

Formartine Recognition Scheme – Process for Nominating

1. Councillors make suggestions of individuals or groups who have contributed significantly to their communities - either over a long period of time, or a one-off event. A detailed description of the achievement generating the nomination should be provided and submitted to the Area Committee Officer.
2. Suggestions are considered by the Chair and Vice-Chair, ~~in consultation with the relevant Ward Members~~ who will decide whether to take them forward.
3. Details will be intimated to the full Area Committee for agreement.
4. The Councillor who proposed the group/individual will then be required to contact the group/individual to ask if they are willing to receive the recognition.
5. An arrangement will be made to present the certificate. If the Committee is able to meet in a physical space, the group/individual representatives will be invited to attend at the beginning of the next Area Committee meeting to accept the certificate, which will be presented by the Chair. At times when there is no physical presence, ~~or where the recipient would prefer not to be in attendance, there will be an announcement at the start of the relevant Area Committee meeting (as detailed below),~~ but alternative arrangements will be made for the Chair, Vice Chair or local member/s to present the certificate ~~by other means~~ as appropriate, **and at a Council venue if a physical meeting space is required.**
6. Certificates will be created by the Area Manager's office.
7. **Details of any nominations should be kept confidential until announced at a meeting of the Formartine Area Committee.**
8. The announcement of the recognition will be recorded at the beginning of the Area Committee Minute but will not form part of the formal Committee Meeting.
9. **Any publicity will be generated by the Area Office, for wider sharing thereafter.**

*** Please note that this is recognition, by exception, and should be reserved for the most deserving of cases.**

It should be unique to Formartine and therefore not be used for subjects that would qualify for an Inspiring Aberdeenshire award.