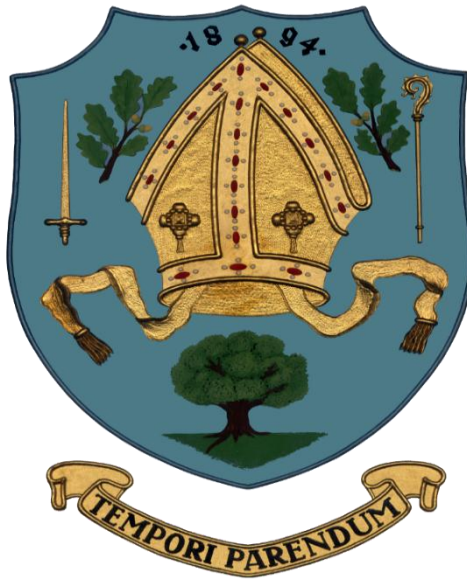


BISHOP AUCKLAND TOWN COUNCIL



Recognition Award Policy

Effective from: 25th Nov 2025

Last reviewed: Nov 2025

Next review:

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Previous revision dates:

Review Panel Full Council

In accordance with the Freedom of Information Act 2000, this document is available on the Council's Website www.bishopauckland-tc.gov.uk and copies of this document will be available for inspection on deposit in the Town Council Office, 54 Kingsway, Bishop Auckland, DL14 7JF.

Costs are as per the publication scheme.

Contents

Contents..... 2

1. Introduction 3

2. Scope..... 3

3. Award Categories & Criteria 3

4. Nomination Process 3

5. Selection Process 3

6. Award Presentation 3

7. Promotion & Communication..... 4

1. Introduction

To formally acknowledge and celebrate individuals and groups who have made outstanding contributions to the community, civic life, or council initiatives. This includes volunteers, staff, and community partners whose efforts reflect the council's values and mission.

2. Scope

This policy applies to all recognition awards issued by the council, including but not limited to:

- Volunteer of the Year
- Community Impact Award
- Lifetime Contribution Award
- Environmental Champion Award

3. Award Categories & Criteria

Each award will have defined criteria, including:

- **Volunteer of the Year:** Demonstrated exceptional commitment, impact, and service to the community.
- **Community Impact Award:** Initiatives or actions that have significantly improved local wellbeing.
- **Lifetime Contribution Award:** Long-term dedication and service to the community or council.
- **Environmental Champion Award:** Leadership in sustainability or environmental stewardship.

Nominees must:

- Reside or work within the council's jurisdiction
- Have made contributions within the past 12 months (except Lifetime Contribution)
- Not be current elected council members

4. Nomination Process

- Nominations open annually for a defined period (e.g., January–March).
- Nominations can be submitted by residents, council staff, or community organisations.
- A standard nomination form must be completed, including:
 - Nominee details
 - Description of contributions
 - Supporting evidence or testimonials

5. Selection Process

- The Community Committee will review nominations against published criteria.
- Finalists may be contacted for additional information or references.
- Winners will be selected by consensus or majority vote and a report passed to full council for ratification.

6. Award Presentation

- Awards will be presented at an annual ceremony (e.g., Council Celebration Evening).

- Winners will receive a certificate, trophy, or plaque, and may be featured in council communications.
- All nominees will be acknowledged for their contributions.

7. Promotion & Communication

- The awards program will be promoted via council channels: website, newsletters, social media, and local press.
- Stories of winners will be shared to inspire civic engagement and pride.