RECOMMENDATIONS

1. That the committee considers the recommendations of the Civic Association for nominations for civic awards and grant awards as appropriate.

2. That the committee considers the nomination from the Mayor for a discretionary award and grant the award as appropriate.

BACKGROUND INFORMATION

3. The Civic Association was founded in 1996 to promote civic awareness, civic responsibility and civic pride within the borough and the main focus of this report is the annual civic award scheme which they administer on behalf of the council. This enables the award scheme to remain and be seen to be non political. Civic awards are formally made by the council. The court of the association makes recommendations to standards committee, for the granting of civic awards.

4. 32 nominations for individuals, 8 nominations for organisations, and the Mayor’s Discretionary Award were received this year. At the civic court meeting on 15 February 2014, recommendations to make 32 awards for individuals, 8 awards for organisations and the Mayor’s Discretionary Award were agreed and are presented for consideration (see the closed report).

5. This year’s awards ceremony will take place at Southwark Cathedral on Saturday 7 June 2014 at 11.00am. This year the ceremony will be combined with Mayor-Making in a joint civic ceremony and will be followed by a reception.

KEY ISSUES FOR CONSIDERATION

6. The granting of awards is a constitutional function of standards committee and members have the final discretion whether or not to grant an award, and the level of award which should be granted. At the standards committee meeting of 9 November 2011 the categories and eligibility criteria for the awards were agreed (see Appendix A). Members need to be satisfied that the nominations meet the criteria before granting awards.

7. In November 2009, council assembly agreed the introduction of a new discretionary Mayor’s award. There is one such nomination from the Mayor (see the closed report). The eligibility criteria are included in Appendix B.

8. The awards scheme is primarily a way of recognising exceptional contributions to the civic life of the borough, regardless of factors such as age, ethnicity,
disability, gender, or sexual orientation. In this respect the scheme is underpinned by an inclusive approach and encourages more than it seeks to monitor the involvement of people from diverse backgrounds in civic engagement. However, it is also committed to capturing personal data from successful honorands with a view to gathering information on the ethnic diversity and other unique characteristics of award recipients.

9. Financial and legal checks have been undertaken on nominees regarding outstanding debt to the council. Council records have been checked to ascertain whether there is any reason not to grant an award (e.g. arrears owed to the council for which no arrangements have been made to repay, or where the council is taking legal action against the nominee). Committee members can be assured that no such reasons not to grant an award exist in the case of all of this year's nominees.

Resource implications

10. The Civic Association is largely self-funding, through subscriptions and donations. The awards are administered, the ceremony organised and the awards provided by the Civic Association. The council supports the awards by distributing application forms, displaying posters and providing administrative support to the selection and awards process. The council also provides support by posting out invitations and providing the catering for the post ceremony civic reception, which is met from existing budgets.

Community impact statement

11. The council is committed to promoting civic engagement and good relations in our communities. Application forms are distributed widely throughout the borough and any person is able to submit a nomination to the Civic Association. The awards attract media interest and recognise the voluntary work of a number of people and organisations within Southwark, thus strengthening community cohesion.

BACKGROUND DOCUMENTS

<table>
<thead>
<tr>
<th>Background Papers</th>
<th>Held At</th>
<th>Contact</th>
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<tbody>
<tr>
<td>Southwark Constitution</td>
<td>Constitutional Team</td>
<td>Lesley John</td>
</tr>
<tr>
<td></td>
<td>2nd floor, 160 Tooley Street</td>
<td>020 7525 7228</td>
</tr>
<tr>
<td></td>
<td>London, SE1 2QH</td>
<td></td>
</tr>
<tr>
<td>Civic Association Constitution</td>
<td>160 Tooley Street</td>
<td>Sonia Sutton</td>
</tr>
<tr>
<td></td>
<td>London, SE1 2QH</td>
<td>020 7525 7303</td>
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<tr>
<td></td>
<td></td>
<td>Gillian Allwright</td>
</tr>
<tr>
<td></td>
<td></td>
<td>020 7525 7235</td>
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APPENDICES

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<tr>
<th>No.</th>
<th>Title</th>
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<tbody>
<tr>
<td>A</td>
<td>Southwark Civic Association - Award Categories, Criteria and Eligibility</td>
</tr>
<tr>
<td>B</td>
<td>Southwark Civic Association - The Mayor of Southwark’s Award</td>
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# Audit Trail

<table>
<thead>
<tr>
<th>Lead Officer</th>
<th>Stephen Douglass, Head of Community Engagement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Author</td>
<td>Michael Cleere, Civic Engagement &amp; Community Cohesion Co-ordinator</td>
</tr>
<tr>
<td>Version</td>
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<td>Dated</td>
<td>19 February 2014</td>
</tr>
<tr>
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## Consultation with Other Officers / Directorates / Cabinet Member

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<tbody>
<tr>
<td>Director of Legal Services</td>
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<td>No</td>
</tr>
<tr>
<td>Strategic Director for Finance and Corporate Services</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Cabinet Member</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Date final report sent to Constitutional Team</td>
<td>19 February 2014</td>
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Southwark Civic Awards are recommended to Southwark Council by the court of the Southwark Civic Association following review of community generated nominations which demonstrate a sustained contribution or commitment by an individual, group, organisation or business for the benefit of Southwark residents and/or the interests of the London Borough of Southwark more generally.

Key examples would include: outstanding personal service in support of the young or elderly, community organisation, initiative or event; excellence in community cohesion; innovation in local business; enhancement of the borough’s culture, heritage and reputation.

Award Categories:

There are two main categories of Award, which satisfy most circumstances:

- **Letter of Commendation**
- **Liberty of the Old Metropolitan Borough (… of Southwark, Bermondsey or Camberwell)**

In addition, and in exceptional circumstances, there are options for further award categories, as appropriate:

- **Mayor’s Award**
- **Southwark Lifetime Award**
- **Young Southwark Civic Award**
- **(…) of the Year Award**

Award Criteria:

- **Letter of Commendation**
  
  A Letter of Commendation may be awarded to a nominee who has demonstrated an exceptional contribution to the life of the local community, usually for a period exceeding five years.

- **Liberty of the Old Metropolitan Borough**
  
  A Liberty of the Old Metropolitan Borough will be considered when a nominee has demonstrated exceptional commitment to the life of the community, usually for a period exceeding ten years.

- **Mayor’s Discretionary Award**
  
  A Mayor’s Discretionary award may be made to an individual/organisation that, during the Mayor’s term of office, has attracted special notice for exceptional community activity.
• **Southwark Lifetime Award**

A Southwark Lifetime award may be recommended where an individual has demonstrated an outstanding contribution to the life of the community, typically for a period exceeding twenty years.

• **Young Southwark Civic Award**

A Young Southwark civic award may be made to a young person of 18 and under who has demonstrated exceptional community spirit and civic responsibility but, by virtue of their age, is ineligible for a letter of commendation.

• **… of the Year Award**

An ‘… of the Year Award’ may be made in circumstances where alternative awards (above) are considered to be inadequate/inappropriate and the nominee is clearly outstanding in their category.

**Eligibility:**

- Individual unpaid voluntary activity which is unrelated to or additional to the nominee’s current employment
- Community group, organisation or business which is based in and/or benefits the Southwark community.

**Exclusions:**

- Serving members of the Court of the Southwark Civic Association
- Current elected members of Southwark Council
- Employees of Southwark Council (unless for unpaid voluntary activity which is unrelated to or additional to current employment)
- Previous Honorands of equal or greater awards
APPENDIX B

SOUTHWARK CIVIC ASSOCIATION

THE MAYOR OF SOUTHWARK’S AWARD

Criteria

Background:

The Mayor of Southwark apart from being Patron of the Southwark Civic Association is at the very centre of civic life in the borough. The First Citizen and Queen’s Representative, there will no one that will travel the length and breadth of our borough, meeting organisations, groups or individuals during their time in Office, than The Mayor.

Attending functions, chairing meetings, visiting organisations, community groups, charities, and individual people, who improve the lives of their fellow citizens of the London Borough of Southwark on a voluntary basis.

The Award:

The award to be called “The Mayor of Southwark’s Award” will be awarded at the sole discretion of the incumbent Mayor of Southwark, and is to be drawn from an organisation, charity, School, community group or individual that The Mayor feels has made a significant contribution to the lives of citizens of the London Borough of Southwark, as a whole or to a local area.

This award can only be granted once to the recipient(s) in the instance that the same recipient(s) are nominated by the serving Mayor on a successive occasion, unless a suitable period of time (to be determined) has elapsed.

The award will be issued in the form of a pre-framed scroll bearing the current London Borough of Southwark Coat of Arms (only), and will declare that “This award has been given at the personal behest of The Worshipful The Mayor of Southwark (Name of Mayor, (optional)) to Name of Recipient(s) for services to the citizens of the London Borough of Southwark” (final wording to be agreed).

The award is to be personally awarded to the recipient(s) by The Mayor of Southwark at the Annual Civic Awards Ceremony.

Ensuring Political Neutrality

- Nominations for this award must not be used to obtain or reward political favour
- Nominations should not be made to an individual or organisation for their political activities
- Nominations to individuals or organisations with known political affiliations should be avoided.