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Date: 30th October 2023

Dear Sir/Madam,

Civic Honours Sub-Committee – 6th November 2023

I refer to the Agenda for the Civic Honours Sub-Committee scheduled for Monday 6th December 2023 and attach an updated report for **Item 5: Borough Award of Merit – Progress Report**

Yours faithfully,



BRENT DAVIS

Chief Executive

To: Members of the Civic Honours Sub-Committee

Councillors K. Wilson (Chair), S. Croft, C. Golby, M. Walsh and C. Watkins.

AGENDA ITEM NO. 5

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Civic Honours sub-committee
From: Communications and Marketing Manager
Subject: Public nominations for civic honours
Portfolio: Finance and Corporate services

Building a Better Borough Aim: Live

Building a Better Borough Priority: We want to make our borough a place where our residents enjoy living and in which others choose to make their home.

1. Purpose of Report

This report updates the sub-committee on the process which members of the public will need to follow in order to nominate others for a civic award from Nuneaton and Bedworth Borough Council.

2. Recommendations

The sub-committee endorses the proposals and approach adopted in section 4 of this report.

3. Background

The sub-committee has previously discussed principles of a scheme which would allow members of the public to nominate fellow citizens for a civic award from Nuneaton and Bedworth Borough Council.

These principles include: a seconder is required for every nomination, people may not nominate themselves, and all nominations are to be validated before consideration by this sub-committee.

4. Body of Report

To help make it easier for members of the public to make a nomination for an award, a web form has been established and tested ready for use.

Members of the public will need to complete the form to supply information to start the process, including full details of the:

- Person proposing the nominee
- Seconder for the nominee
- Nominee
- Reason for nomination

They are also able to indicate which award for which they wish the person to be considered.

Although the web form is the preferred means by which people will be invited to make nominations, a paper copy of the form will be available on request from customer services.

Nominees will be contacted prior to submission to the Civic Honours Sub-Committee to ensure that they are happy to be nominated and considered for an award.

All validated nominations will be considered by the Sub-Committee. The final decision on recommendations brought will be taken as set out in table 1 below.

Presentations to deserving nominations will take place towards the end of the Mayoral Year, each April.

This process is open to all members of the public. The following nominations will be accepted:

Award	Approval
Award of Merit	Sub-committee, Cabinet, Council
Naming of places or streets in the Borough	Sub-committee, Cabinet
Honorary Aldermen or Alderwomen	Sub-committee, Cabinet, Council
Mayor's Award	No further approval needed
Freedom of the Borough	Sub-committee, Cabinet, Council
Freedom of Entry to the Borough	Sub-committee, Cabinet, Council

Table 1: Awards and Approval requirements

Stakeholders will also be invited to submit nominations at the opening of the nominations window each November. The Civic Honours page on which the form will be published can be found [here](#).

5. Conclusion

The process set out above describes how members of the public may make nominations for civic awards is now ready to be published so that citizens may nominate individuals for awards using a simple online form.

6. Appendices None.

7. Background Papers (if none, state none)

[Civic Honours Sub-Committee, 5 December 2022.](#)