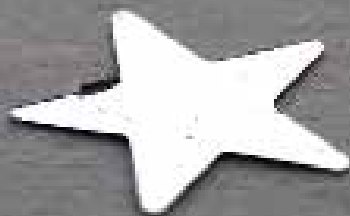




**NAIC LOCAL COUNCIL AWARDS**



**2010**

# NALC LOCAL COUNCIL AWARDS 2010

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Commission for  
Rural Communities  
Tackling rural disadvantage



Standards  
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# COUNCIL OF THE YEAR

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## Supporting statement:

**Please provide a supporting statement, using a separate sheet (1,000 words max), highlighting why your nominee should be Council of the Year. Please include examples to illustrate your entry.**

1. Using examples from the past 12 months please explain how the council has established, maintained and managed relationships with other local authorities/organisations.
2. Using examples from the past 12 months please explain how the council has ensured effective service delivery to local residents, improving the quality and range of local services.
3. Using examples from the past 12 months, please explain how the council has represented and involved the community, how does the council maintain two-way communication with the community. Provide examples and explain how the community have responded.
4. Using examples from the past 12 months, please explain how council has used imagination and ambition to overcome challenges or manage projects.
5. Using examples from the past 12 months please explain how the council pushes boundaries, and works above and beyond expectations.
6. Using examples from the past 12 months please highlight any training which councillors have received to enable them to perform their role more effectively.

Closing date for entries: 31 March 2010

Please send all entries to:

Much Improved Council of the Year 2010  
109 Great Russell Street, London, WC1B 3LD  
E-mail: [awards@nalc.gov.uk](mailto:awards@nalc.gov.uk)

## **Who can nominate a council?**

Anyone. A member or officer of a council can nominate their own council. The first placed council from 2008 is not eligible for entry.

## **How do you nominate a council?**

Entry is free, and entry forms can be obtained from [www.nalc.gov.uk](http://www.nalc.gov.uk) or call 020 7637 1865, or e-mail [awards@nalc.gov.uk](mailto:awards@nalc.gov.uk) to request a form.

## **General criteria for submissions**

The judges will be looking for the following from submissions:

- Establishing, maintaining and managing relationships with other local authorities/organisations
- Delivering effective services to local residents, improving quality and range of local services
- Representing and involving the community – how does the council maintain two-way communication with the community. Provide examples and how the community have responded
- Overcoming challenges – imagination and ambition to overcome challenges or manage projects
- Pushing boundaries, and working above and beyond expectations
- Councillor training

## **When is the closing date for applications?**

31st March 2010

## **Where do applications need to be sent?**

Post:

Council of the Year 2010,  
NALC,  
109 Great Russell Street, London, WC1B 3LD

E-mail: [awards@nalc.gov.uk](mailto:awards@nalc.gov.uk)

Fax: 020 7436 7451

## **When will the winner be announced?**

The winner will be announced in April 2010, at a special NALC Awards Reception.

## **Prize**

The 2010 AON/NALC Council of the Year will receive a contribution of £500 towards a community project\*. In addition the winner will receive an award presented to the council by Aon at a special NALC Awards Reception.

Second and third placed council's 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.

# CLERK OF THE YEAR

SPONSORED BY:

**AON**

**///NALC**

## Supporting statement:

Please provide a supporting statement, using a separate sheet (1,000 words max), highlighting why your nominee should be Clerk of the Year. Please include examples to illustrate your entry.

1. Using examples from the past 12 months please explain how the clerk manages and motivates staff, including evaluation and training management of staff where appropriate.
2. Using examples from the past 12 months please explain how the clerk provides leadership and direction.
3. Using examples from the past 12 months, please explain how the clerk has established, maintained and managed relationships, internally and externally for the benefit of the council.
4. Using examples from the past 12 months, please explain how the clerk delivers services, managing numerous projects relative to staff numbers and council size.
5. Using examples from the past 12 months, please explain how clerk has used innovation and imagination to overcome challenges or manage projects.
6. Using examples from the past 12 months please explain how the clerk pushes boundaries, and works above and beyond the normal requirements their role.

Closing date for entries: 31 March 2010

Please send all entries to:

Much Improved Council of the Year 2010  
109 Great Russell Street, London, WC1B 3LD  
E-mail: [awards@nalc.gov.uk](mailto:awards@nalc.gov.uk)

### **Who can nominate a clerk?**

Anyone, although a clerk cannot nominate him or herself. The first placed winner from 2008 is not eligible for entry.

### **How do you nominate a clerk?**

Entry is free, and entry forms can be obtained from [www.nalc.gov.uk](http://www.nalc.gov.uk), call 020 7637 1865, or e-mail [awards@nalc.gov.uk](mailto:awards@nalc.gov.uk) to request a form.

### **General criteria for submissions**

The judges will be looking for the following from submissions:

- Management and motivation of staff, including evaluation and training management of staff where appropriate
- Leadership and direction
- Establishing, maintaining and managing relationships internally and externally
- Delivering services – managing numerous projects relative to staff numbers and council size.
- Innovation and imagination to overcome challenges or manage projects
- Pushes boundaries, and works above and beyond the normal requirements their role

All submissions should concentrate on the last 12 month period.

### **When is the closing date for applications?**

31st March 2010

### **Where do applications need to be sent?**

Post: Clerk of the Year 2010,

NALC,

109 Great Russell Street,

London, WC1B 3LD

E-mail: [awards@nalc.gov.uk](mailto:awards@nalc.gov.uk) Fax: 020 7436 7451

### **When will the winner be announced?**

The winner will be announced in April 2010, at a special NALC Awards Reception.

### **Prize**

A two 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 presented to them by AON at a special NALC Awards Reception.

Second and third placed clerks will receive a framed certificate at the same Awards Reception.

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

# COUNCILLOR OF THE YEAR

## SPONSORED BY:



Commission for  
Rural Communities  
Tackling rural disadvantage



## Supporting statement:

**Please provide a supporting statement, using a separate sheet (1,000 words max), highlighting why your nominee should be Councillor of the year. Please include examples to illustrate your entry.**

1. Using examples from the past 12 months please explain how the councillor has established, maintained and managed relationships with other councillors, officers and workers within the council.
2. Using examples from the past 12 months please explain how the councillor has ensured effective service delivery to local residents, improving the quality and range of local services.
3. Using examples from the past 12 months, please explain how the councillor has represented and involved the community, how does the councillor maintain two-way communication with the community. Provide examples and explain how the community have responded.
4. Using examples from the past 12 months, please explain how councillor has used imagination and ambition to overcome challenges or manage projects.
5. Using examples from the past 12 months please explain how the councillor pushes boundaries, and works above and beyond expectations.
6. Using examples from the past 12 months please highlight any training which the councillor has received to enable them to perform their role more effectively.

Closing date for entries: 31 March 2010

Please send all entries to:

Much Improved Council of the Year 2010  
109 Great Russell Street, London, WC1B 3LD  
E-mail: [awards@nalc.gov.uk](mailto:awards@nalc.gov.uk)

### **Who can nominate a councillor?**

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

### **How do you nominate a council?**

Entry is free, and entry forms can be obtained from [www.nalc.gov.uk](http://www.nalc.gov.uk) or call 020 7637 1865, or e-mail [awards@nalc.gov.uk](mailto:awards@nalc.gov.uk) to request a form.

### **General criteria for submissions**

The judges will be looking for the following from submissions:

- Providing a voice for and help to all members of the community
- Making decisions on behalf of residents
- Checking and monitoring what the council does
- Acting as a community leader
- A high level of ethical standards

### **When is the closing date for applications?**

31 March 2010

### **Where do applications need to be sent?**

Post:

Councillor of the Year 2010,

NALC,

109 Great Russell Street,

London WC1B 3LD

E-mail: [awards@nalc.gov.uk](mailto:awards@nalc.gov.uk)

Fax: 020 7436 7451

### **When will the winner be announced?**

The winner will be announced in April 2010, at a special NALC Awards Reception.

### **Prize**

The 2010 CRC/NALC Councillor of the Year will receive a two 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 presented to the council by CRC at a special NALC Awards Reception.

Second and third placed councillors will receive a framed certificate at the same Awards Reception.

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

# COUNCIL WORKER OF THE YEAR

**SPONSORED BY:**

The **co-operative** bank  
good with money



## **Supporting statement:**

**Please provide a supporting statement, using a separate sheet (1,000 words max), highlighting why your nominee should be Council Worker of the Year. Please include examples to illustrate your entry.**

1. Using examples from the past 12 months please explain how the council worker has established, maintained and managed relationships within the council
2. Using examples from the past 12 months please explain how the council worker has ensured effective service delivery to local residents, improving the quality and range of local services.
3. Using examples from the past 12 months, please explain how the council worker has represented and involved the community, how does the council worker maintain two-way communication with the community. Provide examples and explain how the community have responded.
4. Using examples from the past 12 months, please explain how the council worker has used imagination and ambition to overcome challenges or manage projects.
5. Using examples from the past 12 months please explain how the council worker pushes boundaries, and works above and beyond expectations.
6. Using examples from the past 12 months please highlight any training which the council worker has received to enable them to perform their role more effectively.

Closing date for entries: 31 March 2010

Please send all entries to:

Much Improved Council of the Year 2010  
109 Great Russell Street, London, WC1B 3LD  
E-mail: [awards@nalc.gov.uk](mailto:awards@nalc.gov.uk)

## **Who can nominate a council worker and main criteria?**

This award is for non Clerks or Councillors. Anyone can nominate. A member or clerk of a council can nominate a worker in their own council.

## **How do you nominate a council worker?**

Entry is free, and entry forms can be obtained from [www.nalc.gov.uk](http://www.nalc.gov.uk) or call 020 7637 1865, or e-mail [awards@nalc.gov.uk](mailto:awards@nalc.gov.uk) to request a form.

## **General criteria for submissions**

The judges will be looking for the following from submissions:

- A council worker who has found effective ways for their council to engage more successfully with its community
- A council worker whose work has transformed a scheme to benefit the community or council itself
- An individual who has developed a green initiative in their local area that has had a beneficial impact on the environment
- A council worker who has shown exceptional dedication in the service of young and older people
- A council worker who has demonstrated outstanding care towards others
- A council worker whose innovative work has benefited the council or the wider community

## **When is the closing date for applications?**

31 March 2010

## **Where do applications need to be sent?**

Post: Council Worker of the Year 2010,  
NALC,  
109 Great Russell Street,  
London, WC1B 3LD  
E-mail: [awards@nalc.gov.uk](mailto:awards@nalc.gov.uk) Fax: 020 7436 7451

## **When will the winner be announced?**

The winner will be announced in April 2010, at a special NALC Awards Reception.

## **Prize**

The 2010 The Co-operative Bank/NALC Council Worker of the Year will receive a two 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 presented to the council worker by The Co-operative Bank at a special NALC Awards Reception.

Second and third placed council workers will receive a framed certificate at the same Awards Reception.

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

# MUCH IMPROVED COUNCIL OF THE YEAR

## SPONSORED BY:



## Supporting statement:

**Please provide a supporting statement, using a separate sheet (1,000 words max), highlighting why your nominee should be Much Improved Council of the Year. Please include examples to illustrate your entry.**

1. Using examples from the past 12 months please explain how the council has improved relationships with other local authorities/ organisations.
2. Using examples from the past 12 months please explain how the council has improved effective service delivery to local residents, changing the quality and range of local services.
3. Using examples from the past 12 months, please explain how the council has improved representing and involving the community, how does the council maintain two-way communication with the community. Provide examples and explain how the community have responded.
4. Using examples from the past 12 months, please explain how council has used imagination and ambition to overcome challenges or manage projects.
5. Using examples from the past 12 months please explain how the council pushes boundaries, and works above and beyond expectations.
6. Using examples from the past 12 months please highlight any training which councillors and officers have received to enable them to perform their role more effectively.

Closing date for entries: 31 March 2010

Please send all entries to:

Much Improved Council of the Year 2010  
109 Great Russell Street, London, WC1B 3LD  
E-mail: [awards@nalc.gov.uk](mailto:awards@nalc.gov.uk)

### **Who can nominate a council?**

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

### **How do you nominate a council?**

Entry is free, and entry forms can be obtained from [www.nalc.gov.uk](http://www.nalc.gov.uk) or call 020 7637 1865, or e-mail [awards@nalc.gov.uk](mailto:awards@nalc.gov.uk) to request a form.

### **General criteria for submissions**

The judges will be looking for the following from submissions:

- Improvements in representing the local community
- Improvements in delivering services to the local community including for example - customer services, the environment, play and leisure, parks and open spaces, foot paths, village or town greens, tourism, heritage, working with local groups
- Improvements in the working relationships with principal councils
- Improvements in the working relationships with other bodies
- Improvements in the working relationships with private and voluntary sectors

### **When is the closing date for applications?**

31 March 2010

### **Where do applications need to be sent?**

Post: Much Improved Council of the Year 2010,  
NALC,  
109 Great Russell Street,  
London, WC1B 3LD  
E-mail: [awards@nalc.gov.uk](mailto:awards@nalc.gov.uk) Fax: 020 7436 7451

### **When will the winner be announced?**

The winner will be announced in April 2010, at a special NALC Awards Reception.

### **Prize**

The 2010 Standards Board for England/NALC Much Improved Council of the Year will receive a contribution of £500 towards a community project\*. In addition the winner will receive an award presented to the council by the Standards Board for England at a special NALC Awards Reception.

Second and third placed councils 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.

**NOMINATION  
FORMS  
2010**

# COUNCIL OF THE YEAR 2010

Please complete this form and attach it to your supporting statement. Your supporting statement should refer to the awards criteria in turn. All submissions should concentrate on the last 12 month period.

NOMINEE DETAILS	
Name of council	
County	
Council population/electorate	
Precept	
Number of councillors	
Quality status	
Yes/No/Pending	
If yes, date quality status received	

CONTACT DETAILS	
Name of nominator	
Position	
Tel	
E-mail	
Address	

# CLERK OF THE YEAR 2010

Please complete this form and attach it to your supporting statement. Your supporting statement should refer to the awards criteria in turn. All submissions should concentrate on the last 12 month period.

NOMINEE DETAILS		
Name of clerk		
Name of council		
County		
Council population/electorate		
Number of councillors		
Professional qualifications of the clerk		
Is the clerk aware of their nomination	YES	NO

CONTACT DETAILS		
Name of nominator		
Position		
Tel		
E-mail		
Address		

# COUNCILLOR OF THE YEAR 2010

Please complete this form and attach it to your supporting statement.  
Your supporting statement should refer to the awards criteria in turn. All submissions should concentrate on the last 12 month period.

NOMINEE DETAILS
Name of councillor
Name of Council & County
Council population/electorate
Precept
Number of councillors
Quality status Yes/No/Pending
If yes, date quality status received

CONTACT DETAILS
Name of nominator
Position
Tel
E-mail
Address

# COUNCIL WORKER OF THE YEAR 2010

Please complete this form and attach it to your supporting statement.  
Your supporting statement should refer to the awards criteria in turn. All  
submissions should concentrate on the last 12 month period.

NOMINEE DETAILS	
Name of council worker	
Name of Council & County	
Council population/electorate	
Precept	
Number of councillors	
Quality status	
Yes/No/Pending	
If yes, date quality status received	

CONTACT DETAILS	
Name of nominator	
Position	
Tel	
E-mail	
Address	

# MUCH IMPROVED COUNCIL OF THE YEAR 2010

Please complete this form and attach it to your supporting statement. Your supporting statement should refer to the awards criteria in turn. All submissions should concentrate on the last 12 month period.

NOMINEE DETAILS
Name of council
County
Council population/electorate
Precept
Number of councillors
Quality status Yes/No/Pending
If yes, date quality status received

CONTACT DETAILS
Name of nominator
Position
Tel
E-mail
Address