

CONSTITUTION AND ETHICS COMMITTEE	AGENDA ITEM No. 6
31 OCTOBER 2023	PUBLIC REPORT

Report of:	Rachel Edwards, Head of Constitutional Services	
	Councillor Coles, Cabinet Member for Legal, Finance and Corporate Services	
Contact Officer(s):	Susan Proctor, Executive and Members Services Manager	Tel. 452328

HONOURS/AWARDS

RECOMMENDATIONS	
FROM: Rachel Edwards, Head of Constitutional Services	Deadline date: N/A
<p>It is recommended that the Constitution and Ethics committee</p> <ol style="list-style-type: none"> 1. Note the extension of the Civic Awards nomination process. 2. Note the update on the National Honours nomination process. 	

1. ORIGIN OF REPORT

- 1.1 This report is to provide members with an update on the Civic Awards nomination and the National Honours nomination process.

2. PURPOSE AND REASON FOR REPORT

- 2.1 The purpose of this report is for the Constitution and Ethics Committee to note the extension to the deadline to submit Civic Awards nominations and to update on the nomination process for National Honours.
- 2.2 This report is for the Constitution and Ethics Committee to consider under its Terms of Reference No. 2.7.2.7

3. TIMESCALES

Is this a Major Policy Item/Statutory Plan?	NO	If yes, date for Cabinet meeting	N/A
---	-----------	----------------------------------	------------

4. BACKGROUND AND KEY ISSUES

- 4.1 The Civic Awards were launched on 31 July 2023, with an agreed deadline of 30 September 2023 for receipt of nominations.
- 4.1.2 Due to a lack of nominations received by 31 August it was agreed by members on 12 September to extend the deadline for nominations to 24 November 2023, with further extended publicity from the Council's communication team, as well as the Chair of Constitution and Ethics committee recording a video to promote the awards on all Council social media platforms.

- 4.1.3 All nominations should be sent to the Executive and Members Services Team.
- 4.1.4 An extra-ordinary meeting of Constitution and Ethics group reps will be arranged in mid-December to review all nominations received.
- 4.1.5 A report will be taken to Full Council in January 2024 for formal decision to approve the winners.
- 4.1.6 An event will then be arranged in March 2024 to award all successful winners.

Submitting National Nominations

- 4.2 The process to submit National Honours nominations commences with correspondence from Central Government to notify Councils of the relevant Honour's lists.
 - 4.2.1 This is disseminated by the Executive and Members Services Team to all members and senior officer.
 - 4.2.2 Members will need to consider people that have made a significant contribution and have added extra value to their roles. They are people who are:-
 - Exceeding the expectations of their role;
 - Engaging with their colleagues, peers and the community, and making a positive impact;
 - Making a contribution that can be described and recorded on paper; or
 - Going 'the extra mile' in whatever field they are active
 - 4.2.3 Identifying suitable candidates can be a challenge. The government is looking for people whose community or organisation thinks that they are doing something extraordinary. Members may want to consider people who have received awards in local schemes and people who have their achievements reported in the local press.
 - 4.2.4 Timing for the application is important, the nominee must be doing what they have been nominated for six months before the Honours List is announced. There are no deadlines for the receipt of nomination forms, but their consideration is likely to take at least 12-18 months.
 - 4.2.5 For the Birthday List nominees must be in their role or carrying out the activity they are being nominated for in the December before the Honours List is announced.
 - 4.2.6 For the New Year List nominees must still be in their role or carrying out the activity they are being nominated for in the June before the Honours List is announced.
 - 4.2.7 Members can submit their nomination direct to the Cabinet Office or the Executive and Members Services team can support this process. Members must ensure that they have captured all background information and completed all steps within the form.

The team will then review the nomination and send to the Cabinet Office to then be considered further by an Independent Sector Committee.
 - 4.2.8 Once the application form has been submitted to the Government, the Council no longer has any involvement in the progress, the categorisation or acceptance of this application.
 - 4.2.9 If the nominee is granted a National Honours Award they are contacted directly via Central Government and not by the Council.

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 have been informed of the extension and deadline dates of the Civic Awards nomination process.

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 update and note the extension to the Civic Awards nominations process and to update on the National Honours nomination process.

9. ALTERNATIVE OPTIONS CONSIDERED

- 9.1 This report is to note, so no other alternative options required.

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 Mayoral and Members Services.

Legal Implications

- 10.2 There are no legal implications in respect of what is proposed in this report which is an update report.

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

https://assets.publishing.service.gov.uk/media/5f15ce59e90e075e8c58b800/08684-How_to_write_a_nomination.pdf

12. APPENDICES

- 12.1 None.

This page is intentionally left blank