

COUNCIL BUSINESS COMMITTEE

Civic Review – Citizenship Awards 15th November 2007

Report of Head of Democratic Services

PURPOSE OF REPORT

To establish the Lancaster City Council Citizenship Panel and Citizenship Awards.

This report is public

RECOMMENDATIONS

- (1) To agree the establishment, purpose and make-up of the Lancaster City Council Citizenship Panel.**
- (2) That in relation to the Citizenship Awards, this Committee approve the nomination form and determine the winning categories.**

1.0 Introduction

1.1 Council, at its meeting on 06 December 2006, made a number of recommendations designed to review and update the civic function of the City Council. One of these recommendations was to establish an Annual Citizenship Award, where nominations would be submitted to the Council and an established Panel of judges would decide and announce a winner.

1.2 The Civic Review asked for the creation of a Citizenship Panel to be made up of interested Councillors, Honorary Appointments, dignitaries and community representatives who together would have the following suggested remit:

- To promote citizenship through organising visits to schools, clubs etc.
- To assist with the organisation of Local democracy Week
- To assist with the preparations for Centenary Celebrations for 2009
- To run the Citizenship Awards
- To promote the Mayor's Charity and assist the Mayor with fundraising events
- To assist in the organisation of Mayor Making and Civic events.
- To assist with developing the Civic role.

2.0 Proposal Details

Composition of the Panel

- 2.1 In order to establish a Panel, a decision needs to be made on the number of people to be involved and also to try to encourage a broad range of people to take part. In accordance with the decision of Council, it would be expected that both the Mayor and the Father/Mother of the Council would have automatic membership of the Panel together with 9 other people who would consider the remit listed above and make progress towards achieving this. In addition, they would give consideration to applications received for the Citizenship Awards, and decide the winners.
- 2.2 Council Business Committee are asked to decide whether a Panel of 11 is sufficient, and to determine the make-up of the Panel in addition to the Mayor and Father/Mother of the Council.

How to appoint the Panel

- 2.3 There are several options for making appointments to the Panel. This could be done by either the Council Business Committee, by full Council, by Officers or by ballot.
- 2.4 Once determining who will make appointments to the Panel, consideration needs to be given to whether applicants would be expected to complete application forms, be interviewed or whether the Mayor would draw names from a hat by way of ballot.
- 2.5 Council Business Committee also needs to decide what the criteria for application will be.

Awards Scheme

- 2.6 One of the purposes of the Panel as envisaged by Council would be to oversee the establishment of and run an awards scheme which would recognise individuals and groups who go out of their way to help others and their community, and to have an additional Mayor's Special Award for those individuals who have made an outstanding contribution to help others in their community beyond that which is expected of citizens.
- 2.7 The Panel can decide whether they wish to make just one award from those shortlisted, or whether they wish to recognise a few winners by selecting categories to award, for example an individual award, one for a group and one for outstanding achievement.
- 2.8 A draft application form is included with this report for further consideration by the Council Business Committee.
- 2.9 It would be anticipated that a number of meetings of the Panel would need to be held in order to produce a shortlist of any applications received prior to deciding winner(s). With this in mind, the larger the Panel the harder it may be to ensure that all Panel members would be available to meet.
- 2.10 In making the presentation of the awards, it would be expected that the Mayor would host a presentation evening in Lancaster Town Hall for the winners each to bring with them a small number of guests, together with members of the judging Panel and the local media. The costs for this event would have to be contained within the annual

budget for Mayoral functions and the format and choice of winning gift would be determined by the Mayor.

3.0 Details of Consultation

3.1 None.

4.0 Conclusion

4.1 Council, at its meeting on 06 December 2006, decided that it was keen to pursue the creation of the Citizenship Panel which would have a broad function in relation to the Council and the Mayoralty, but that this would also be the catalyst to the establishment of Citizenship Awards.

4.2 If Council Business Committee are minded to agree to the establishment of both the Panel and the Awards nomination form, progress can be made to the awards being established for 2008. The remaining areas of influence for the Citizenship Panel will be developed once the Panel is in place.

CONCLUSION OF IMPACT ASSESSMENT

(including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

None.

FINANCIAL IMPLICATIONS

In hosting an Awards evening and providing prizes, costs will be incurred for this event. It is proposed that the costs of the Awards presentation and any prizes will be contained within the annual budget for Mayoral Functions. At this stage the impact on the Mayoral Functions budget of funding an additional annual event will be to leave less funding available for any ad hoc events for individual Mayors during their year of office. It should be noted however that other amendments to the annual programme may result from the ongoing review of civic events which could generate savings to offset any additional expenditure on this proposal.

SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer has been consulted and has no further comments.

LEGAL IMPLICATIONS

There are no legal implications to this report.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no further comments.

BACKGROUND PAPERS

Council Minutes – 06 December 2006
Council Business Committee Minutes – 13
September 2007

Contact Officer: Lisa Jackson

Telephone: 01524 582070

E-mail: ljackson@lancaster.gov.uk

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