



## **EARLEY TOWN COUNCIL**

### **Service to Earley Awards Policy**

#### **Overview**

Earley Town Council is keen to recognise and celebrate the positive and often unnoticed voluntary work undertaken within Earley.

Service to Earley Awards are an annual award, made by the Town Council, to honour a person who is making significant contributions to the Earley community through their time, actions, talents and dedication.

Those honoured should serve as role models and be striving to make Earley an even better place. They should demonstrate a commitment to helping others in Earley.

#### **Eligibility**

Any person who gives voluntary service to Earley may be nominated except where that volunteering work is in whole or part for their employer, current Earley Town or Wokingham Borough Councillors.

#### **Criteria**

Persons nominated will have made a significant and long-standing voluntary contribution to Earley. Nominations will be judged using individually appropriate criteria. These could include, but not be limited to, how the nominee has demonstrated:

- sense of purpose – tackling issues that affect and matter to people in Earley
- community spirit – encouraging community involvement
- inspiration – inspiring and empowering others to do more
- inclusivity – enabling others to get involved, including sometimes ‘hard to reach individuals’
- innovation – new and interesting ways of tackling issues effectively and efficiently
- lasting impact – sustainability and / or the ability to make a difference for a long time.

Awards are not restricted to particular categories of activity but could include, for example: service to young people; service to older people; service to disability; service to the environment.

Although nominees may be of any age, the requirement for long-standing service is likely to preclude very young nominees in all but exceptional circumstances.

#### **Nominations**

A nomination period of six weeks, during September and October, will be advertised via the Earley Town Council website/social media, on all Town Council noticeboards, in the Lower Earley Library and by word of mouth. Nomination forms will be available to download from the Earley Town Council website.

Any resident of Earley, including Councillors, may nominate a person for the Service to Earley Award by completing a nomination form and returning it, plus supporting testimonials or other evidence, to: - Town Clerk, Earley Town Council, Council Offices, Radstock Lane, Earley, Reading, RG6 5UL or by emailing it to [townclerk@earley-tc.gov.uk](mailto:townclerk@earley-tc.gov.uk) before the end of the nomination period.

### **Selection**

A Service to Earley Award panel comprising of five Earley Town Councillors shall review all nominations and make an award recommendation to the November Council Meeting. This shall be considered as a Part 2 Item.

If, in any given year, the panel concludes that there have been no nominees who unequivocally meet the selection criteria, it shall recommend that no award be made that year.

Soon after the November Council Meeting, the successful nominee(s) will be told of their award and asked if they are prepared to accept it.

Awards will normally be presented at the Mayor's Reception.

The names of recipients will be recorded on the Service to Earley Award Board in display at the Council Offices.

Policy Adopted – November 2019

Updated - 2024