



Lewes  
Town  
Council

### **Civic Awards Policy**

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<b>Policy Maker</b>	Julie Dean, Civic Officer
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#### **This information pack contains:**

<b>Civic Award Policy</b>
Policy Number 3
Procedure 3
Appendix 1 Nomination Form

## **1. Introduction**

In Lewes there are many individuals and groups who volunteer their time and expertise for the good of the community, or add social, cultural, educational, economic or environmental value to the town.

## **2. Policy statement**

The Lewes Town Council Civic Awards aim to recognise and celebrate those who make significant contributions to Lewes town and its residents.

Nominations can be made for individuals or groups who have provided long-term service to Lewes residents, or to individuals or groups who have created a recent but highly innovative and demonstrably impactful service.

## **3. Policy aim**

This policy sets out an agreed process for nominations and selection.

## **4. Procedures and guidance**

### **4.1 Nominations**

4.1.1 All nominations must be made confidentially; nominations will remain confidential throughout the process; details of any individual or group nominated must not be made public; only successful nominees will be made public, following notification of success and agreement to acceptance of an award.

4.1.2 Nominations may be made by councillors, officers or residents of the town.

4.1.3 All nominations should be made in writing on the Civic Award form and contain as much information as possible clearly stating why they think that person or group should receive an award and include contact details for the nominee. The nominator is responsible for the content, quality and accuracy of the nomination.

4.1.4 Councillors and officers are required to treat all nominations as confidential. If further information is required to support a nomination, it will be gathered discreetly by officers.

4.1.5 Self-nomination is not permitted.

4.1.6 There is no guarantee of an award as a result of a nomination, but due consideration will be given to all nominations received. Nominations will be reviewed by a panel of four selected councillors and the Mayor who will decide upon the chosen winners.

4.1.7 The number of nominations will not have a bearing in the judgement of the nomination and decision.

4.1.8 The person making the nomination will be informed of the decision by the Civic Officer. Instructions will be provided on retaining confidentiality and, for successful nominations, the arrangements for award giving.

## **4.2 Civic Award criteria**

4.2.1 Nominations can be for individuals or groups who volunteer their time.

4.2.2 Nominees must have made a significant contribution to Lewes and its residents. This could be through specific endeavours or through a combination of a number of factors: those who add social, cultural, educational, economic or environmental value to the town; initiatives to improve quality of life for residents; a sustained contribution to a particular issue which has far-reaching benefits for Lewes; improving the promotion of the town or enhancing its reputation; or to individuals or groups who have created a recent but highly innovative and demonstrably impactful service.

## **4.3 Eligibility**

4.3.1 Nominees should ordinarily be resident within Lewes town electoral boundaries however, nominees who are not resident in the town but who have contributed their services wholly to the well-being of the town and its residents will be considered.

4.3.2 Nominees should provide services to Lewes residents and be currently active in the community work for which they are nominated.

4.3.3 Councillors and employees of Lewes Town Council are not eligible for the awards.

4.3.4 There are no restrictions on the Award being made to the same individual or group more than once, but it is preferable that they have not received a civic award recently. Please contact the Civic Officer who can confirm previous civic award recipients.

## **4.4 Successful nominations**

4.4.1 The nominator will be advised of the successful nomination via email. Successful nominees will be advised of the award, via the Civic office, and be asked to indicate that they accept the award before it is announced publicly. Successful nominees will be invited to attend the Annual Town meeting or an alternative arrangement if the nominee is unable to attend.

4.4.2 The decision of the Panel is final.

4.4.3 The Council will not comment in any way on the nominations other than making the presentation to the award winner and linked publicity.

4.4.4 The details of successful and accepted nominees will be held on the Council's website and appropriate publicity will be produced for the Town Council's website, social media and for press releases.

## **4.5 Unsuccessful nominations**

There will be no feedback on the success or otherwise of the nomination. It would be very unfair on any individual to have the reasons for an unsuccessful nomination shared in the public arena.

## **4.6 Civic Award procedures**

- 4.6.1 A panel of five councillors, one of whom will be the Mayor, will be selected no later than January each year.
- 4.6.2 The deadline for applications will be set no later than January each year and will then be considered by the panel.
- 4.6.3 The form can be completed on our website [www.lewes-tc.gov.uk](http://www.lewes-tc.gov.uk) or made available to collect from the Town Hall reception, contact [info@lewes-tc.gov.uk](mailto:info@lewes-tc.gov.uk) or call 01273 47169.
- 4.6.4 Up to five Civic Awards can be given each year.
- 4.6.5 The successful nominees will be informed by email or letter by the Civic Officer by early March each year.
- 4.6.6 The awards will be given out at the Annual Town Meeting, or alternative date if the nominee is unavailable.



**Lewes  
Town  
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**Civic Award nomination form**

The Lewes Town Council Civic Awards aim to recognise and celebrate those who make significant contributions to Lewes town and its residents.

Please complete this form to nominate a person or group for a Civic Award. Nominations may be made by councillors, officers or residents of the town. If you have any difficulties or questions in filling in this form, please contact the Town Hall reception.

**Civic Award criteria and eligibility**

- 1) Nominees must have made a significant contribution to Lewes and its residents. This could be through specific endeavours or through a combination of a number of factors: those who add social, cultural, educational, economic or environmental value to the town; initiatives to improve quality of life for residents; a sustained contribution to a particular issue which has far-reaching benefits for Lewes; improving the promotion of the town or enhancing its reputation; or to individuals or groups who have created a recent but highly innovative and demonstrably impactful service.
- 2) Nominations can be for individuals or groups who volunteer their time.
- 3) Nominees should ordinarily be resident within Lewes town electoral boundaries however, nominees who are not resident in the town but who have contributed their services wholly to the well-being of the town and its residents will be considered.
- 4) Nominees should provide services to Lewes residents and be currently active in the community work for which they are nominated.
- 5) There are no restrictions on the Award being made to the same individual or group more than once, but it is preferable that they have not received a civic award recently. Please contact the Civic Officer who can confirm previous civic award recipients.

**Procedures**

- 1) All nominations must be made confidentially; nominations will remain confidential throughout the process; details of any individual or group nominated must not be made public; only successful nominees will be made public, following notification of success and agreement to acceptance of an award.

- 2) There is no guarantee of an award as a result of a nomination, but due consideration will be given to all nominations received. Nominations will be reviewed by a panel of four selected councillors and the Mayor who will decide upon the chosen winners.
- 3) The nominator will be advised of the successful nomination via email. Successful nominees will be advised of the award, via the Civic office, and be asked to indicate that they accept the award before it is announced publicly. Successful nominees will be invited to attend the Annual Town meeting or an alternative arrangement if the nominee is unable to attend.
- 4) The details of successful and accepted nominees will be held on the Council's website. Appropriate publicity will be produced for the Town Council's website, social media and for press releases, with permission.
- 5) The winners will be invited to the Annual Town Meeting on 16 March 2023 to receive their Civic Award.

## Nominee

Please clearly print or type the following details about the person you are nominating. You must ensure that all sections of this form are completed, or we will be unable to consider your nominee.

<b>First name</b>		<b>Title</b>
<b>Surname</b>		
<b>Address</b>		
<b>Contact Number</b>		
<b>Email</b>		

## **The recommendation**

In this section, please set out details of why you think this individual should receive a Civic Award from the town council, maximum 1000 words, and any other supporting information.

## Details of the person making the nomination

Please provide your details.

<b>First name</b>		<b>Title</b>
<b>Surname</b>		
<b>Address</b>		
<b>Telephone number</b>		
<b>Email</b>		
<b>Relationship to nominee</b>		
<p>The successful nominee will need to agree to have their photograph taken and appear in relevant publicity including the Lewes Town Council Website, Social Media channels and publications. The nominee has the right to withdraw their consent at any time.</p> <p>The details of successful and accepted nominees will be held on the Council's website.</p>		
<b>Signature</b>		<b>Date</b>

Closing date for nominations is DATE MONTH YEAR

### Important note

The nominations must be made confidentially and details of any individual or group nominated must not be made public. Any disclosure, on social media platforms or otherwise, will make this application invalid.

Please send this form with any enclosures (marked confidential) to:  
Civic Awards, Lewes Town Council, High Street, Lewes, East Sussex BN7 2QS  
OR by email [info@lewes-tc.gov.uk](mailto:info@lewes-tc.gov.uk)



## **Data Protection and privacy notice**

In this form we will ask for some personal information (such as name, address, postcode) to fulfil your request for information or services.

This information will be held securely and will be used to update you with information about the nomination. All the information you have supplied will be destroyed after the winners have been selected.

The information you provide will be kept secure and will not be passed on to any third parties without your consent. Should you wish to withdraw or amend your details please contact the Civic Officer on 01273 471469 or [info@lewes-tc.gov.uk](mailto:info@lewes-tc.gov.uk)

Any processing will be performed in line with the requirements of the General Data Protection Regulations 2018.

For further information, and to find details of your rights and how we process personal data, please go to <https://lewes-tc.gov.uk/privacy-policy/>

By completing this form you are consenting to the Council capturing and storing the personal details in this form for providing the service requested.

The details of successful and accepted nominees will be held on the Council's website.