

NATIONAL ASSOCIATION OF LOCAL COUNCILS

STAR COUNCILS 2015

N O M I N A T I O N G U I D E

Published by
National Association of Local Councils (NALC)
109 Great Russell Street
London
WC1B 3LD

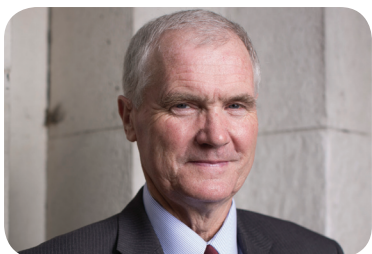
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Introduction

The National Association of Local Councils (NALC) Star Councils 2015 will be the biggest event in the local (parish and town) council calendar in 2015.

They are the local council sector's opportunity to recognise and celebrate the achievements of these councils – both within and outside the sector.

NALC wants to shout about the vital role that local councils play and the power and influence that they have on communities across the county.

Star Councils 2015 will be an opportunity to do just that, so make sure your hard work is recognised and get your nominations in by 30 June 2015.

The Awards reception will be held in conjunction with the NALC AGM in London at the end of October and details of the event will be publicised at a later date.

NALC is proud to introduce Star Councils 2015. They will recognise the very best in local councils, councillors, officers and workers celebrating their achievements in representing and delivering for communities.

Challenging financial times demand innovative approaches to protect community service delivery and representation. Star Councils 2015 reward those councils, councillors, officer and workers who have gone above-and-beyond the call of duty good to deliver excellence.

Cllr Ken Browse, Chairman of NALC

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Young Councillor of the Year

NALC would like to celebrate and recognise the achievements of the young councillors representing their communities nationwide. With the average age of councillors currently standing at around 60, young people can face a particularly difficult task in overcoming barriers to becoming elected. This award will recognise a councillor who was 30 or under when last elected and who has contributed significantly to their community.

Who can nominate?

Anyone except the nominated councillor.

A member or officer of a local council or external party can nominate the councillor and it can be from the same council.

Criteria

Please provide a supporting statement that uses examples to explain:

1. How the councillor has established, maintained and managed relationships with other councillors, officers and workers within the council
2. How the councillor has improved local services and community
3. How the councillor represents, involves and maintains two-way communication with the community

NB: Please provide examples and explain how the community has responded

4. How the councillor pushes boundaries, and works above and beyond expectations

How to Enter

You simply need to fill in the nomination form found on page 14 and attach a supporting statement of up to 500 words and any further documentation necessary to support your nomination. Your supporting statement should cover the areas outlined in the criteria.

Send entries to starcouncils@nalc.gov.uk

Deadline

Tuesday 30 June 2015

Prize

A one-night break for two including dinner, bed and breakfast from a choice of selected hotels across the UK*.

In addition, the winner will receive an award at the awards reception.

Second and third place will receive a framed certificate at the same awards reception.

*Please note that NALC reserve the right to offer a substitute prize, if necessary.

Clerk of the Year

Who can nominate?

Anyone. Although a clerk cannot nominate themselves.

Criteria

Please provide a supporting statement that uses examples to explain:

1. How the clerk provides leadership and direction
2. How the clerk has established, maintained and managed relationships, internally and externally for the benefit of the council
3. How the clerk has used innovation and imagination to overcome challenges or manage projects
4. How the clerk pushes boundaries, and works above and beyond the normal requirements of their role.

How to Enter

You simply need to fill in the nomination form found on page 14 and attach a supporting statement of up to 500 words and any further documentation necessary to support your nomination. Your supporting statement should cover the areas outlined in the criteria.

Send entries to starcouncils@nalc.gov.uk

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*Please note that NALC reserve the right to offer a substitute prize, if necessary.

Responsible for the overall management of our local councils, clerks play a vital role in local communities and indeed local government. We are looking for exceptional candidates for this category; candidates with the strongest leadership, relationship and project management skills that are highly trained and experienced. The clerk is employed by a local council as its chief officer with responsibility for carrying out its affairs in accordance with the law. But the winner of this award has to be so much more than this. The clerk needs to be the leading officer in implementing key council objectives for the benefit of the community.

Councillor of the Year

Councillors play a vital role in their communities – they are local leaders who connect people, facilitate opportunities for involvement and make things happen in their area. Yet they are often undervalued and unappreciated. This award aims to recognise and reward those councillors who go over and above what is expected of them; councillors who show absolute dedication to their communities and make positive changes happen. So if you know an inspirational councillor, please make sure you show your appreciation and nominate them.

Who can nominate?

Anyone except the nominated councillor.

A member or officer of a local council or external party can nominate the councillor and it can be from the same council.

Criteria

Please provide a supporting statement that uses examples to explain:

1. How the councillor has improved local services and community wellbeing
2. How the councillor has represented and involved the community; how the councillor maintains two-way communication with the community

Including examples showing how the community has responded

3. How the councillor has used imagination and ambition to overcome challenges or manage projects
4. How the councillor pushes boundaries, and works above and beyond expectations

How to Enter

You simply need to fill in the nomination form found on page 14 and attach a supporting statement of up to 500 words and any further documentation necessary to support your nomination. Your supporting statement should cover the areas outlined in the criteria.

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*Please note that NALC reserve the right to offer a substitute prize, if necessary.

Chair of the Year

Who can nominate?

Anyone except the nominated chair.

A member or officer of a local council or external party can nominate the councillor and it can be from the same council.

Criteria

Please provide a supporting statement that uses examples to demonstrate:

1. Outstanding commitment to their role as a councillor and council chair
2. Clear vision for the council and community that addresses significant concerns of the community
3. Evidence of successfully leading the council towards achieving the vision
4. Strong relationships with community groups and council partners

How to Enter

You simply need to fill in the nomination form found on page 14 and attach a supporting statement of up to 500 words and any further documentation necessary to support your nomination. Your supporting statement should cover the areas outlined in the criteria.

Send entries to starcouncils@nalc.gov.uk

Deadline

Tuesday 30 June 2015

Prize

A one-night break for two including dinner, bed and breakfast from a choice of selected hotels across the UK*.

In addition, the winner will receive an award at the awards reception.

Second and third place will receive a framed certificate at the same awards reception.

*Please note that NALC reserve the right to offer a substitute prize, if necessary.

The chair of the council is fundamental to the strategic direction of the council – in setting the vision and priorities and making sure that they are delivered. Effective chairs will be successful in uniting the council, listening to the concerns of all councillors and officers, ensuring that competing voices and priorities are heard. As the public face of the council, chairs will have strong relationships with community groups and put the community at the heart of what they do. They will be prepared to answer the difficult questions that need answering and ensure that they are held accountable for decisions that are made.

Council Worker of the Year

NALC wants to recognise and reward all those hard-working people doing wonderful things for their local community but who are not councillors or clerks. We are looking for community stars working tirelessly to the benefit of local residents.

Who can nominate?

This award is for non-clerks or councillors.

Anyone can nominate.

A member or clerk of a local council can nominate a worker in their own council.

Criteria

Please provide a supporting statement that uses examples to explain:

1. What the worker has achieved in their community
2. How the council worker has found effective ways for their council to engage more successfully with its community
3. How the council worker has shown exceptional dedication in the service of the community
4. How the council worker has gone beyond expectations and demonstrated outstanding care towards others

How to Enter

You simply need to fill in the nomination form found on page 14 and attach a supporting statement of up to 500 words and any further documentation necessary to support your nomination. Your supporting statement should cover the areas outlined in the criteria.

Send entries to starcouncils@nalc.gov.uk

Deadline

Tuesday 30 June 2015

Prize

A one night break for two including dinner, bed and breakfast from a choice of selected hotels across the UK*.

In addition, the winner will receive an award at the awards reception.

Second and third place will receive a framed certificate at the same awards reception.

*Please note that NALC reserve the right to offer a substitute prize, if necessary.

Digital Communications of the Year

Who can nominate?

Anyone.

A member or officer of a local council can nominate their own council.

Criteria

Please provide a supporting statement that uses examples to demonstrate:

1. How the council is visibly active in online and social media platforms, such as websites, Facebook, Twitter and blogging
2. How the council's use of such media successfully engages local residents and develops relationships with the community
3. Innovative use of digital communications to communicate effectively
4. How use of communications increases the profile and reach of the council; using examples to show how new audiences are reached, outlining what methods of communications were used

How to Enter

You simply need to fill in the nomination form found on page 14 and attach a supporting statement of up to 500 words and any further documentation necessary to support your nomination. Your supporting statement should cover the areas outlined in the criteria.

Send entries to starcouncils@nalc.gov.uk

Deadline

Tuesday 30 June 2015

Prize

The winning council will receive a contribution of £500* towards a community project.

In addition, the winner will receive an award at the awards reception.

Second and third place will receive a framed certificate at the same awards reception.

*Please note payment of the £500 flat contribution can be made directly to a contractor or to the council once an invoice has been received. Exact arrangements should be made with NALC following the winning announcement and completion of the project.

We live in a digital age. We have an ever growing number of digital tools in our communications toolbox. We want to shine a light on the council with the most impressive use of technology and cutting-edge communications across a number of platforms, including their own website, e-newsletters and publications and social media. For local councils, the rise of online media signals an opportunity to both broaden the scope and refresh the tone of our democratic conversation. The Digital Communications of the Year, seeks to appreciate councils, that have embraced new technologies and used them positively to interact with their communities.

CALC Outstanding Project of the Year

Local councils are able to obtain comprehensive advice and support on all aspects of its work through its local County Association of Local Councils (CALC). The CALC Outstanding Project of the Year will be judged on the use of innovative ideas and practices, project delivery and execution, value for money and positive impact across the county. The project will be executed by the CALC rather than by one of its member councils.

Who can nominate?

Anyone.

A member or officer of a CALC can nominate his or her own county association.

In the context of this award, project means an individual or collaborative enterprise that is carefully planned to achieve a particular aim.

Criteria

Please provide a supporting statement that outlines:

1. How the project has addressed specific needs
2. How the project is innovative and enterprising
3. How the project has benefited the CALC and/or member councils
4. How the project has delivered excellent value for money
5. How the project has been delivered to high standards

How to Enter

You simply need to fill in the nomination form found on page 14 and attach a supporting statement of up to 500 words and any further documentation necessary to support your nomination. Your supporting statement should cover the areas outlined in the criteria.

Send entries to starcouncils@nalc.gov.uk

Deadline

Tuesday 30 June 2015

Prize

The winning CALC will receive a contribution of £500* towards a community project.

In addition, the winner will receive an award at the awards reception.

Second and third place will receive a framed certificate at the same awards reception.

*Please note payment of the £500 flat contribution can be made directly to a contractor or to the council once an invoice has been received. Exact arrangements should be made with NALC following the winning announcement and completion of the project.

Local Council Outstanding Project of the Year

Who can nominate?

Anyone.

A member or officer of a local council can nominate his or her own council.

In the context of this award, project means an individual or collaborative enterprise that is carefully planned to achieve a particular aim.

Criteria

Please provide a supporting statement that outlines:

1. How the project has addressed specific needs
2. How the project is innovative and enterprising
3. How the project has benefited the council and residents
4. How the project has delivered excellent value for money
5. How the project has been delivered to high standards.

How to Enter

You simply need to fill in the nomination form found on page 14 and attach a supporting statement of up to 500 words and any further documentation necessary to support your nomination. Your supporting statement should cover the areas outlined in the criteria.

Send entries to starcouncils@nalc.gov.uk

Deadline

Tuesday 30 June 2015


Prize

The winning Council will receive a contribution of £500* towards a community project at the NALC Awards Reception.

In addition, the winner will receive an award at the awards reception.

Second and third place will receive a framed certificate at the same awards reception.

*Please note payment of the £500 flat contribution can be made directly to a contractor or to the council once an invoice has been received. Exact arrangements should be made with NALC following the winning announcement and completion of the project.

 ur Local Council Outstanding Project of the Year will be judged on the use of innovative ideas and practices, project delivery and execution, value for money and positive impact on the local community and area.

Council of the Year

NALC's Council of the Year will be one that stands apart, raising the bar for the sector with outstanding work across service delivery, service impact on the community, communications, community engagement, partnerships and collaborative working.

Who can nominate?

Anyone.

A member or officer of a local council can nominate his or her own council.

Criteria

Please provide a supporting statement that uses examples to explain:

1. How the council has established, maintained and managed effective relationships with other local authorities/ organisations
2. How the council has ensured effective service delivery to local residents, improving the quality and range of local services
3. How the council represents, involves and maintains two-way communication with the community.

Including examples showing how the community has responded

4. How the council pushes boundaries, and works above and beyond expectations

How to Enter

You simply need to fill in the nomination form found on page 14 and attach a supporting statement of up to 500 words and any further documentation necessary to support your nomination. Your supporting statement should cover the areas outlined in the criteria.

Send entries to starcouncils@nalc.gov.uk

Deadline

Tuesday 30 June 2015

Prize

The winning Council will receive a contribution of £500* towards a community project.

In addition, the winner will receive an award at the awards reception.

Second and third place will receive a framed certificate at the same awards reception.

*Please note payment of the £500 flat contribution can be made directly to a contractor or to the council once an invoice has been received. Exact arrangements should be made with NALC following the winning announcement and completion of the project.

How to Apply

- ❑ Entries must be submitted by **30 June 2015**
- ❑ Shortlisted entrants will be publicised
- ❑ Finalists will be contacted in September 2015
- ❑ For all enquiries on NALC Star Councils 2015, please email **nalc@nalc.gov.uk** or call **020 7637 1865**

To enter any of the nine awards, simply complete the nomination form (found on page 14) and send it along with any supporting documentation to:

starcouncils@nalc.gov.uk

or

**Star Councils 2015
109 Great Russell Street
London
WC1B 3LD**

Nomination Form

First Name

Surname

Address

Telephone

Email

Position Held

Name of CALC/Council

