

POLICY FOR LONG SERVICE AWARDS TO ELECTED MEMBERS OF DOVER DISTRICT COUNCIL

1. Purpose

1.1 The purpose of this policy is to:

- (a) formalise the practice of recognising the commitment and dedication to public service of councillors who have served a total of 20 or more years as elected members of Dover District Council; and
- (b) describe the arrangements for the presentation of such long service awards.

2. Qualification for Long Service Awards

2.1 Any member of Dover District Council will be eligible to receive a long service award once they have served, either continuously or non-continuously, a total of 20 years on the Council.

3. Administration and Presentation of Long Service Awards

3.1 The Head of Democratic Services will administer the scheme for long service awards by maintaining a record of the length of service of all members and making arrangements for the presentation of awards to qualifying councillors.

3.2 The following arrangements will apply to such awards:

- (a) the formal presentation of a long service award will normally be made at an ordinary meeting of the Council;
- (b) the Head of Democratic Services will notify the Chairman of the Council and the Chief Executive of the name of any councillor who becomes qualified for receipt of a long service award;
- (c) the qualifying councillor will be notified of their qualification for the award;
- (d) the councillor may, if he or she wishes:
 - (i) decline to receive the award; or
 - (ii) accept the award but not at a meeting of the Council (see (h) below);
- (e) if relevant, the meeting at which any award is presented will be agreed with the Chairman and the qualifying councillor;
- (f) the award will take the form of a plaque, the exact materials to be determined by the Head of Democratic Services, engraved with the Councillors name, the date of the award and the length of service.
- (g) if the award is made at a meeting of Council:

- (i) The Chief Executive, or a representative from Corporate Management Team, will present the Award to the qualifying member.
 - (ii) The Chairman will invite the Leader of the Council and the Leader(s) of the Opposition Groups to speak about the award to the qualifying member;
 - (iii) At the Chairman's discretion other members will be invited to speak in support of the award to the qualifying member; and
 - (iv) The Chairman will invite the qualifying member to address the Council.
- (h) Should the qualifying councillor decide not to receive the award at a Council meeting, the Chief Executive, or a representative of Corporate Management Team, will present it to him/her on a date and occasion agreed between the two.