

**Award of Merit Task Group:  
Terms of Reference**

(Approved by Governance Committee on 17 January 2013 and \*revised on 29 June 2015)

**Melton Borough Award and Mayor's Award of Merit**

1. There be up to 5 awards as follows :-
  - (a) **1 x Melton Borough Award**
    - **To recognise contribution to the life of the Borough eg. promotion of the Borough, go beyond job role, benefit others through their work**
    - **Must be over 18 years of age**
    - **To include an individual or organisation or group**
    - **May be in employment or paid for their contribution**
  - (b) **4 x Mayor's Awards of Merit**
    - **To recognise outstanding and selfless contribution to the community**
    - **Must be over 18 years of age**
    - **To include an individual or organisation or group**
    - **Contribution must be voluntary and unpaid**
2. The 'Robert Hyslop Citizen of the Year Award' be awarded to the most outstanding of the 'Award of Merit' nominations.
3. There be a citation for each awardee and this be entered into a book created for the purpose of recording awardees.
4. Nominations for awards be made via a Borough Councillor or direct to the Council (a Councillor cannot refuse to assist a nomination).
5. Councillors may not be nominated until 2 years has passed since they ceased to be Councillor and the reason for nomination be not related to their Council work.
6. Nominations must relate to service in the Borough and there be no requirement for nominees to live in the Borough.
7. A Councillor on the Award of Merit Task Group may not score for a candidate for whom they have nominated; the scoring will be amended accordingly to reflect this.\*
8. A nominee cannot receive more than 1 award in the same year.
9. A successful awardee cannot receive an award in the following year after receiving an award.

**Young Citizen Award**

1. There be up to 5 Young Citizen Awards as follows :-
  - **To recognise the positive role young people play in our community today and encourage our youth to be thoughtful and caring citizens of the future**
  - **Must be 25 years of age\* or under**
  - **To include an individual or organisation or group**
2. The Derek Sanders Cup be awarded to the most outstanding of the Young Citizen nominations
3. Apart from (1) and (2) above and in the over 18 awards, nominations to meet the same criteria as the Melton Borough Award and the Mayor's Awards of Merit.