

EXTRAORDINARY CONSTITUTION AND ETHICS COMMITTEE	AGENDA ITEM No. 3
14 DECEMBER 2023	PUBLIC REPORT – EXEMPT APPENDIX

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

HONOURS/AWARDS –CIVIC AWARDS 2023

RECOMMENDATIONS	
FROM: RACHEL EDWARDS, HEAD OF CONSTITUTIONAL SERVICES	Deadline date: N/A
<p>It is recommended that the Constitution and Ethics Committee:</p> <p>1. Review the 2023 Civic Awards nominations and recommend that Full Council approve the nominations (included at Exempt Appendix A) at their meeting on 24 January 2024.</p>	

1. ORIGIN OF REPORT

- 1.1 This report is to recognise residents, groups, organisations and businesses who have made a real difference to the local community.

2. PURPOSE AND REASON FOR REPORT

- 2.1 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.

The purpose of this report is for the Constitution and Ethics Committee to receive and consider the nominations for the Civic Awards (as shown in Appendix A) and make recommendations to Full Council for approval.

- 2.2 The appendix is NOT FOR PUBLICATION in accordance with paragraph 1 of Schedule 12A of Part 1 of the Local Government Act 1972 in that it contains information relating to an individual for which confidentiality is required. The public interest test has been applied to the information contained within the exempt appendix and it is considered that the need to retain the information as exempt outweighs the public interest in disclosing it.

3. **TIMESCALES**

Is this a Major Policy Item/Statutory Plan?	NO	If yes, date for Cabinet meeting	
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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 a resident, group, organisation or business within the city for an award as long as the nominee meets the criteria for the award. The award 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, the other supporter must be completely independent of the group.

4.3 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 for minimum of 3 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 in the minority of those involved.

4.4 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 sports
- Journalists and broadcasters

4.5 Nominations commenced on 31 July 2023 with a deadline to apply by 30 September 2023. Due to a lack of nominations received by 31 August 2023, 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 former Chair of this committee recording a video to promote the awards on all Councils social media platforms.

5. **CORPORATE PRIORITIES**

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

6. CONSULTATION

6.1 All members were informed of the Civic Awards process commencing.

7. ALTERNATIVE OPTIONS CONSIDERED

7.1 To do nothing and not present any civic awards.

8. IMPLICATIONS

Financial Implications

8.1 There will be a cost implication depending on the decision. This will be managed within existing budgets.

Legal Implications

8.2 There are no legal implications in respect of what is proposed.

Equalities Implications

8.3 None.

9. BACKGROUND DOCUMENTS

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

9.1 Civic Protocol, Part 5, section 15, 15.2

10. APPENDICES

10.1 Appendix A – List of nominees and relevant category - EXEMPT

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