



Backwell Parish Council

1st Floor
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Backwell
North Somerset BS48 3HW
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Website: www.backwell-pc.gov.uk

Policy: Backwell Honours Board

Background: An honours board was put onto a wall in the Parish Hall in 2012. There are two sides:

Councillors Villagers we honour.

The emails from that time document considerable debate about how names should be selected but no written criteria have been found. The board purchased is of good quality and this investment should not go to waste by it not being used.

Proposals:

1. Councillor section:

One proposal in the file is that Chairs of the Parish Council should be included on the left-hand section, perhaps when they stand-down. That seems logical and has the advantage of being clear so people who have been elected to chair the Parish Council and have served in that role for at least one full year should have their names added to the left of the board. The years of their chairmanship should be added.

2. Villagers we honour section:

- a. **Nominations:** A call for nominations will be made usually in June, including the distribution of nomination forms to Councillors, Clerk to the Council. Once a year (usually during the August full council meeting) the agenda should include receiving any such nominations. No consent / knowledge of the individual concerned is required for **nomination**. We hope that more than one name will go forward for further consideration, implying these individuals are all worthy of this award.

- b. **Selection:** After the Full Council meeting (and so in private) a discussion including all the Councillors and followed by a vote will (usually) result one of the names being selected per year. Voting will be by all councillors present (no-written / in absentia votes allowed) and each will vote for one nomination (abstentions will be permitted). In the event that there is not over 50% of votes for one nomination on the first occasion, the nomination with the lowest number of votes will be removed and the vote repeated, until an over 50% vote is achieved for one individual. In the event of a tie, the Chairman will have an additional casting vote. Names can normally appear on the board only once, but unsuccessful nominations can be suggested again in subsequent years.
- c. **Criteria:** It has been suggested that this be a posthumous honour after the death of a villager, but we proposed that NOT be the case and by preference this should normally be done when the individual can appreciate the respect being shown. However, this policy should not exclude the possibility of a nomination after someone has died.
- i. The criteria should NOT be on the basis of an individual being popular or having many friends but having made identified contributions to the village. Also work done as part of an already remunerated post / role will not count towards this assessment.
 - ii. The criteria DO include:
 - a. Normal permanent residence is within the Parish
 - b. Exceptional donation of time, effort or skill by an individual to the success, happiness or future of the village of Backwell and / or its residents.
 - c. The Parish Council should be able to have identified the successes / implementations that resulted from the above efforts.
 - iii. It should be accepted that, despite our best efforts, many truly exceptional village people who have contributed very greatly (and sometimes more than the names selected) will not be identified.
- d. **Process:**
- i. Upon selection of the name to be added, the individual (or in the event of a posthumous award, the next of kin) should when possible be informed and if that person states they do **not** want the name added to the board, that wish will be respected and if there was a nomination that came second in the voting, they will be selected. The Parish Council should clarify the accuracy of the spelling of the names (normally two names, maximum of three), but no titles or abbreviations / nicknames will be used. The year of each award should be added after the name.
 - ii. The council will arrange for the name to be added to the board and then the individual honoured will be invited to the Chairman's Party in December, when the name will be "unveiled".



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CONFIDENTIAL: Nomination Form of an Individual for the Backwell Parish Council's Honours Board

Criteria		Evidence	
1.	Give the person's name and confirm their normal permanent place of residence is in the Parish of Backwell	<u>Name and</u> <u>postcode</u>	
2.	Give up to three examples of time, effort or skill given by the nominated individual to the success, happiness or future of the village / villagers of Backwell.		
3.	Identify successes, implementations resulting from the above efforts.		
4.	Nominator (must also be Resident / Organisation / Business within the Parish of Backwell).	Name of nominator (individual or organisation)	

