



# Desborough Town Council

## Terms of Reference Awards Advisory Panel

### **Introduction**

Quote from the Council's Honoured Citizen Award Policy:

*"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."*

### **Purpose of the Advisory Panel**

The purpose of the Awards Advisory Panel is to consider nominations made in accordance with the Honoured Citizen Award Policy (following verification by the Town Clerk) and to make recommendations to the Council.

### **Membership**

The Awards Advisory Panel comprises three Councillors and three voting non-Councillor members of the community appointed by the Council.

### **Confidentiality**

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 Panel 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.

### **Code of Conduct and Interests**

All members of the Awards Advisory Panel are required to make disclosures of public interest and observe the Code of Conduct adopted by Desborough Town Council.

### **Quorum and Voting**

The quorum is three members of the Awards Advisory Panel including at least one Councillor and at least one member of the community, present and voting. Voting will be by show of hands.

### **Frequency, Timing and Procedure of Meetings**

The Awards Advisory Panel will be convened by the Town Clerk as and when necessary depending on nominations received.