

Information Sheet

Community Spirit Award

Environmental Champion Award

Young Person's Endeavour Award



1.0 INTRODUCTION

The Parish Council wishes to continue a tradition that is a memorable and distinctive way for the community to thank and pay special tribute to the people of Hythe and Dibden whose work and efforts show excellence, commitment and achievement. These people are a key part of our diverse and caring community and what they do and what they have achieved is an example for us all.

The three awards are:

- Community Spirit – to particularly recognise people who have acted in a kind or selfless manner for the good of the community;
- Endeavour – to particularly recognise young people who have worked hard to fulfil personal targets;
- Environmental Champion – to particularly recognise people who voluntarily keep our Parish clean and tidy and/or undertake environmental improvement work.

2.0 WHO CAN BE NOMINATED?

You do not need to be a resident of Hythe and Dibden to be nominated for the Awards if your work is of benefit to the residents of the Parish however you do need to be a resident of Hythe and Dibden to be nominated for the Young Person's Endeavour Award.

No elected representative may be nominated whilst they still hold office and a person cannot self-nominate. No employee of the Council can be nominated for work undertaken whilst on contract.

There is no age limit for nomination for the Community Spirit and Environmental Champion Award and nominations for the Young Person's Endeavour Award must be received before their 25th birthday.

3.0 HOW ARE THE AWARDS DECIDED?

A working group of 6 councillors has been set up to decide who should receive the awards. Those receiving an award and/or certificate will be notified by letter from the chairman of working group and all persons making a nomination will be informed of the decision.

Councillors have requested that nominations are made for the Community Spirit and Environmental Champion Awards in the same way and on the same form and

the working group will then decide the preferred category for each nomination. This is felt to be a fair and easy to use process.

4.0 WHEN WILL THE AWARDS BE PRESENTED?

The presentation of the awards will be undertaken at the Annual Parish Meeting in March.

5.0 WHAT IS THE DEADLINE FOR NOMINATIONS?

Nominations are accepted throughout the year with the closing date for each award year normally being the first Friday in February. All nominations received after the deadline will be considered for the following year.

6.0 NOMINATION GUIDELINES

The completed and signed nomination form, with the (up to) 300 word description of why the person is being nominated and any supporting materials must be submitted to the Council as one submission or pack. It is preferred that the information is submitted by e mail however the information can be posted or hand delivered to the Grove whereupon it will be scanned. If more than one nomination is received for the same person then only the first nomination received will be considered.

7.0 FORMS AND FURTHER INFORMATION

The nomination form and additional information will be available on the Council's website and to collect from The Grove as a printed pack. Further information is available by telephoning the Parish Council office on 02380 841411.

8.0 AWARDS

8.1 Community Spirit Award

This is a shield, a £20 One4all voucher, and a certificate.

8.2 Young Persons Endeavour Award

This is a shield, a £20 One4all voucher, and a certificate.

8.3 Environmental Champion

This is a cup and a £20 One4all voucher, and a certificate

All persons nominated will be presented with a certificate at the presentation event.

For further information contact the Parish Council on 02380 841411 or e mail Stephanie.bennett@hytheanddibden.gov.uk.

Nomination form

Community Spirit Award

Environmental Champion and

Young Person's Endeavour Award



Hythe & Dibden
PARISH COUNCIL

Please tick the box for the Award that you are nominating a person for

Community Spirit/ Environmental Champion (all ages)	Young Person's Endeavour Award (under 25)
<input type="checkbox"/>	<input type="checkbox"/>

Details of Person being Nominated

Name	
Organisation (if appropriate)	
Address	
Post Code	
Telephone number	
E-Mail Address	
Date of Birth (Endeavour Award only)	
Brief (15 words max) description of the person's Community Spirit or Endeavour	

Details of Nominator

Name	
Organisation (if appropriate)	
Address	
Post Code	
Telephone number	
E-Mail Address	
Signature of Nominator	
Date of Nomination	

Reasons for Nomination

Please summarise in 300 words or less why you believe the person you have nominated should be considered for the Award.

Our Policy

It is the policy of Hythe and Dibden Parish Council to provide equal opportunities without regard to race, colour, religion, national origin, gender, sexual preference, age, or disability. Thank you for completing this application form and for your interest in these awards.

Submitting your nomination or seeking further information

Please return this nomination form and any supporting information, or send any questions you have to the Parish Clerk:

By email to: Stephanie.bennett@hytheanddibden.gov.uk

Or by dropping the form or questions into The Grove, 25 St John's Street, Hythe, Southampton, SO45 6BZ marked FAO of Parish Clerk.

If you need assistance in completing the nomination or have a question further information is available at www.hytheanddibden.gov.uk or by phoning 02380 841411

Information Handling

The Parish Council takes seriously the security of your personal information and that of anyone you nominate. We will always ensure that it is stored securely and seen only by those people involved in processing the nomination. The following information explains the basis for what we do.

Your personal information

Processing of your personal details is necessary to carry out the exercise of a function of the Parish Council - which in this case is processing the nomination of the named nominee. We will always ensure that your information is held confidentially and accessed only by those people involved in processing the nomination.

Personal details of the nominee

Processing of the nominee's personal details is necessary to carry out the process of selecting award winners and recognizing the contribution of others. The Council collects the personal information necessary to process applications. This is with the purpose of making a determination of eligibility and suitability for an award. We may receive sensitive personal data about a nominee. Such data includes personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, data concerning health or data concerning a natural person's sex life or sexual orientation. We may also receive data about criminal convictions. Where such data is processed by us, we do so because processing is necessary for reasons of public interest for the processing of the awards.

Nominations should always be made in confidence. There is no requirement for the nominator to obtain the consent of the nominee.

What is involved in processing the nominee's personal information?

Processing consists of the disclosure of personal data to councilors and officers involved in the nomination and awards process. Disclosure of information is only made if necessary for the purpose of processing a nomination. Information relating to nominations may be retained for 3 years and a record will be maintained in the Annual Parish Meeting minutes of those nominees who receive an award and those who are recognised for the purposes of maintaining the records of the awards system and the events at the Annual Parish Meeting.

Complaints

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. 0303 123 1113. casework@ico.org.uk

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

If you have any concerns about how your personal data is being handled by the Council, you may also contact the Clerk to the Council, Stephanie.bennett@hytheanddibden.gov.uk.

The data controller of your data is the Parish Council, The Grove, 25 St John's Street, Hythe, Hampshire. SO45 6BZ. 02380 841411 , or Stephanie.bennett@hytheanddibden.gov.uk and further information can be found on the council's website www.hytheanddibden.gov.uk.

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