

Protocol for Awards to Recognise Service to the Community or the Council

The Council can make the following awards:

Awards to Organisations and Individuals

Honorary Freedom

This is the highest Honour that the Council can award and the right to give it is contained in S.249 of the Local Government Act 1972. It confers no rights. There are currently no set criteria or an established protocol but to maintain its special status it should not be given lightly or too often.

Certificate of Honour

An award to any member of the community.

Criteria should be developed such as significant length of service to the community, notable achievements

Business Awards

This is a long-standing scheme well supported by the business community. It is held biennially.

National Honours

All councils are invited from time to time by the Ceremonial Secretariat of the Cabinet Office to consider any nominations they may wish to make. The process is also open to other organisations and to the public to make nominations.

Awards for Councillors or former Councillors

Honorary Alderman

This can only be awarded to past members of the Council. The right to appoint them is contained in S.249 of the Local Government Act 1972. They do not become members of the council but can attend civic ceremonies and support the Mayor

Criteria and a protocol should be developed for making the award. For example a minimum number of years service, holding positions of responsibility, notable achievements

Long Service Award

A local scheme to recognise service as a councillor of eight years or more. It is given in the form of a framed certificate.

Office of Mayor

Whilst not strictly speaking an award, appointment to the Office of Mayor is given on the basis of length of service. Being appointed as the Borough's first citizen and Chair of the Council is a position of responsibility and status

Process

Apart from the Business Awards, annually the Member Structures Working Group will determine which of these award schemes should be initiated and then invite nominations from all members. The Member Structures Working Group will agree any additional publicity arrangements

The Business Awards will be made biennially using the Panel established for that purpose.