

Civic Honour and Receptions Policy

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1.0 INTRODUCTION

- 1.1 The provision of receptions provides Mid Ulster District Council with an opportunity to recognise and acknowledge achievements or special contribution made by an organisation or individual from the district.

2.0 POLICY AIM & OBJECTIVES

- 2.1 To allow the Council to acknowledge the achievements of organisations and persons from the district, and to confirm the process for providing hospitality in the form of a reception.

2.2 Policy Objectives:

- Provide a mechanism that enables Council to recognise notable achievements or contributions made by individuals and organisations from the District
- Provide a policy which demonstrates Council commitment to equality to all individuals and groups throughout the District.
- Confirm the process for administering requests for providing receptions
- Confirm criteria which should be met for applications to be eligible to receive hospitality in the form of a reception
- Set levels of achievement/ criteria to grant the appropriate type of reception

3.0 POLICY SCOPE

- 3.1 This policy relates to the provision of receptions and gifts to acknowledge the achievement of groups, organisations or individuals from the Council area. It extends to how requests are considered and the standard to be achieved to receive a reception.

4.0 LINKAGE TO CORPORATE PLAN

- 4.1 Referring to Mid Ulster District Council's Corporate Plan 2015-2019, this policy contributes toward the delivery of Corporate Theme 4, *Building Unity*, to recognise local identities and the need to build and strengthen communities across the new district. Receptions will do this by celebrating achievements of individuals, communities and organisations across Mid Ulster.

5.0 PROCEDURE & IMPLEMENTATION

- 5.1 This section sets out the procedure for considering requests for receptions.

5.2 Receptions

5.2.1 There shall be two types of receptions offered by Mid Ulster District Council, details of which are set out below and summarised in Appendix A. They are:

- Civic Honour
- Civic Reception

5.2.2 Chair and Deputy Chair Receptions held at the determination/discretion of the Council Chair or Deputy Chair.

5.3 Civic Honour

5.3.1 Requests for a civic honour are permissible when the following has been achieved at an All-Ireland, European, International, or National level:

Have won first place at a competition in their relevant field at the highest level of competition

Have received an outstanding achievement award at the highest level. Outstanding achievement relates to when a participant or group has not been involved in a competition
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5.3.2 Individuals receiving a Civic Honour can be accompanied to the event by up to three people of their choice.

5.3.3 Team groupings receiving a Civic Honour can be represented by the full team of players as well as a maximum of five drawn from their management, committee and backroom team.

5.3.4 Non-team structured groups or organisations (i.e. community groups, local action committees etc.) receiving a Civic Honour are permitted to be represented by their full committee or leadership structure.

5.3.5 Civic Honours to be recognised through an event inclusive of a three-course meal, drinks reception, compere and instrumental background music. The date for the event will be set in agreement with the group or individual if possible.

5.4 Civic Reception

5.4.1 The Council will also make arrangements to host Civic Receptions to facilitate the recognition of achievement and contribution to the District.

5.4.2 Requests for a Civic Reception will be permissible for individual, groups or organisations:

Representing their country at International, European, All-Ireland or National level at the highest level.
Winning first place at a competition at the highest level at a Northern Ireland or Provincial level in the relevant field at the highest level of competition.
Receiving an outstanding achievement award at the highest level at a Northern Ireland or Provincial level. Outstanding achievement relates to when a participant or group has not been involved in a competition

5.4.3 Individuals being recognised by a Civic Reception can be accompanied to the event by up to two people of their choice.

5.4.4 Organisations/groups to be restricted to five persons. When schools are being recognised through a Civic Reception the event will be delivered as locally as possible to the children participating.

5.4.5 Civic Receptions to be recognised through an event inclusive of a fork buffet and a compere. The individual/group/organisation will be notified of the agreed date of the Civic Reception.

5 Considering Requests

5.6.1 Councillors should submit requests with Democratic Services for a Civic Honour or Civic Reception using the pro-forma *Request for Civic from Mid Ulster District Council*, available from this office within Council.

5.6.2 Civic Honour and Civic Reception requests to be initially reviewed by officers against the agreed criteria and presented to Council as recommendation for approval. The report presented to Council will detail the requests and assigned to the relevant reception as contained within this policy, based on the criteria as set for each. The report will also identify instances where individuals or organisations have already received a reception for similar level of attainment.

5.6.3 Organisations, groups or individuals are not to be recognised for the same achievement within a three-year period unless it is for a different achievement or an achievement at a higher level. Any nominating Councillor who does not agree with the recommendation for recognition is to discuss this with the Chief Executive and relevant Party Leader prior to the Council meeting at which it is

due to be considered. It is the responsibility of the nominating Councillor to provide adequate information to Democratic Services to allow for assessment against the criteria.

5.6.4 Organisations, groups or individuals that do not meet a Civic Honour or Civic Reception will receive a letter of congratulations/acknowledgement of success from the Chair. The Chair or Deputy Chair may choose to hold a reception at their discretion.

5.6.5 To facilitate this process elected members should submit requests with Democratic Services at least two calendar weeks prior to the council meeting at which they wish it to be considered. Requests not received in time for a forthcoming council meeting will appear on the report of the next available meeting.

5.7 General Principles on Civic Honours and Civic Receptions

5.7.1 Regard to be paid to the following principles when implementing this policy:

- All elected members to be invited to civic honour and civic receptions.
- All Civic Honour and Civic Receptions to be held within 3-4 months from Council approval, where possible provided sufficient numbers.
- Awards will be provided to recipients.
- Council facilities should be used for all Civic Honours and Civic Receptions. However, while Council facilities are to be used in the first instance an alternative within the District may be sought in instances where the use of a Council facility is not possible.
- Civic receptions be held, where required, 4 times per annum.
- The Council Chair shall preside over all civic honour and civic receptions evenings and in their absence the Deputy Chair. In the absence of both, the following order will be observed from the Council committee structure - Policy & Resources, Development, Environment and Planning.
- Civic honour and civic receptions will be financed by the Council from the resources set aside annually for provision of civic hospitality
- Civic hospitality to honour visits by dignitaries and organisations of International, European or UK status to the District be agreed by Council.

6.0 Impact Assessments

6.1 Equality Screening & Impact

The policy is currently in draft not yet finalised therefore only a preliminary equality screening has been carried out. This initial examination of the policy suggests that monitoring of the awards recipients should be carried out in the interests of ensuring Council is committed to achieving fairness and equality. We want to operate a Civic Honour and Receptions Policy which is responsive to different community and individual needs. We want this policy to be accessible to everyone. One of the most important ways of doing this is by monitoring the People who receive Civic Honours and Civic Receptions.

6.2 Staff & Financial Resources

No issues have been identified which will impact on the delivery of Council business as a result of this policy being implemented. Financial provision will be made annually to facilitate the delivery of this policy.

6.3 Rural Needs Impact

The policy shall be subjected to a rural needs impact assessment.

7.0 Support and Advice

7.1 Advice and guidance on the implementation of this policy should be sought from the Chief Executive's Department.

8.0 Communication

8.1 This policy shall be distributed this policy amongst elected members and relevant staff, and be made available on the intranet.

9.0 Monitoring and Review Arrangements

9.1 Implementation of this policy will be monitored and a formal review undertaken 24 months from its effective date.

Appendix A**Receptions**

Category	Criteria
Civic Honour	<p>To be provided when the following has been achieved at an All-Ireland, European, International, or National level:</p> <ul style="list-style-type: none">• Have won first place at a competition in their relevant field at the highest level of competition.• Have received an outstanding achievement award at the highest level. Outstanding achievement relates to where a participant or group has not been involved in a competition.
Civic Reception	<p>To be provided for individual/groups/originations:</p> <ul style="list-style-type: none">• Representing their country at International, European, All-Ireland or National level at the highest level.• Winning first place at a competition at the highest level at a Northern Ireland or Provincial level in the relevant field at the highest level of competition.• Receiving an outstanding achievement award at the highest level at a Northern Ireland or Provincial level. Outstanding achievement relates to where a participant or group has not been involved in a competition
Chair & Deputy Chair Reception	Discretionary by the Chair or Deputy Chair.
Other (1)	Honour visits by dignitaries and organisations of International, European or UK status to the District. To be agreed by Council,
Other (2)	Anniversaries to receive a letter from the Chair, Deputy Chair or have a Chair or Deputy Chair reception at their discretion.
Other (3)	Welcoming of significant events to the District Council area with a clear economic, tourism or social benefit will be dealt with by Council through the relevant council department