



**Chipping
Norton**
Town Council

Community Awards Policy and Procedure

Purpose of Community Awards:

To celebrate and recognise individuals and organisations that help to make Chipping Norton a thriving, connected, supportive and sustainable community.

Categories

- Mayor's Civic Award
- Young person of the year
- Sport's Award
- Organisation/group of the year

The William Fowler Allotments awards will be presented at the ceremony, but the process for this will be separate and led by the William Fowler Allotments Trust.

Priorities

Individuals or organisations that have made a significant contribution, in the short or long term to Chipping Norton 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 Chipping Norton, 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 parish of Chipping Norton, 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 Chipping Norton 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 12 weeks before the Civic Awards Ceremony, which is normally held in September. Members of the public are invited to nominate individuals or organisations for the categories listed above. The closing date for nominations is 4 weeks before the ceremony – 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 Community Committee meeting of the Municipal year.

The Judging Panel will meet 3 weeks before the ceremony to review the shortlisted applications. 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 Deputy Clerk will invite the winners and runners up to the Ceremony.

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	Community Committee	First meeting of the municipal year (May)
Set up nominations form on the website and create paper form	Office staff	May
Launch nominations on website and social media	Facilities and Events Officer	June
Send press release out	Facilities and Events Officer	June
Monitor nominations as they come in and seek clarification on any that are lacking in detail	Deputy Clerk	Ongoing
Upload any nominations made on paper	Deputy Clerk	Ongoing

E

Send save the date to VIPs and known guests	Deputy Clerk	July
Regular promotion of the awards and the ceremony	Facilities and Events Officer	July and August
Close nominations	Deputy Clerk	4 weeks before ceremony
Organise ceremony and event	Town Hall Team	4 weeks before
Arrange meeting of Judging Panel	Deputy Clerk	3 weeks before ceremony
Decide on winners and runners up	Judging panel	At meeting
Invite winners and runners up to the ceremony	Deputy Clerk	2 weeks before the ceremony
Invite guests and VIPS	Deputy Clerk	2 weeks before
Purchase frames	Deputy Clerk	6 weeks before
Design and print award certificate	Deputy Clerk	When names are agreed
Draft press statement	Facilities and events officer	1 week before
Ceremony	All	Week 6
Release press statement and photographs	Facilities and events officer	Day after Ceremony

Approved: Full Council, 19th February 2024