



RYDE TOWN COUNCIL
STANDING ORDERS
APPENDIX 9
HONOURS POLICY

March 2018

1. PURPOSE

To outline a process for awarding a range of honours which allows Ryde Town Council to recognise the contribution of residents of the local community, organisations and businesses.

Honours can also be awarded to people who have delivered services in Ryde, including staff. This document describes the criteria and decision making processes which governs the awarding of Ryde Town Council Honours.

2. TYPES OF HONOURS

The following awards can be awarded by Ryde Town Council:

- *Certificate of Recognition of Achievement*
- *Civic Shield/Other Civic Gift*
- *Freedom of the Town*
- *A Medal of Honour*

The Honours Working Party will be responsible for considering the nominations in respect of honours and making any recommendations for approval to full council.

3. HONOURS WORKING PARTY

The Honours Working Party is made up of the following members:

A minimum of 3 representatives from the Town Council, The Mayor and Deputy Mayor (*ex-officio*).

4. CRITERIA FOR AWARDS

Whilst criteria is outlined below to provide guidance to nominators, it is the intention of the Council to allow and Honours Working Party discretion when considering nominations due to the possible varied nature of achievements.

5. TYPES OF HONOURS TO BE AWARDED

5.1 Freedom of the Town

The Freedom of the Town is reserved for those individuals who have demonstrated an outstanding contribution to the well-being and benefit of Ryde Town and/or in their field of endeavour.

5.2 Certificate of Recognition of Achievement

This award may be granted to an individual or group who has made a significant contribution, over and above normal expectations to the well-being of Ryde Town and/or in their field of endeavour.

5.3 Shields/Gifts

Shields/gifts will be awarded annually at the discretion of the Council to thank groups for their support of the Town Council, its services or events and/or support in the wider community of Ryde. Shields will be required to be returned before the next awards, however a commemorative gift will be provided in replacement.

5.4 Badge/Medal

A badge/medal will be awarded annually at the discretion of the Council to thank an individual for their support of the Town Council, its services or events and/or support in the wider community of Ryde. The award will not be required to be returned.

6. PROCESS FOR NOMINATION AND DECISION

- Nominations may be made confidentially by staff, Councillors or members of the wider community.
- Nominations will be sought by public advert and all members of the Council will be notified when the awards process opens.
- Those making a nomination must provide detailed information, on the appropriate form, to support the nomination.
- If the information is insufficient, the Working Party, via the Town Clerk's office, may contact the person making the nomination for further information.
- Nominations must be made without the nominee(s) being informed of the nomination. This is to protect both the Town Council and the individual/group should the Working Party not recommend an award.
- Working Party members are required to treat all nominations as confidential. If further information is required to support a nomination, it will be gathered discreetly.
- Self-nomination is not permitted.
- The nominator is responsible for the content, quality and accuracy of the nomination.
- The Honours Working Party will meet, when nominations are received, to duly consider, support or decline the nomination(s).
- All nominations will be considered by the Working Party and the Town Council at each stage in confidential session.
- Recommendations of the Honours Working Party are to be taken to full Council for approval.

6.1 SUCCESSFUL NOMINATIONS

- Successful nominees will be advised of the award, via the Town Clerk's office, and be asked to indicate that they accept the award before it is announced publicly.
- Successful nominees will be invited to attend a Council meeting or other celebratory event in order to be presented formally with the award.

6.2 UNSUCCESSFUL NOMINATIONS

- No explanation for the nomination being unsuccessful will be given.

7. ELIGIBILITY

- The Council, at its discretion, may confer more than one award or no awards in any calendar year.
- The Council, at its discretion, may confer more than one award on an individual/group, if an individual/group, following an initial award, then goes on to other achievements outside the scope of the first award.

8. TOWN COUNCIL AWARDS – FURTHER GUIDANCE

8.1 TOWN COUNCIL STAFF AWARDS

Long Service Awards

Ryde Town Council values its staff and the service they give to the community of Ryde. When staff remain committed to Local Government and/or the Town Council and work for significant periods of continuous employment, it is therefore appropriate to make a suitable award to the member of staff concerned to demonstrate the Town Council's appreciation for their loyal service in Local Government. A certificate or suitable gift will be provided at the discretion of the Town Council.

8.2 RETIREMENT AWARDS

When a staff member retires, the Town Council will provide a certificate of recognition, however any additional gifts will be self-funded by the Councillors and staff members of Ryde Town Council.