

## **Introduction**

On 22 May 2024 Council resolved to reinstate an annual Civic Awards scheme in recognition of individuals and organisations who have made an outstanding contribution to Derby.

The Annual Civic Award Scheme is intended to recognise individuals who have made significant achievements or contributions to the wellbeing and reputation of the City of Derby.

## **Nomination process**

An online nomination process is now available, with nominations assessed annually by a panel comprising of the Mayor and political Group Leaders. Recipients are offered the opportunity to be presented with their award at the Annual General Meeting of Council.

The nomination and assessment process for the award of Civic Honours is undertaken with due confidentiality. The identity of those proposed should remain private until such time as they have been approved by the Panel and indicated their acceptance.

Nominations can be made by anyone via a form published on the Council's website between the date of the Annual General Meeting and 31 March the following year.

The closure of nominations is 31 March, after which the Chief Executive will convene a panel comprising of the Mayor and Group Leaders to assess the suitability of each nomination. There is no limit on the number of awards that can be conferred, but each nomination must be supported unanimously by the Panel.

## **Conferral**

Civic Awards will be presented at the Annual General Meeting of Council – and can be awarded in absentia.

## **Revocation**

The Council retains the authority to revoke the title of a Civic Award Winner at any stage following conferment of the honour.

In doing so, the Council will pass a resolution to revoke the status by simple majority and remove reference to the individual from any civic documentation.