

NATIONAL ASSOCIATION OF LOCAL COUNCILS PRESENTS

**STAR COUNCILS 2017**  
NOMINATION GUIDE

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# Contents

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# Introduction

The National Association of Local Councils (NALC) is delighted to be running its Star Council awards for the third time in 2017. NALC's first Star Councils programme in 2015 and 2016 were a huge success, we were inundated with nominations and the judging panel were very impressed with the quality of the entries and had a tough time selecting our finalists.

This year, NALC would like to build on last year's success and see even more nominations submitted by councils, County Associations and also MPs and parliamentarians, who we will be encouraging to contribute too.

The Star Councils 2017 awards are a fantastic opportunity for local councils to get the recognition they deserve. They also play a key part in our call for more power to be devolved from Whitehall to England's town and village halls, which is why we would like everyone to submit nominations to highlight the good work local councils are doing in their patch.

Once again, we will celebrate individual, council and county association achievements, this year through six award categories. There will be special emphasis on current hot

topics, with councils urged to submit entries for the Local Council project of the Year category that cover issues around health and well-being. This will help to share best practice amongst our membership on the matters that are important in the current circumstances in which we work.

The awards reception will be held in conjunction with the NALC Annual Conference on 1 November.

NALC is very proud to launch the third Star Councils awards and to be able to recognise, reward and celebrate the councils, councillors and staff who work tirelessly to best represent and deliver for the communities they serve.

**Cllr Sue Baxter**  
**Chairman of NALC**

# Young Councillor of the Year (18-30)

NALC would like to celebrate and recognise the achievements of the young councillors representing their communities nationwide. With the average age of councillors currently standing at around 60, young people can face a particularly difficult task in overcoming barriers to becoming elected. This award will recognise a councillor who is 30 or under when the nomination comes in and who has contributed significantly to their community.

## Who can nominate?

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.

## Criteria

You will be asked to provide examples for each of the following areas of work in the online submission form:

1. How the councillor has established, maintained and managed relationships with other councillors, officers and workers within the council?
2. How the councillor has improved

local services and community?

3. How the councillor represents, involves and maintains two-way communication with the community?
4. How the councillor pushes boundaries, and works above and beyond expectations?

*NB: Please provide examples and explain how the community have responded*

## How to apply

To apply you must complete the simple [online submission form](#) by the closing date. If you have any problems with the form or require any special assistance, please email [starcouncils@nalc.gov.uk](mailto:starcouncils@nalc.gov.uk).

## Deadline

28 July 2017

## Prize

The winner will receive an award presented to them at the awards reception. Second and third will receive a framed certificate at the same event.

# Clerk of the Year

Responsible for the overall management of our local councils, clerks play a vital role in local communities and indeed local government. We are looking for exceptional candidates for this category; candidates with the strongest leadership, relationship and project management skills that are highly trained and experienced. The clerk is employed by a local council as its chief officer with responsibility to carry out its affairs in accordance with the law. But the winner of this award has to be so much more than this. He or she needs to be the leading officer in implementing key council objectives for the benefit of the community.

## Who can nominate?

Anyone, although a clerk cannot nominate him or herself.

## Criteria

You will be asked to provide examples for each of the following areas of work in the online submission form:

1. How the clerk provides leadership and direction?

2. How the clerk has established, maintained and managed relationships, internally and externally for the benefit of the council?

3. How clerk has used innovation and imagination to overcome challenges or manage projects?

4. How the clerk pushes boundaries, and works above and beyond the normal requirements of their role?

## How to apply

To apply you must complete the simple [online submission form](#) by the closing date. If you have any problems with the form or require any special assistance, please email [starcouncils@nalc.gov.uk](mailto:starcouncils@nalc.gov.uk).

## Deadline

28 July 2017

## Prize

The winner will receive an award presented to them at the awards reception. Second and third will receive a framed certificate at the same event.

# Councillor of the Year

Councillors play a vital role in their communities – they are local leaders who connect people, facilitate opportunities for involvement and make things happen in their patch. Yet they are often undervalued and unappreciated. The NALC Councillor of Year Award aims to recognise and reward those councillors who go over and above what is expected of them; councillors who show absolute dedication to their communities and make positive changes happen. So if you know an inspirational councillor, please make sure you show your appreciation and nominate them!

## Who can nominate?

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.

## Criteria

You will be asked to provide examples for each of the following areas of work in the online submission form:

1. How the councillor has improved local services and community well-being?

2. How the councillor has represented and involved the community; how the councillor maintains two-way communication with the community. Provide examples and explain how the community have responded?

3. How the councillor has used imagination and ambition to overcome challenges or manage projects?

4. How the councillor pushes boundaries, and works above and beyond expectations?

## How to apply

To apply you must complete the simple [online submission form](#) by the closing date. If you have any problems with the form or require any special assistance, please email [starcouncils@nalc.gov.uk](mailto:starcouncils@nalc.gov.uk).

## Deadline

28 July 2017

## Prize

The winner will receive an award presented to them at the awards reception. Second and third will receive a framed certificate at the same event.

# County association outstanding project of the Year

Local councils are able to obtain comprehensive advice and support on all aspects of their work through their local county association. The county association outstanding project of the year will be judged based on the use of innovative ideas and practices, project delivery and execution, value for money and positive impact across the county. The project will be executed by the county association themselves, rather than by one of their member councils.

## Who can nominate?

Anyone. A member or officer of a county association can nominate his or her own association. In the context of this award, project means an individual or collaborative enterprise that is carefully planned to achieve a particular aim.

## Criteria

You will be asked to provide examples for each of the following areas of work in the online submission form:

1. How the project has addressed specific needs?

2. How the project is innovative and enterprising?

3. How the project has benefited the CALC and/or member councils?

4. How the project has delivered excellent value for money?

5. How the project has been delivered to high standards?

## How to apply

To apply you must complete the simple [online submission form](#) by the closing date. If you have any problems with the form or require any special assistance, please email [starcouncils@nalc.gov.uk](mailto:starcouncils@nalc.gov.uk).

## Deadline

28 July 2017

## Prize

The winner will receive an award presented to them at the awards reception. Second and third will receive a framed certificate at the same event.

# Local council outstanding project of the Year (Health and well-being)

Our outstanding project of the year will be judged based on the use of innovative ideas and practices, project delivery and execution, value for money and positive impact on the local community and area. This year, we are particularly interested in projects that have health and well-being implications, which improve the lives of communities. It could for example cover one of a range of initiatives from encouraging people to use open spaces through to creating dementia friendly communities and many more besides.

## Who can nominate?

Anyone. A member or officer of a local council can nominate his or her own council. In the context of this award, project means an individual or collaborative enterprise that is carefully planned to achieve a particular aim.

## Criteria

You will be asked to provide examples for each of the following areas of work in the online submission form:

1. How the project has addressed specific needs?

2. How the project is innovative and enterprising?

3. How the project has benefited the council and residents?

4. How the project has delivered excellent value for money?

5. How the project has been delivered to high standards?

## How to apply

To apply you must complete the simple [online submission form](#) by the closing date. If you have any problems with the form or require any special assistance, please email [starcouncils@nalc.gov.uk](mailto:starcouncils@nalc.gov.uk).

## Deadline

28 July 2017

## Prize

The winner will receive an award presented to them at the awards reception. Second and third will receive a framed certificate at the same event.

# Council of the Year

NALC's Council of the Year will be one that stands apart, raising the bar for the sector with outstanding work across service delivery and service impact on the community, communications and community engagement and partnerships and collaborative working.

## Who can nominate?

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

## Criteria

You will be asked to provide examples for each of the following areas of work in the online submission form:

1. How the council has established, maintained and managed effective relationships with other local authorities/organisations?
2. How the council represents, involves and maintains two-way communication with the community. Provide examples and explain how the community have responded?
3. How the council has ensured effective service delivery to local

residents, improving the quality and range of local services?

4. How the council pushes boundaries, and works above and beyond expectations?
5. How the council has developed its councillors and staff?
6. Any recent awards or recognition the council has received

## How to apply

To apply you must complete the simple [online submission form](#) by the closing date. If you have any problems with the form or require any special assistance, please email [starcouncils@nalc.gov.uk](mailto:starcouncils@nalc.gov.uk).

## Deadline

28 July 2017

## Prize

The winner will receive an award presented to them at the awards reception. Second and third will receive a framed certificate at the same event.

# How to apply

To enter any of the six award categories, please complete the online submission forms which can be found by clicking on the links below or by visiting the [NALC Star Councils 2017](#) web page.

## Online submission forms

[Young Councillor of the Year \(Aged 18-30\)](#)

[Clerk of the Year](#)

[Councillor of the Year](#)

[County association outstanding project of the Year](#)

[Local Council outstanding project of the Year](#)

[Council of the Year](#)

## Awards reception

The awards reception will be held in conjunction with the NALC Annual Conference on 1 November 2017.

## Contact

If you have any questions regarding the awards or require assistance to complete the submission forms, please email [starcouncils@nalc.gov.uk](mailto:starcouncils@nalc.gov.uk) or call **0207 637 1865**.



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<sup>‡</sup> Lines are open Monday – Friday, 9am to 5pm. Calls may be recorded.

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