

Stroud Town Council: Community Awards Policy and Procedure

Adopted 17/7/2023

Purpose of Community Awards:

To celebrate and recognise individuals and organisations that help to make Stroud a thriving, sustainable community.

Categories

Young person of the year

Environment

Community

Trader

Equality and Diversity

Mayor's Award

Priorities

Individuals or organisations that have made a significant contribution, in the short or long term to Stroud residents. The awards aim to celebrate:

- Community action and volunteering
- Support for community wellbeing
- Carbon reduction
- Nature recovery
- Social resilience
- Physical and mental well-being
- Arts and culture
- Community safety
- Local economy

Businesses and community groups do not have to be solely based in or operating in Stroud, but the judging panel will need to satisfy themselves that their work or services provide a demonstrable benefit to the town.

Individuals should ideally live within the Stroud Parish, but people from elsewhere can still be considered if it is clear that their contribution provides a demonstrable benefit to town residents.

Exclusions

Nominations will not normally be accepted for:

- individuals employed to deliver services for Stroud residents, unless they can be shown to have delivered benefits for residents above and beyond their paid role.
- individuals or organisations that have received an award within the last 5 years. (A list of previous recipients will be made available on the Town Council website.)
- serving councillors at town, district or county level, but they may be considered after they retire from office.
- political groups or activities promoting political beliefs
- individuals, businesses or organisations which would present a significant reputational risk to the Council if they won. For example: groups known to be

involved in illegal or immoral activities. The Awards Panel will adjudicate on this if required.

The longevity of a project should not be a factor for consideration when selecting the winner of a category.

Nominations

Nominations can be submitted at any time during the year, either by email to the Town Clerk or via a form on the Council website.

A public appeal for nominations will be launched 6 weeks before the Annual Town Meeting (ATM), which is normally held in May. Members of the public are invited to nominate individuals or organisations for the categories listed above. The closing date for nominations is 2 weeks before the ATM – this allows time for nominations to be clarified.

Shortlisting

When nominations close the Town Clerk will review the nominations and rule out any that do not meet the Council's priorities or are otherwise excluded. Where necessary the nominator may be asked to provide further information or clarification.

Judging Panel

The Council will appoint a judging panel of 5 councillors at the first meeting of the calendar year.

The Judging Panel will meet 2 weeks before the ATM to review the shortlisted applications, with support from the Town Clerk. Decisions will be made by a simple majority.

The panel will select a winner and one runner up in each category, apart from the Mayor's Award. The panel is under no obligation to agree to all, or any, awards

The Mayor may propose a recipient for the Mayor's Award to the Judging Panel, ideally from the public nominations or if none are suitable, a candidate may be proposed by the Mayor. The winner of the Mayor's Award should be an individual or organisation that has made an outstanding contribution to the town, and meets the priorities and exclusions outlined above.

Code of Conduct

If any members of the Judging Panel, or the Town Clerk have a personal or disclosable pecuniary interest as described in the Council's Code of Conduct, in any of the individuals or organisations nominated they will leave the room and not take part in the discussion relating to the nomination.

Invitations to ceremony

The Assistant Clerk will invite the winners and runners up to the ATM.

Certificates

All winners and runners up will be presented with a framed certificate. Runners up certificates will state "Highly Commended".

Press and media

The Council's Communications Contractor will issue press releases at the launch of the awards and a report on the winners. A photographer will be contracted to take picture of the award ceremony and award recipients (with their permission).

Timetable

Action	Who	Timing
Approve judging panel	Council	First meeting of the calendar year
Set up nominations on Survey Monkey and create paper form	Administration Assistant	Week 1 (6 weeks before ATM)
Launch nominations on website and social media	Communications and Engagement Officer	Week 1
Send press release out	Communications Contractor	Week 1
Organise photographer for ATM	Communications Contractor	
Monitor nominations as they come in and seek clarification on any that are lacking in detail	Assistant Clerk	Weeks 1 to 4
Upload any nominations made on paper to SurveyMonkey	Administration Assistant	Weeks 1 to 4
Regular promotion of the awards and ATM	Communications and Engagement Officer	Weeks 1 to 4
Close nominations on SurveyMonkey	Administration Assistant	End of week 4
Arrange meeting of Judging Panel	Assistant Clerk	Week 5
Decide on winners and runners up	Judging panel	Week 5
Invite winners and runners up to ATM	Assistant Clerk	Week 5
Purchase frames	Assistant Clerk	Week 5
Design and print award certificate	Administration Assistant	Week 6
Draft press statement	Communications Contractor	Week 5
Annual Town Meeting	All	Week 6
Release press statement and photographs	Communications Contractor	Day after ATM

Approved by Council 17/7/2023