



## NOMINATION FOR A CITY OF SOUTHAMPTON AWARD

### GUIDANCE NOTES

#### 1. WHO MAY MAKE A NOMINATION

Any person or persons may make a nomination by completing a nomination form and forwarding it to Southampton City Council at the address given overleaf.

#### 2. NUMBER AND TYPE OF HONOURS

Honours are given to people from all walks of life and all sections of society who have made a difference to their community.

The number of honours available is strictly limited and therefore, however valuable their service, not all the people nominated can receive recognition. It is important for nominators and supporters to realise that an honour will not automatically follow the submission of a nomination form.

#### 3. TIMING OF NOMINATIONS

There is a deadline for the receipt of nomination forms, save in exceptional circumstances, of 31<sup>st</sup> December for their consideration by the Council for the May AGM in the next year.

It is normal for awards to be made to people who are still active in the area(s) to which the nomination relates, although there is no bar on an award being made to someone who has retired. Nominations should generally, however, be made while the nominee is still active or has recently retired / stood down. It should also be noted that posthumous awards may, in exceptional circumstances, be considered.

Awards are granted on the occasion of the Council's Annual General Meeting in May of each year.

#### 4. UNSUCCESSFUL NOMINATIONS AND RE-NOMINATIONS

You will be advised if your nomination has not been successful. You may re-nominate but a different outcome is unlikely unless your nominee has had additional achievements.

5. **CONFIDENTIALITY**

All nominations for honours are treated in the strictest confidence. The nominee should **not** be informed that they have been nominated, as it is not fair to raise expectations in case they are not met.

6. **COMPLETING THE NOMINATION FORM**

Please complete the nomination form completely and accurately, following the instructions in each section closely. It is important that you provide as much information as possible about your nominee, and try to explain what their actual contribution in an area has been, as opposed to just listing jobs or posts held.

You may use additional sheets of paper, but please ensure that you state to which section the additional information you are providing relates. Please do not send in examples of the nominee's work (e.g. videos, photographs, books) as, whilst we will endeavour to return them to you, we cannot take responsibility for their safekeeping.

7. **SUPPORT LETTERS**

Letters of support should be from others who have first hand knowledge of and can endorse the nominee's contribution.

8. **ACKNOWLEDGEMENT AND PROGRESS OF NOMINATIONS**

Upon receipt of your nomination, we will send an acknowledgement. We regret that it is not possible to enter into correspondence on the merits of a particular nomination, nor on its progress whilst it is under consideration.

9. **CHANGES TO INFORMATION SUBMITTED**

You may send additional information to support the nomination at any time, and we will ensure that this is considered with the existing papers. Southampton City Council should also be advised if there has been any important change to the information supplied on the nomination form, such as the home address of the nominee.

You must notify Southampton City Council immediately if your nominee dies. Posthumous awards can be made but only in exceptional circumstances.

10. **ENQUIRIES**

Further enquiries relating to the City of Southampton Award may be answered on our web-site which can be found at: [www.southampton.gov.uk](http://www.southampton.gov.uk) or by writing to:

Karen Baker  
Mayors Office  
Southampton City Council  
Civic Centre  
Southampton  
SO14 7LY