

**GOVERNANCE COMMITTEE****17 JANUARY 2013****REPORT OF HEAD OF COMMUNICATIONS  
ON BEHALF OF AWARD OF MERIT TASK GROUP****AWARD OF MERIT SCHEME :  
REVIEW OF SCHEME AND REVISED TERMS OF REFERENCE****1.0 PURPOSE OF REPORT**

- 1.1 At the meeting of the Governance Committee held on 27 June 2012, it was requested that the current Mayor's Award Scheme be refreshed and reviewed. This report presents the Task Group's recommendations following its meeting on 26 November 2012.
- 1.2 In accordance with the Task Group Protocol the report is presented on behalf of the Award of Merit Task Group.

**2.0 RECOMMENDATIONS**

- 2.1 **To approve the revised Terms of Reference of the Award of Merit Task Group as set out at Appendix A.**
- 2.2 **To approve that the record of previous awards be published to the website (hard copy available in Members' Room).**

**3.0 KEY ISSUES**

- 3.1 At its meeting on 26 November 2012, the Task group considered the format and terms of reference of the scheme and took into account other competing award schemes.
- 3.2 The Task Group wholehearted agreed to continue with the scheme and proposed modifications to the format and Terms of Reference as set out in full at Appendix A, the main changes being as follows :-
- The current Mayor's Awards be divided into 2 types of awards, to differentiate and recognise voluntary and paid service
  - There be 5 Awards in total, 1 being the Melton Borough Award for paid service and the remaining 4 awards be Awards of Merit for voluntary service
  - With regard to the Young Citizen Award, there be 5 awards and nominations must be for those aged 18 or under
  - Nominations for awards be made via a Borough Councillor or direct to the Council (a Councillor cannot refuse to assist a nomination)
  - Councillors on the Award of Merit Task Group may not support a candidate they have nominated
  - A nominee cannot receive more than 1 award in the same year
  - A successful awardee cannot receive an award in the following year after receiving an award

- 3.3 Since the introduction of the scheme in 1988/89, the following number of awards have been presented and these are set out in detail in a document placed in the Members' Room for Members to view :-

97 Awards of Merit  
34 Young Citizen Awards  
4 Melton Borough Awards  
8 Mayor's Awards

It is proposed in the recommendations that this list be placed on the website as a public record.

- 3.4 A specially appointed task group has dealt with nominations over the past 10 years. This has been helpful in that such meetings can then decide who receives an award informally and in private. It should be noted that approval for awards must now be referred to the Governance Committee or the Council for approval, before advising successful nominees and the timetable for awards needs to include this provision.
- 3.5 The Awards Scheme is usually advertised in the early spring each year and awards are presented at the Council Meeting in April.
- 3.6 In recent years other community awards have impacted on the popularity of the Council's scheme and nominations have been more difficult to attract. The most notable being the Melton Times Community Awards which is usually held in November/December. This is assumed to be due to the extensive publicity that can be given to a scheme organised by the local newspaper.

#### **History of the scheme**

- 3.7 The current scheme's predecessor was the Mayor's Award of Merit Scheme. This was set up in 1988/89 by the Mayor at the time, Mrs. Barbara Hart. The original scheme was to recognise individuals and groups, who give their time and energy voluntarily to help others as well as bring together people in the community. Through this acknowledgement, it was hoped that others may be inspired to be involved in local activities and helping others. At the time, the emphasis was on long service and this meant that most awardees were older people as they had completed many more years of voluntary community service than younger nominees.
- 3.8 The Young Citizen Award was introduced in 2000 to recognise the positive role the under 30's play in our community. These awards did not rely on long service but more on enthusiasm and commitment to the roles undertaken by such young people in the community.
- 3.9 The Melton Borough Award was introduced by the Policy, Finance and Administration (PFA) Committee on 21 January 2009, to recognise those who contributed to the life of the Borough who were in paid employment.
- 3.10 The Terms of Reference of the Award of Merit Scheme were reviewed by the PFA Committee on 8 December 2010 and they form the basis of the current terms of reference recently approved by this Committee. This scheme combines the Award of Merit and the Melton Borough Award to be one 'Mayor's Award' and equal consideration be given to paid/unpaid service to the Borough and that nominations be made via the Ward Councillor. A request was also made that a list of all

awards be made. This record is available at Appendix B and the Committee's views are also sought as to whether to publish this to the website.

- 3.11 A Robert Hyslop Most Outstanding Service Award and a Derek Sanders Cup (both Past Mayors) have been added to the scheme over the years to recognise outstanding service and, with the agreement of Mrs. Hyslop, the Robert Hyslop Award was recently redesignated the 'Robert Hyslop Citizen of the Year Award'.

#### **4.0 POLICY AND CORPORATE IMPLICATIONS**

- 4.1 The scheme is in line with the government's Big Society initiative. To recognise outstanding service to the community in individuals and groups encourages others to become involved in supporting community and voluntary activities.

- 4.2 The scheme gives a positive message that the Council wishes to publicly recognise those that do good work in the Borough.

#### **5.0 FINANCIAL AND OTHER RESOURCE IMPLICATIONS**

- 5.1 Any financial and staffing implications will be met from existing resources.

#### **6.0 LEGAL IMPLICATIONS/POWERS**

- 6.1 There are no legal implications.

#### **7.0 COMMUNITY SAFETY**

- 7.1 Nominations could be received in recognition of Community Safety initiatives.

#### **8.0 EQUALITIES**

- 8.1 An equality impact assessment has been completed.

#### **9.0 RISKS**

- 9.1 There are no significant risks associated with this report.

#### **10.0 CLIMATE CHANGE**

- 10.1 Nominations could be received in recognition of energy saving and green initiatives. It is proposed that the Book of Awardees is available electronically on the Council's website.

#### **11.0 CONSULTATION**

- 11.1 There has been consultation on the scheme with each Mayor and the Task Group Members since its introduction in 1988/89.

#### **12.0 WARDS AFFECTED**

- 12.1 All wards are affected.

Date: 2 January 2013  
Appendices : A – Revised Terms of Reference  
Background Papers: Council Minutes – 1988 to 2012  
PFA Committee - April 2006  
PFA Committee - December 2010  
Governance Committee - June 2012  
Reference : X:\Governance\2012 13\170113