

## **DESBOROUGH TOWN COUNCIL HONOURED CITIZEN AWARD**

### Introduction

Desborough Town Council's Honoured Citizen Award is a tribute to a member of the community and confers no material honours or special privileges. Awards may be made at any time and will not necessarily be made on an annual or regular basis. Awards will take the form of an official letter or certificate, and may be presented at an appropriate place such as the recipient's school or workplace, at an event, at a Town Council meeting, posted to them, or presented in private. The scheme is intended to celebrate exceptional citizenship but to avoid embarrassment a mechanism to keep details of unsuccessful nominations confidential has been created.

### Scope

Awards will be made by the Town Council entirely at its discretion to those who have "*made a significantly positive contribution to the communities in Desborough Town Council area*". An unsuccessful nomination does not necessarily indicate that the Council does not appreciate or recognise the effort, service, or actions of nominees. There is no limit on the number of Awards which may be made in any year: and no requirement to make any Awards.

### Categories

There are two categories of Award:-

Honoured Junior Citizen (for any young person of school age or below)

Honoured Citizen (for all other nominees)

### Nominations

Nominations may be made by anyone resident or working in the Council's area, or by any organisation working to the benefit of communities in the Council's area. Nominations will not be accepted from relatives of the nominee. Nominations must be made in the format prescribed by the Town Council and must be submitted to the Town Clerk. No correspondence will be entered into with regard to any nomination other than to verify facts if necessary.

### Awards Advisory Working Party

The Council will appoint an Awards Advisory Working Party of three Councillors and three voting non-Councillor members of the community to consider nominations. Publicity during the initial stages of consideration would be prejudicial to the public interest and the names and details of Awards made will be published in the future. Therefore, the Advisory Working Party will exempt the details of nominations and discussions in accordance with Section 22 of the Freedom of Information Act 2000 and will hold its discussions in private.

### Decision-making Process

On receiving a nomination, the Town Clerk will endeavour to verify the information contained in the nomination form. A meeting of the Advisory Working Party will consider nominations. Owing to the likely irregular nature of nominations, meetings may be delayed until an appropriate time. Voting will be by secret ballot and decisions to recommend Awards will be based entirely on merit. The Advisory Working Party minutes will be reported to the Council at the next practicable meeting. Lobbying of Council Members in favour of or against any nominee may render all nominations for that nominee void. The Advisory Working Party's recommendations will be determined by the Town Clerk in consultation with the Chairman of the Council.

### Unsuccessful Nominations

The Town Clerk will notify those who made nominations which were unsuccessful without giving reasons for the nomination being not supported. No further correspondence will be entered into (including the merits of any nomination, any other decisions made, the rationale behind the decision). Further nominations for those unsuccessful will be permitted.

### Successful Nominations

The Town Clerk will contact the nominee, or their parent / guardian as appropriate, indicating that the Council is minded to make an Award and seeking confirmation that the Award will be accepted and in what form the nominee would like the Award to take. If a nominee rejects the Award then no Award will be made and the matter shall be reported to the next meeting of the Committee.

### Confidentiality

Nomination forms received will be treated as confidential and shall be destroyed immediately after a decision on an award has been made. Publicity will be given to Award recipients in consultation with them / their parents or guardians.

### Exclusions

Nominations will not be accepted from and awards will not be made to current and past employees of Desborough Town Council; current and past elected Members of: Desborough Town Council, Rothwell Town Council, Kettering Borough Council, Market Harborough District Council, Northamptonshire County Council, Leicestershire County Council, (or any successor local authorities covering those geographical areas); current and past Members of Parliament whose constituency covers the Desborough Town Council area; current and past Members of the House of Lords.

Graham Thomson  
Town Clerk