



1. Introduction
 - 1.1. In 2006, the Abbots Langley Parish Council (ALPC) established a system of Civic Awards to recognise local residents who have made an outstanding contribution to the life of the Civil Parish of Abbots Langley.
2. Civic Award Categories
 - 2.1. The ALPC Civic Awards are to recognise and celebrate the activities and achievements of local residents within the community.
 - 2.2. The Civic Awards shall be open to individuals living in the Parish of Abbots Langley. In the case of a group, it must operate from within the Parish and a majority of its members and officers shall live within the Parish.
 - 2.3. Four annual awards may be made:
 - 2.3.1. Service to the Local Community award (individual)
 - 2.3.2. Local Community Group award (group)
 - 2.3.3. Local Young Persons award (individual or group, aged between 16 and 25)
 - 2.3.4. Outstanding Achievement award (individual or group) - either for exceptional achievement in the past year, or many years of service to the community.
3. Award Nominations & Selection
 - 3.1. Nominations for each award shall be solicited from within the community.
 - 3.2. A panel shall be established to decide on the awards, comprised of the Chair, the Chief Officer & Clerk and one other member of the council.
 - 3.3. Where no nominations have been received for an award, the award will not be given.
 - 3.4. Where at least one nomination has been received, a winner shall be announced in that category.
 - 3.5. The panel may choose to award up to two 'Highly Commended' certificates in each category.
4. Announcement of Award Winners & Award Presentations
 - 4.1. Awards shall be announced to the public on the Parish Council website once winners have been notified.
 - 4.2. Awards shall be decided in time to allow presentations at the Chairman's Reception or the Annual Parish Meeting each year.
 - 4.3. Each winner shall be presented with a trophy to keep for the year and a smaller version to be retained permanently.
5. Qualification Criteria
 - 5.1. Individuals nominated need to be living within the Parish of Abbots Langley.
 - 5.2. In the case of a group, the group must operate from within the Parish and a majority of its members and officers should be living within the Parish.
 - 5.3. Currently serving or former Abbots Langley Parish Councillors are not eligible to be considered for an award.
 - 5.4. Past or present members of ALPC staff and their immediate families are not eligible to be considered for an award.
 - 5.5. Currently serving members of other authorities are not eligible to be considered for an award.
 - 5.6. Former, non-serving, members of other authorities are eligible to be considered for an award.
 - 5.7. Groups in which any of the above (serving or non-serving members of ALPC or other authorities, past or present members of ALPC staff and their immediate families) are eligible to be considered for an award.
 - 5.8. Any nominations received that do not meet the qualification criteria will not be considered.



6. Document Revision History

Date	Version	Revision
5/12/2006	v1	Approved at the Parish Council meeting on 5 th December 2006 (min. 384)
13/3/2017	v2	Updated at the Parish Council meeting on 13 th March 2017 (min. 380). Changes: <ul style="list-style-type: none"> • No serving or past Parish Councillor should be considered for an award. • Former, non-serving, members of other authorities were eligible for an award. • The restriction on staff, or former staff, being eligible is maintained." • A text amendment to para 3 was also RESOLVED "shall" to be replaced with "may" .
13/3/2023	v3	Updated at the Parish Council meeting on 13 th March 2023 (min 358). Changes: <ul style="list-style-type: none"> - Formatting - Nominations will be solicited from within the community - Awards may be presented at the Annual Parish Meeting or the Chair's Reception - Awards shall be announced on the Parish website - Local Young Person award extended to Young Persons award to allow groups to be nominated

[https://alpcouncil.sharepoint.com/sites/alpcgeneral/shared documents/policies/alpc-civic awards policy 2023-v3-final.docx](https://alpcouncil.sharepoint.com/sites/alpcgeneral/shared%20documents/policies/alpc-civic%20awards%20policy%202023-v3-final.docx)