

CONSTITUTION AND ETHICS COMMITTEE	AGENDA ITEM No. 7
17 JULY 2023	PUBLIC REPORT

Report of:	Rochelle Tapping, Director of Law and Governance and Monitoring Officer	
Cabinet Member(s) responsible:	Councillor Andy Coles, Cabinet Member for Legal, Finance and Corporate Services	
Contact Officer(s):	Rachel Edwards, Head of Constitutional Services Susan Proctor, Executive and Members Services Manager	Tel. 452277

HONOURS PANEL – LAUNCH CIVIC AWARDS NOMINATION PROCESS

RECOMMENDATIONS	
FROM: ROCHELLE TAPPING, DIRECTOR OF LAW AND GOVERNANCE AND MONITORING OFFICER	Deadline date: N/A
<p>It is recommended that the Constitution and Ethics Committee</p> <p>1. To note the launch of the Civic Awards nomination process in July 2023</p>	

1. ORIGIN OF REPORT

- 1.1 This report is to inform members of the committee that the Civic Awards nominations process will be launched in July 2023. This is to recognise individuals, groups, organisations, and businesses who have made a real difference to the local community.

2. PURPOSE AND REASON FOR REPORT

- 2.1 The purpose of this report is for the Constitution and Ethics Committee to note that the Executive and Members Services Team will launch the Civic Awards 2023 following this meeting.
- 2.2 This report is for the Constitution and Ethics Committee to consider under its Terms of Reference No. 2.7.2.7

To make recommendations to Council in relation the Council's Honour's process and appointment of Honours. Administration of this process is delegated to Executive and Members' Services.

Once nominations have been received a further report will be presented to committee with the final nominations that will go to Full Council in November.

3. TIMESCALES

Is this a Major Policy Item/Statutory Plan?	NO	If yes, date for Cabinet meeting	N/A
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4. BACKGROUND AND KEY ISSUES

4.1 The Civic Awards use an 'open' nomination scheme. This means that anyone can nominate an individual, group, organisation or business within the City of Peterborough for an award as long as the nominee meets the criteria for the award. The categories are: -

- Young Person
- Lifetime Achievement
- Community Involvement
- Business
- Outstanding Commitment to the Environment
- Contribution to Art and Culture
- Contribution to Sport

4.2 All nominations must be endorsed by one supporter, who must not be involved in running the group, or be a partner or relative of anyone in running it. A volunteer with the group or a beneficiary of its services may act as a supporter, but if they do, an additional supporting letter may be required. The criteria for a group nomination is:-

- provide a high-quality service to benefit individuals or groups in the community
- operate and provide a service in Peterborough
- must have been operating a minimum of three years (exceptions may be made for short-term projects), and
- must be made entirely of volunteers (including trustees), or it includes some paid staff, but they must be made in the minority of those involved.

4.3 All individual nominations must be endorsed by one supporter, who must not be a partner or relative to that individual. The individual must show extraordinary achievements and contributions. Some examples of categories for an individual nomination are:-

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

4.4 Nominations will commence on 31 July 2023 and the deadline to apply is 31 October 2023. All completed nominations should be sent to the Executive and Members Services Team.

4.5 The Constitution and Ethics Committee will then review the nominations at the November committee meeting, followed by award winners to be approved at Full Council in January 2024.

5. CORPORATE PRIORITIES

5.1 The recommendations link to the Sustainable Future City Council Corporate Priorities and recognises the hard work and dedication of the nominees.

6. CONSULTATION

6.1 All members will be informed of the Civic Awards process commencing.

7. ANTICIPATED OUTCOMES OR IMPACT

7.1 To recognise individuals, groups, organisations, and businesses who have made a real difference to the local community.

8. REASON FOR THE RECOMMENDATION

8.1 To launch the Civic Awards nominations process in July 2023.

9. ALTERNATIVE OPTIONS CONSIDERED

9.1 To do nothing and not present any Civic Awards.

10. IMPLICATIONS

Financial Implications

10.1 There will be a cost implication depending on the decision. This will be managed within the existing budget for Civic Services.

Legal Implications

10.2 None.

Equalities Implications

10.3 None.

11. BACKGROUND DOCUMENTS

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

11.1 Civic Protocol, Part 5, Section 6, 15.2

12. APPENDICES

12.1 None.

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