RECOMMENDATIONS

1. To establish a standards (civic awards) sub-committee with the size and composition to be determined having regard to the guidance set out in paragraph 13 of this report.

2. To appoint a chair and vice-chair of the standards (civic awards) sub-committee.

3. To note the role and functions/matters reserved of the standards (civic awards) sub-committee (see paragraph 14 of this report) as agreed by council assembly on 8 July 2015.

BACKGROUND INFORMATION

4. This report is presented to the standards committee in accordance with the resolution of council assembly on 8 July 2015 to establish a standards (civic awards) sub-committee to consider applications for and grant civic awards.

5. Council assembly on 8 July 2015 resolved the following:

   (1) That from the 2015/2016 civic year, the administration of the civic awards be carried out by the council pending a longer term review of the operation of the awards scheme. Officers are requested to put in place the necessary arrangements for the running of the awards within existing council resources.

   (2) That the decisions on the granting of civic awards be delegated to a sub-committee of the standards committee to be known as the standards (civic awards) sub-committee with the membership and terms of reference as set out in the report.

KEY ISSUES FOR CONSIDERATION

6. The granting of awards is a constitutional function of standards committee as set out in Part 3 L of the council’s constitution. Standards committee members have the final discretion whether or not to grant an award, and on the level of award that should be granted.

7. The categories of award available are set out in Appendix 1. These were agreed at the standards committee meeting of 9 November 2011. Since then there has only been one amendment made to the eligibility criteria to clarify that nominations of
individuals who are candidates for political office should not be considered. The civic awards scheme is formally administered by the council.

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 has always been intended to be underpinned by an inclusive approach that encourages the involvement of people from diverse backgrounds although until this year when the council introduced this, the association had not actively monitored diversity. This issue has been raised by standards committee on a number of occasions who emphasised the importance of putting this arrangement in place. This will form a key part of reviewing the effectiveness of the civic awards in the future.

Membership of the standards (civic awards) sub-committee

9. Seats on committees and sub-committees must be allocated in accordance with the four principles of proportionality contained in sections 15, 16 and 17 of the Local Government and Housing Act 1989. When making appointments, committees (in appointing sub-committees) have a duty to give effect to the following principles, as far as is reasonably practicable:

(1) That not all the seats on a committee or sub-committee are allocated to the same political group.

(2) That the majority group must have the majority of seats on each committee or sub-committee.

(3) Subject to (i) and (ii) above, it must be ensured that the proportion of each political group’s seats of the total number of seats on ‘ordinary committees’ reflects as closely as possible their proportion of seats on full council.

(4) Subject to (i) to (iii) above, the proportion of each political group’s seats on each committee and sub-committee reflects as closely as possible their proportion of seats on full council.

Note: This rule applies to all committees, sub-committees and joint committees, except for licensing committee and community councils.

10. Sub-committees are not ‘ordinary’ committees and are each considered individually for the purposes of proportionality. So far as it is reasonably practicable to do so, the allocation of seats a sub-committee should bear the same proportion to the number of the seats held by that group on the council. The standards committee can agree an allocation that is disproportionate, provided no member votes against this.

11. Section 16 (1) of the Local Government and Housing Act 1989 provides that it is the duty of the authority or committee to exercise their power to make appointments to a body as to give effect ‘to such wishes about who is to be appointed to the seats on that body which are allocated to a particular political group as are expressed by that group’.

12. There is no requirement that a seat allocated to a particular group can only be filled by a member of that group. Therefore groups have the discretion to allocate seats as they wish, including to a member of another group.
13. Subject to consideration by members, it is proposed that the membership of the sub-committee should be:

(1) four members of the standards committee (in accordance with proportionality rules this would provide a sub-committee of three Labour and one Liberal Democrat members)

(2) one non-voting representative from Community Action Southwark, as the council’s key strategic partner working with the voluntary and community sector.

(3) two non-voting co-opted members to represent the local community.

**Role and functions / matters reserved for the standards (civic awards) sub-committee**

14. The following matters are reserved for decision by the standards (civic awards) sub-committee:

(1) to grant civic awards.

(2) to consider the process by which the decisions with respect to civic awards applications are to be taken and to make recommendations to the standards committee.

(3) to appoint non-voting co-opted members.

**Community impact statement**

15. The constitution enables people, including the local community where relevant, to understand the role that they can play in the decision making of the council and how the council will safeguard high standards of conduct amongst members and officers.

16. The new sub-committee is intended to have a positive community impact by improving the administration and in particular the equalities monitoring of the civic awards scheme.

17. The council is committed to promoting civic engagement and good relations in our communities. Application forms should be distributed widely throughout the borough with any person able to submit a nomination. The awards attract media interest and recognise the voluntary work of a number of people and organisations within Southwark, thus strengthening community cohesion. It is therefore essential that officers consider how the awards reflect the diversity of the community.

**Resource implications**

18. There are no specific budget implications from the proposals set out in this report. The recommended changes can be maintained within existing resources.
BACKGROUND DOCUMENTS

<table>
<thead>
<tr>
<th>Background Papers</th>
<th>Held At</th>
<th>Contact</th>
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<tbody>
<tr>
<td>Council assembly agenda dated 8 July 2015</td>
<td>Constitutional Team 160 Tooley Street London SE1 2QH</td>
<td>Ian Millichap Constitutional Manager 020 7525 7225</td>
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APPENDICES

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
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<tbody>
<tr>
<td>Appendix 1</td>
<td>Existing award categories, criteria and eligibility</td>
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AUDIT TRAIL

<table>
<thead>
<tr>
<th>Lead Officer</th>
<th>Ian Millichap, Constitutional Manager</th>
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<tbody>
<tr>
<td>Report Author</td>
<td>Chidilim Agada, Principal Constitutional Officer</td>
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<tr>
<td>Version</td>
<td>Final</td>
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<td>Dated</td>
<td>21 October 2015</td>
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<td>Key Decision?</td>
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CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER

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Date final report sent to Constitutional Team 21 October 2015
SOUTHWARK CIVIC AWARDS

EXISTING AWARD CATEGORIES, CRITERIA AND ELIGIBILITY

Southwark Civic Awards are recommended to Southwark Council 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
The Mayor’s Award,
To be known as: 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.