the group or a beneficiary of its services may act as a supporter, but if they do, *the other supporter must be completely independent of the group*. The group must be happy to be nominated.

***At what point will nominations be brought before the panel?***

The Chief Executive wants all the nominations received to be sent to the panel. It is suggested that copies are sent to the panel members to consider before they meet to discuss which nominations should receive the panel's support. A covering sheet might highlight the criteria matched.

There may be nominations of high merit, which do not necessarily match many criteria. For example, very few honours are given to people under the age of 29, but there might be an exceptional young individual who merited the panel's support.

Those nominations which the panel selects for support would be researched. A draft statement of support, based on the information received, would be sent to the panel for consideration before a meeting to endorse the statement. After this, the nomination and the endorsement would be forwarded to the relevant government office.

***How will nominations be investigated?***

It is suggested that once the panel have agreed that a nomination merits support, investigations should take place.

Further information might be obtained from:

- the panel members themselves
- officers of the council
- members of the business sector
- members of the voluntary sector

Once this information has been received, the Nominations Officer will use it to prepare a statement in support of the nomination to be endorsed by the panel.

***What will be done with those nominations which are not endorsed?***

All nominations will be forwarded to the relevant government office.

It may be appropriate to have a set period for the consideration of nominations and the preparation of supporting statements – people might be discouraged from sending nominations via the Council if the nomination appears to be delayed.

The panel may wish the Nominations Officer to write to the person making the nomination to acknowledge receipt of the nomination and to confirm the date on which the nomination was forwarded.

Draft matrices

**Honours**

| Criterion  | Yes/No |
|--|--------|
| Paid work in public service (e.g. education, health, police)   |        |
| Voluntary service to local community   |        |
| Involvement in industry/technology/science   |        |
| Involvement in arts (e.g. performer, writer, administrator)  |        |
| Involvement in sports  |        |
| Involvement in media (e.g. radio, television, newspapers)  |        |
| <b>Contribution</b>  |        |
| Increases success of venture   |        |
| Founder member – long service in this area   |        |
| Involvement in more than one area/field  |        |
| Contribution recognised by local community   |        |
| Work for which nominated encompasses wide range of people (e.g. young and old, ethnic communities, physically handicapped & able bodied) |        |
| Has involved local businesses/corporate sector in voluntary work   |        |
| Personal hands-on involvement  |        |
| Innovative work  |        |
| Sharing of professional expertise (e.g. financial skills, training others)   |        |

**Queen’s Award for Voluntary Service**

| Criterion  | Yes/No |
|--|--------|
| Regular community work by a group of 2 or more   |        |
| Improves the quality of life and opportunities for others  |        |
| Provides an outstanding service  |        |
| Meets a particular need  |        |
| Provides community-focused voluntary activities of a very high quality   |        |
| Has generated a high level of goodwill and respect amongst those it serves and the community as a whole  |        |
| Has a proven track record of active involvement in the community, (normally over a period of three years or more) for the social, economic or environmental wellbeing of local individuals or groups |        |
| Has been operating for a minimum of 3 years (exceptions may be made for short-term projects)   |        |
| it is made up entirely of volunteers (including trustees), or if it includes some paid staff, they must be in the minority of those involved   |        |
| Nomination has 2 supporters, one of whom is independent of group   |        |
| Group has agreed to be nominated   |        |