

4<sup>TH</sup> AUGUST 2021**REPORT OF THE CHAIR OF NOMINATIONS COMMITTEE  
COUNCILLOR R PRITCHARD****REVIEW OF NOMINATION PROCESS****EXEMPT INFORMATION**

None

**PURPOSE**

To consider the changes required in the nominations process to ensure it is more inclusive and transparent.

**RECOMMENDATIONS**

That the Committee:

1. Consider and approve the changes as detailed within the report

**EXECUTIVE SUMMARY**

The nominations process has been in place for a considerable amount of time and has led to some confusion in terms of the award definitions.

In summary, the current process requires that a basic form (attached at **Appendix 1**) is completed and sent to the Democratic Services Team which then 'triggers' the calling of a Nominations Committee. Subsequently, the Nominations Committee has to decide the merits of the Nomination and whether the award is appropriate in the circumstances.

Should the Committee decide an award under S249 of the Local Government Act 1972 (**Appendix 2** contains a copy of the relevant legislation) is appropriate this will be referred to Council for final approval.

Unfortunately, the current guidance provided by the Council is not clear and as such, a review has been undertaken resulting in a new form being developed (**Appendix 3** refers). The revised process now provides more explanation about each of the awards, seeks to evidence the 'difference' the nominee has made and, provides the committee with additional evidence that supports the originator (i.e. the person making the nomination).

Further, it is proposed that:

- the Council's new customer portal be developed so as to include this process to enable it be available on-line (i.e.24/7) so as to increase accessibility
- the Nominations Committee receive the nomination and then at a further Nominations Committee meeting consider its merits thus providing members with more time to research and consider the nomination prior to any subsequent recommendation to Full Council.

- all nominations will now require a minimum of two supporting letters from people not connected to the applicant.

## **RESOURCE IMPLICATIONS**

There are no additional resource implications required with this revised process.

## **LEGAL/RISK IMPLICATIONS BACKGROUND**

None.

## **SUSTAINABILITY IMPLICATIONS**

None.

## **BACKGROUND INFORMATION**

The Constitution adopted on 10<sup>th</sup> September 2013 included a new Article constituting a “Nominations Committee” to consider applications under S249 of the Local Government Act 1972 and other suitable nominations for public recognition. Any nomination considered eligible under S249 of the Local Government Act 1972 has to be approved by Full Council.

## **REPORT AUTHOR**

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## **LIST OF BACKGROUND PAPERS**

None

## **APPENDICES**

Appendix 1 – Current Nominations Form  
Appendix 2 – Copy of S249 of LG Act 1972  
Appendix 3 – Proposed Nominations Form