

# FAREHAM

## BOROUGH COUNCIL

### Report to the Executive for Decision 05 March 2018

<b>Portfolio:</b>	Policy & Resources
<b>Subject:</b>	<b>Citizen of Honour Nominations</b>
<b>Report of:</b>	Head of Leisure and Corporate Services
<b>Corporate Priority:</b>	Strong, safe, inclusive and healthy communities

#### **Purpose:**

This report presents nominations for consideration under the Council's annual Citizen of Honour and Young Citizen of Honour Awards 2018.

#### **Executive summary:**

The Citizen of Honour Award was introduced in November 1996. Five years later, the scheme was extended to recognise the efforts of younger residents under the age of 18 through the Young Person of the Year Award.

Over the last 21 years, the award has honoured 90 residents of the Borough, with nominations being received from all areas of Fareham.

This year, the Council has received 12 nominations overall. There are 8 nominations for the Citizen of Honour Award, 3 nominations for the Young Citizen of the Year Award (12-17 year olds), and 1 nomination for the Young Citizen of the Year Award (4-11 year olds).

In order to encourage resident participation in future years, those who put someone forward for nomination this year, will be invited to do so again next year if their candidate does not win the 2018 award. The Executive reserves the right to increase the number of candidates who are honoured in future awards, provided a higher number of nominations are received.

**Recommendation/Recommended Option:**

It is recommended that the Executive approves:

- (a) that no more than four candidates are selected from the attached nominations at confidential appendix A, to be formally recognised as Citizens of Honour 2018;
- (b) that no more than two candidates are selected from the attached nominations at confidential Appendix A, as Young Citizens of the Year (12-17 year olds);
- (c) that no more than two candidates are selected from the attached nominations at confidential Appendix A, as Young Citizens of the Year (4-11 year olds); and
- (d) subject to (a), (b) and (c) above, agrees which candidates be selected to receive the annual Citizen of Honour and Young Citizen of Honour Awards for 2018.

**Reason:**

The Citizen of Honour and Young Citizen of the Year Awards are valuable initiatives for rewarding local residents for their community service and for recognising the important contribution and difference that they have made to the lives of others. The Young Citizen of Honour category also recognises young people who have overcome severe personal difficulties or who give up their time to care for family or friends.

**Cost of proposals:**

All costs will be met through existing resources attached to this initiative.

**Appendices:**

**Appendix A – Confidential: Citizen of Honour  
Nominations 2018  
Ages 18+**

**Appendix B – Confidential: Young Citizen of Honour  
Nominations 2018  
Ages 12 - 17**

**Appendix C - Confidential: Young Citizen of Honour  
Nominations 2018  
Ages 4 - 11**

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## BOROUGH COUNCIL

### Executive Briefing Paper

<b>Date:</b>	05 March 2018
<b>Subject:</b>	Citizen of Honour
<b>Briefing by:</b>	Head of Leisure and Corporate Services
<b>Portfolio:</b>	Policy and Resources

#### INTRODUCTION

1. The Citizen of Honour Award was initially introduced by the former Grants Sub-Committee on 25 November 1996. The Young Citizen of the Year Award was introduced in 2001.
2. The primary reason for the awards is to show the Council's gratitude in recognition of the voluntary, unpaid service to the community made by up to four adult Borough residents and two young Borough residents aged 12-17. The awards also recognise two young residents aged 4-11 who have shown bravery in their lives, or have helped other people.
3. To demonstrate the importance and distinction of these awards, they are presented to the winners at the Mayor Making ceremony each year by the outgoing Mayor.
4. The award winners and their guests are then invited to a private reception, held in their honour, in the Mayor's Parlour, on a date after Mayor Making, where the new Mayor presents each person with their Citizen of Honour certificate. The award winners are also asked to sign the Roll of Honour and their names are added to the Citizen of Honour/Young Citizen of the Year awards list displayed in the Customer Service Centre at the Civic Offices
5. In previous years, the winners of the Young Citizen of the Year Awards have been invited to accompany the Mayor at the official switching on of Fareham's Christmas lights in the year of the award.

#### PUBLICITY AND PROMOTION

6. In order to encourage greater participation in the scheme a marketing campaign was put in place. A 'superhero' theme was used to promote the awards through a range of different communication channels both online and offline.
7. A letter to explain the scheme and encourage people to nominate others, along with leaflets and posters, was sent to community centres, schools and libraries.

8. The awards were promoted on Council Connect, including posters, and a video was shown on the two screens at various points in the run up to the closing date. The video was also shown on the screens in the reception area of the council.
9. Various 'Tweets' and 'Posts' were placed on Twitter and Facebook. Posts on Facebook were boosted and targeted those who are 'friends' with the Council on the site, as well as those that are 'friends' with them.
10. One Community helped to promote the awards through their newsletters and channels.
11. Sixteen large posters were displayed on bus shelters along Newgate Lane and in the town centre.
12. The awards were featured at various points in the local press such as The News, Daily Echo, Business South and Forget Me Not magazine.
13. All information about the scheme is on the Council's website and was shown on the main story rotator on the landing page at various points throughout the campaign.

### **NOMINATIONS FOR THE 2018 AWARDS**

14. This year, the Council has received 12 nominations overall. There are 8 nominations for the Citizen of Honour Award, 3 nominations for the Young Citizen of the Year Award (12-17 year olds), and 1 nomination for the Young Citizen of the Year Award (4-11 year olds).
15. In order to encourage resident participation in future years, those who put someone forward for nomination this year, will be invited to do so again next year, if their candidate does not win the 2018 award. The Executive reserves the right to increase the number of candidates who are honoured in future awards, provided a higher number of nominations are received.

### **OFFICIAL PRESENTATION OF AWARDS**

16. In order to retain the profile of the awards, they will continue to be presented during the Annual Council Meeting, before the commencement of the Mayor Making Ceremony in May this year. The winners will also receive invitations to the Mayor Making lunch and to a reception in the Mayor's Parlour, where the Roll of Honour will be signed and certificates will be presented.

### **FORMAL DECORATIONS**

17. The official award presented to the winners of each of the categories will continue to be an enamelled pin decoration, engraved with the winner's name, and a framed certificate. In addition to the pin and certificate, an engraved shield and £15 in gift vouchers will be awarded to each Young Citizen of the Year. Family pantomime tickets for the Gala Performance at Ferneham Hall will be given to all winners. To retain the status and importance of the scheme, the shield will be kept in the trophy cabinet within the Customer Services Centre at the Civic Offices.

### **OFFICIAL CITIZEN OF HONOUR DUTIES**

18. The winners of each of the awards are invited to a number of civic functions as guests of the Mayor. Currently these are the annual Civic Service, the Remembrance Day service and any special or ad-hoc events that may be arranged in the year of the award.

19. All award winners will also be given family tickets to the Gala Performance of the pantomime at Ferneham Hall and will be invited to meet the cast or to attend an alternative performance if they wish.

### **FINANCIAL IMPLICATIONS**

20. The funding of this awards scheme will continue to be met from resources allocated within the Civic Events budget.

### **PROPOSAL**

21. The Executive is requested to consider all the nominations as presented and select up to four successful candidates to be formally recognised as Citizens of Honour 2018, up to two young people aged between 12 and 17, and up to two aged between 4 and 11 to be recognised as Young Citizens of the Year for 2018.

### **RISK ASSESSMENT**

22. There are no significant risk considerations in relation to this report.

### **CONCLUSION**

23. Since their inception, the Citizen of Honour and Young Citizen of the Year award schemes have recognised the tremendous voluntary work and selfless, courageous acts performed by local residents of Fareham.
24. This report presents the nominations received for the Citizen of Honour and Young Citizen of the Year awards 2018 and requests that the Executive considers and selects the winning nominees.

### **Enquiries:**

For further information on this report please contact Charlotte Elmer (Ext 4609)