



## **Civic Award**

### **Report by the Overview and Scrutiny Committee**

#### **1.0 Summary**

1.1 This report outlines the findings of the Overview and Scrutiny Committee into the introduction of an 'Adur Residents Civic Award'.

#### **2.0 Background**

2.1 The Chairman of the Council asked if he could set an 'Adur Residents Civic Award'.

2.2 The Overview and Scrutiny Committee were asked to carry out an investigation into the criteria for entry, who should judge the award and the prize.

2.3 The Overview and Scrutiny Committee set up a working group of three Councillors; Albury, Evans and Nicklen.

2.4 The Committee heard evidence from:-

- The Executive Head of Legal & Democratic Services;
- The Chairman of the Council;
- The Chief Officer, Adur CVS

#### **3.0 Witnesses**

3.1 A summary of the key points made by each witness on 18 December 2008:-

##### **Executive Head of Legal & Democratic Services**

The Executive Head explained that if a formal award was to be introduced the following needed to be taken into consideration:-

- An equality and impact assessment would need to be carried out – the process would need to be inclusive;
- The process of nominating would need to be clear and a set of criteria drawn up;
- Regular publicity would need to be carried out, allowing persons to be nominated;
- Resources – where they would be available from, carrying out the process could become labour intensive, depending on the number of applications received;
- Budget – There is currently no budget, however, the Chairman's budget could be used, this would limit other activities which could be completed;

An informal award could be agreed on the basis that the Chairman would like to acknowledge a persons contribution or achievement. This can be done in a very low key fashion, which limits the cost and resources involved.

## **The Chairman of the Council**

The Chairman explained the purpose of the award could be two-fold;

- People in the community who do something exceptional, for example, a boy saving two people from a fire;
- Something that has been done for the good of the residents, for example, 25 years fundraising for a charity

The Chairman explained that although the Queens Jubilee awards captures some of these, it is an extensive process of applying through 3 levels of applications and that it would be a nice idea to have something that is identified as Adur.

The Chairman explained that he saw a selection team made up with Councillors and key people within the community. He felt that the type of criteria would be something like an act which has not already been covered, for example, long-service with a charity/ voluntary organisation or something that is done in the public's interest.

## **The Chief Officer, Adur CVS**

The Chief Officer explained that the CVS have in the past administered a volunteering award, but there has not been any spare administration capacity recently. The Council used to pay and organise the hall and refreshments. The last time the awards were administered it took a lot of time to organise prizes, these were donated from local businesses and it involved someone going out to ask. The nominations were collected and judged by a panel which included the Council's Chief Executive and the MP.

The Chief Officer felt that Adur is not sung about enough. He suggested that if the Council and CVS pull resources (administration, prizes and publicity) it could be a joint award. He felt that the award should represent the largest contribution to Adur.

## **4.0 Conclusions**

- 4.1 The Working group concluded that the Council was not in a financial position to introduce a formal award.
- 4.2 That the Council should introduce an annual award that recognises a specific achievement, this should be left to the Chairman to determine.
- 4.3 That should the Chairman require assistance, members of the Overview and Scrutiny Committee should be used.
- 4.4 That the recipient should be presented with a parched certificate at the next available Council meeting and be invited along with a guest to the Chairman's Civic event.

## **5.0 Legal**

- 5.1 That should an award be introduced an equality impact assessment must be undertaken, to ensure the process is inclusive to all equality groups.

5.2 The Council has power under Section 2 of the Local Government Act, 2000 to do anything which they consider is likely to achieve the promotion or improvement of the social well-being of their area.

## **6.0 Financial implications**

6.1 That the Chairman's budget is to be used to cover the cost of the certificate and any costs that occur from the attendance at the Civic Event.

## **7.0 Recommendations**

7.1 That an informal 'Chairman's award' should be introduced with a maximum of one recipient per year;

7.2 That the Chairman should determine the recipient;

7.3 That should the Chairman require assistance this is sought from the Overview and Scrutiny Committee;

7.4 That the recipient receive a parched certificate at the next available Council meeting and an invitation to the Chairman's Civic Event.

## **Local Government Act 1972**

### **Background Papers:**

Agenda and Minutes (OSC/296/08-09) of the Overview and Scrutiny Committee – 11 November 2008.

Working Group notes – 28 November 2008, 18 December 2008 and 14 January 2009.

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## **Schedule of other matters**

### **1.0 Council Priority**

1.1 This report is not proposing to met any specific Council priorities

### **2.0 Specific Action Plans**

2.1 This is not working towards any specific action plans

### **3.0 Sustainability Issues**

3.1 Matter considered and no issues identified

### **4.0 Equality Issues**

4.1 As detailed within the report the introduction of any award would attract an equality and impact assessment.

### **5.0 Community Safety issues (Section 17)**

5.1 Matter considered and no issues identified

### **6.0 Human Rights Issues**

6.1 Matter considered and no issues identified

### **7.0 Reputation**

7.1 The proposed award is aimed to promote the Adur District.

### **8.0 Consultations**

8.1 Three witnesses were interviewed the details are outlined in paragraph 3 of the report.

### **9.0 Risk assessment**

9.1 Matter considered and no issues identified

### **10.0 Health & Safety Issues**

10.1 Matter considered and no issues identified

### **11.0 Procurement Strategy**

11.1 Matter considered and no issues identified

### **12.0 Partnership working**

12.1 Matter considered and no issues identified