

The Community Awards 2019/20 Bath and North East Somerset



Guidance notes and terms and conditions

1. About the Awards

We are very proud of our communities and our annual Community Awards are an opportunity for us to thank volunteers, community leaders, carers, charities, staff and businesses who make a difference. We want to highlight those people and organisations who positivity contribution to our community, people who are compassionate and caring and help inspire others to get involved.

We would also like to encourage nominations, although not exclusively, that focus on our priorities to protect and care for the most vulnerable and help us address the climate emergency.

This year we have made some changes to the eligibility criteria and categories. Please ensure you read these guidance notes and the Award categories carefully before submitting a nomination.

2. Who are the partner organisations?

The Awards are organised by Bath & North East Somerset Council in partnership with B&NES CCG, CURO, Student Community Partnership, University of Bath, Bath Spa University, Bath College, Sirona Care and Health, B&NES Virgin Care. In addition we welcome the 3SG (third sector organisation) to the partnership.

3. What are the eligibility requirements?

All nominations must demonstrate that they:-

- provide a service to the community and help address and support local needs and issues.
- are supported, recognised and respected by the local community and the people who benefit from it.
- benefit residents of Bath and North East Somerset.
- bring a direct or indirect benefit to the local community. Indirect benefit includes, for example, work to preserve the heritage or environment.

Eligibility criteria:

- All nominations must be completed in full.
- Only one Award category must be selected (see attached list of Award Categories)
- Provide no more than 1500 words about the nominee and reasons why they deserve the award. Please do not send any additional information as this will not be considered.
- The Council may seek further information about the nominee for the purposes of considering their nomination, please see terms and conditions below for more information.
- A group must be made up of two or more people.
- Charities, organisations and businesses are not required to be located or live within Bath and North East Somerset, although their community support must benefit the residents of the area.

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- Individuals and teams nominated for the Service to the Community Category must be employed by one of the Community Awards partner organisations.
- Nominations for Foster Carer of the Year Award must be registered with the Council to be eligible.
- Nominations received after the deadline date may not be accepted. This will be at the discretion of the Council.

4. How to nominate?

Nomination forms must be completed in full to be eligible.

We would encourage nominations to be completed on-line here:

www.bathnes.gov.uk/form/community_awards

However, nomination forms can also be obtained from:

- Council's Website: www.bathnes.gov.uk/CommunityAwards
- By email to: community_awards@bathnes.gov.uk
- In writing to: The Community Awards 2019/20, c/o Chief Executive Office, Partnerships and Corporate Services, Bath & North East Somerset Council, The Guildhall, High Street, Bath, BA1 5AW

5. Who can nominate?

We encourage nominations from local residents, staff, councillors, businesses, charities, voluntary or community organisation, teachers, volunteers and individuals within the authority area. We will accept nominations from individuals or organisations that are registered outside of the authority area but their community work must benefit residents of Bath and North East Somerset.

6. Any advice on completing the nomination form?

Please complete the form accurately. Tell us as much as you can within the number of words allowed, and read carefully these guidance notes and terms and conditions. It is important that you provide full but concise information about your nomination and explain exactly how they contribute to the people and the community they benefit. If you need help or advice to complete the form, please contact: community_awards@bathnes.gov.uk.

7. What if the nomination is unsuccessful?

If your nomination does not meet the eligibility criteria your nomination will be withdrawn and you will be notified.

The Council reserves the right to withdraw any nomination that it considers unsuitable based on the information contained in the nomination and obtained from other sources, subject to the terms and conditions of the Awards. The Council will not be obliged to disclose the reasons for withdrawal.

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8. What is the deadline for nominations?

Nomination forms must be returned by no later than **Friday 20th December 2019**. Forms which are not completed via the on-line nomination form must be sent by email or postal address and be clearly marked **The Community Awards 2019/20**.

9. What happens next?

You will receive acknowledgement of your nomination once the Council has registered the nomination details. You will not be contacted again until after the nomination deadline.

You and your nominee will receive an invitation to the Awards Ceremony. Please do let us know whether you will be attending the event.

10. Who considers the nominations?

All eligible nominations will be considered by a Judging Panel of people made up of the partners of the Awards. In addition, previous Award winners (only those over 18 years) will be invited to join the panel. Each nomination is judged solely on merit and based on the information provided within the nomination form. The Council may obtain additional information from other sources in line with the terms of conditions of the Awards, when considering the nomination if deemed appropriate.

11. About the Awards evening

Everyone nominated for an Award will be presented with a Certificate in recognition of their contribution. The winners of each category will receive a Certificate and a personalised Bath Aqua Glass Award presented at the Awards evening held on Tuesday 25th February 2020 in the Ballroom at the Assembly Rooms in Bath.

12. Terms and conditions

If you (the nominator) are under 18 years old, you must have your parent or legal guardian's permission to nominate and you must provide the name and daytime telephone number of your parent or legal guardian on request.

If your nominee is under 18 years old on the date the nomination is made, you must obtain consent from their parent or legal guardian before you put them forward to be considered for the award and you must provide the name and daytime telephone number of their parent or legal guardian on request.

The Council reserves the right to contact the relevant parent or legal guardian to check consent and to exclude nominations for which the requisite consent has not been given.

Nominees under 18 years old who attend the Awards evening must be accompanied by a parent or legal guardian or have permission by their parent or legal guardian to attend with the organisation they volunteer with.

Nominations for individuals or teams that are aged 25 and under are asked to confirm that they were born on or later than 1995 at the time of submitting the nomination form.

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The nominator is responsible for obtaining permission from the nominee to nominate them, and where required have the consent of their parent or guardian, before submitting their nomination. They must make them aware that their nomination is subject to these terms and conditions and the Community Awards Privacy Policy which can be found here.

https://www.bathnes.gov.uk/sites/default/files/community_awards_privacy_notes.pdf

The nominator must inform the nominee that they will be invited to attend the Awards evening and winners of the awards will be invited to collect their awards and that they may be filmed and photographed.

The information provided in the nomination form will be used to select the winners, at the Awards evening and in further publicity about the Awards. Please ensure the information you provide is a true and accurate summary of the volunteer, team or business. Please ensure that your nominee has agreed for you to submit the nomination and agreed the details you have provided within the application.

Nominees must let the Council know if they have ever been convicted of a crime, if they are the subject of ongoing criminal proceedings or investigations, or if they have any County Court Judgments against them. This does not relate to minor traffic offenses. Nominees agree that the Council has the right to do, or to engage third party organisations to do, background checks on them to verify the information that they provide in this regard (including but not limited to Disclosure & Barring Service checks carried out by third party organisations).

Disclosure of criminal convictions, current criminal proceedings or investigations and other matters including those that may cause potential disrepute, may not automatically exclude nominees from the selection process but the Council and/or any judging panel shall be entitled to exercise their sole discretion in this regard and may invalidate a nominee's application or otherwise result in the termination of the nominee's participation in Awards. In all cases the decision of the Council and/or the judging panel(s) shall be final.

13. Award Categories

There are five main categories: Volunteering, Charities, Carer, Business and Services to the Community. Further sub-categories are set out under each main category. We would like to encourage nominations, although not exclusively, that focus on our priorities which include protecting and caring for the most vulnerable and helping us address the climate emergency.

Category 1: Volunteering

There will be six Awards presented under this category. They are:-

Volunteer of the Year - This Award will recognise a volunteer who has shown the most outstanding contribution to the community.

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Young Volunteer of the Year (25 and Under) - This Award will recognise a young volunteer who has shown the most outstanding contribution to the community.

Examples: *an individual who has given time to support an organisation either as a trustee or board member; running a club or group or helping run a community facility.*

Qualities: *passionate, selfless, inspiring, enthusiastic, generous, dedicated, positive, role model, patient.*

Volunteer Team of the Year - This Award will recognise a volunteer team which has made an outstanding positive contribution to the community.

Young Volunteer Team of the Year (25 and Under) - This Award will recognise a young volunteer team which has made an outstanding positive contribution to the community.

Examples: *a team of volunteers such as a management committee or board of trustees; or a team of community or voluntary organisations where their main aims are to benefit the local community.*

Qualities: *committed, hard-working, inclusive, enthusiastic, compassionate, experienced, talented, inspiring.*

The Peter Duppa-Miller Lifetime Achievement - This Award will recognise those volunteers who have given long service to their community (over 25 years service). This Award has been named in honour of Peter Duppa Miller who sadly passed away in 2015. Peter was an extremely committed person, he dedicated much of his life to serving his community and was an advocate for the rural communities and parishes across the area.

Examples: *a volunteer or community leader who has served in their local community in a variety of roles for 25 years or more, this can include a parish or ward councillor.*

Qualities: *devoted, unselfish, stalwart, dedicated, energetic, passionate, good humoured, inspiring, skilled, inspirational.*

Young Volunteer Leader of the Year (25 and Under) - This Award will recognise a young volunteer leader (e.g. Volunteer Co-ordinator unpaid) who has shown outstanding leadership and initiative.

Examples: *a young leader of a group, peer support, a young volunteer who co-ordinates the activities of other volunteers.*

Qualities: *visionary, talented, energetic, influential, good humoured, confident, friendly, caring, determined.*

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Category 2: Charities

There are two Awards in this category:-

Charity of the Year - This Award will recognise an organisation with charitable purposes that supports residents and the community of Bath and North East Somerset.

Examples: *an organisation that delivers services for older people or young people, helping.*
Qualities: *committed, hard-working, inclusive, enthusiastic, compassionate, experienced, talented, inspiring.*

The Beryl Dixon Community Leader of the Year - This Award will recognise a paid employee or volunteer of a charity who has shown outstanding leadership. This Award has been named in honour of Beryl Dixon MBE, who sadly passed away in 2017. Beryl was an advocate for the Black and Minority Ethnic (BME) Communities and promoted equality in all the groups and services she championed. She laid the foundation for BME groups in Bath and across the South West. Some of these groups are still in existence today, for example, Bath Ethnic Minority Senior Citizen's Association (BEMSCA) (older people), MOSAIC (Mental Health) and Black Families Education Support Group which runs a weekly Saturday school and is the voice of BME pupils. Beryl worked for the NHS for 29 years and was also a campaigner for the Sickle Cell Society as well as other health and other related organisations linked to BME people.

Examples: *an employee who co-ordinates volunteers, a charity worker who has inspired young people, a volunteer campaigner, volunteer leader addressing equality and inclusion issues.*
Qualities: *visionary, hard-working, energetic, influential, good humoured, confident, friendly, caring, determined, inclusive, skilled in bringing people together.*

Category 3: Carers

There will be three Awards presented under this category. They are:-

Carer of the Year - This Award will recognise an individual or couple who has supported or cared for a family member or friend including special guardians. This is an opportunity to highlight and reward individuals who support and care for children and adults every day across Bath and North East Somerset and go the extra mile.

Examples: *an individual or couple who looks after their parent or parents, a grandparent who carers for their grandchild, a friend who supports a family that need help.*
Qualities: *caring, kind, patient, generous, hard-working, compassionate, inspiring, selfless, dedicated.*

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Young Carer of the Year (25 and Under) - This Award will recognise an individual who has cared for a family member or friend. This is an opportunity to highlight and reward individuals who support and care for children and adults every day across Bath and North East Somerset and go the extra mile.

Examples: *a young person who looks after a parent, a grandparent who carers for their grandchild, a friend who supports a family that need help.*

Qualities: *caring, kind, patient, generous, hard-working, compassionate, inspiring, selfless, dedicated.*

B&NES Foster Carer of the Year - This Award will recognise a B&NES Foster Carer or Carers who have fostered children in B&NES and have made a huge contribution to the child or children while they have cared for them. This includes 'Staying Put' Foster Carers.

Examples: *an individual or couple who look after children that are in care.*

Qualities: *caring, kind, patient, generous, hard-working, compassionate, inspiring, selfless, dedicated.*

Category 4: Business

There will be two Awards presented under this category. This is:-

Business in the Community - This Award will recognise a socially responsible business which actively supports their local community. The nomination can also be for an employee of a socially responsible business, who has co-ordinated fundraising campaigns, undertaken volunteering as part of personal development or skills exchanges or supported local community causes.

Examples: *implementing an employee volunteering programme; sharing skills and knowledge eg mentoring, business planning etc; fundraising campaigns; financial giving or donation of other resources eg equipment.*

Qualities: *committed, hard-working, inclusive, enthusiastic, compassionate, experienced, talented, inspiring, leadership.*

Green Business Leader of the Year - This Award will recognise a business who have shown leadership in helping to tackling the climate emergency and contributing to carbon neutrality across Bath and North East Somerset by 2030 and supporting their customers to lead lower carbon lives.

Examples: *reducing travel through staff travel schemes, flexible working or other innovative solutions, sourcing and purchasing local produce and goods, removing plastic from use, reviewing ways of working.*

Qualities: *innovative, leadership, committed, hard-working, inclusive, enthusiastic, compassionate, experienced, talented, inspiring.*

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Category 5: Services to the community

There will be three Awards presented under this category. They are:-

Above and Beyond Employee of the Year (partner organisations only) - This Award will recognise a member of staff from any of the partner organisations who has made a difference and gone above and beyond in their course of their work and support for the local community.

Above and Beyond Employee Team of the Year (partner organisations only) - This Award will recognise a staff team from any of the partner organisations who has made a difference and gone above and beyond in their course of their work and support for the local community.

Employee Long Service Award (partner organisations only) - This Award will recognise a member of staff from any of the partner organisations who has achieved a long service career (over 25 years service).

Examples: a member of staff or team that has gone over and above the call of duty has excellent customer services, is complemented and recognised by the community for their work, a member of staff who has worked in the public sector for over 25 years service.

Qualities: accountable, caring and compassionate, collaborative, work well with others, listen, transparent, trust worthy, customer focussed, solutions focussed, dedicated.

The individuals and teams must be employed by one of the Community Awards partner organisations.