

Nomination for Mayor's Special Recognition Award Guidance Notes

Thank you for making the effort to nominate a young person for the Mayor's Special Recognition Award. We know that forms can be daunting. These guidance notes are intended to make it a bit simpler, but if you're not sure about any part of the process, please don't be discouraged: just email us at civic.support@torbay.gov.uk with your query and contact details and we'll do our best to help.

1. Who may make a nomination

Anyone may nominate a young person by completing the online form. It is not possible to nominate yourself.

2. Completing the nomination form

Please complete the nomination form completely and accurately, following the instructions in each section. It is important that explain clearly what their actual contribution or impact has been to Torbay Torbay in their community or to the environment in up to 50 words.

You must include:
your name and contact details;
the name of the young person*; and
contact details for the young person.

*A young person up to the age of 25 will be eligible for the award.

3. Number of Awards

There will be one Award each month.

4. How are recipients selected?

The nominations will be considered by a panel of five Councillors, including the Mayor and Deputy Mayor. This panel will represent each political group of the Council and each of the three towns.

Members of the panel - Councillors Amil, Dart, Douglas-Dunbar, Kennedy and Manning

5. How the young person will be acknowledged

The Mayor will make one Special Recognition Award each month following the recommendation of the panel.

Recipients will receive a certificate and a £10 National Book Token. The Mayor will present these each month with all Award winners being invited to the Annual Meeting of Council each year as special guests of the Mayor.

6. Confidentiality

All nominations for the Mayor's Special Recognition Award are treated in the strictest confidence. The nominee should not be told that they have been nominated, as it is not fair to raise their expectations.

7. Enquiries

Further enquiries relating to the Mayor's Special Recognition Award may be answered by emailing civic.support@torbay.gov.uk