

## **SOUTH AYRSHIRE COUNCIL**

### **CIVIC RECOGNITION GUIDELINES**

#### **1. Introduction**

- 1.1 Each local authority in Scotland is permitted to defray expenditure by way of official courtesy in terms of Section 48 of the Local Government (Scotland) Act 1973.
- 1.2 South Ayrshire Council, in common with other local authorities, recognises the achievements of people and organisations in its area. Civic recognition can take various forms and normally includes appropriate hospitality.
- 1.3 When recognising achievements, the Council is usually represented by the Provost or Deputy Provost, and supported by the Civic Office.
- 1.4 The Council allocates a modest budget to pay for civic hospitality each year that is managed by officers, with expenditure being reported to Elected Members through information bulletins.
- 1.5 The guidelines are designed to assist members of the public who might wish to apply for civic recognition.

#### **2. Civic Recognition**

- 2.1 The Council formally recognises achievements by people and organisations in South Ayrshire that demonstrate a valuable contribution to our communities and / or to South Ayrshire's standing nationally and internationally.
- 2.2 The Council does not make financial awards to individuals and organisations that are organising their own events to recognise achievement, but invitations to the Provost to attend these events are welcome.
- 2.3 In each year the Council will host events, to which it will invite guests, to recognise and celebrate achievements and invites applications through its website and other media from individuals and organisations who wish to be considered for such recognition. Proposed dates will be advertised on the Council's website. Where appropriate, these events will be part of wider Council reward and recognition ceremonies.
- 2.4 Applications will be considered by the Civic Office and approved by the Head of Legal and Democratic Services.

#### **3. Birthdays and Wedding Anniversaries**

- 3.1 The Council, through the Provost, recognises significant birthdays and wedding anniversaries of citizens residing in South Ayrshire.
- 3.2 100th birthdays and over will be recognised.
- 3.3 Wedding and civil partnership anniversaries as detailed below will be recognised.
  - 60th (Diamond)
  - 65th (Blue Sapphire)
  - 70th (Platinum)
  - 75th (Diamond and Golden)
  - 80th (Oak)

- 3.4 Birthdays and wedding anniversaries will be recognised by an official greetings card sent by the Provost and, if requested, a visit from the Provost that will normally be during office hours.

#### **4. Provost's Medal**

- 4.1 The Provost's Medal may be awarded to recognise national or international achievement at the highest level for South Ayrshire residents and for persons born in South Ayrshire.
- 4.2 A group comprising the Provost, Depute Provost, Leader of the Council, and the Chief Executive, and chaired by the Provost, will consider suggestions or recommendations and reach a determination.
- 4.3 The standard of achievement required to merit the award of the Provost's Medal will be extremely significant, and accordingly, its conferment will be rare.
- 4.4 The award will be presented at a Civic Ceremony arranged by the Civic Office that is appropriate to the circumstances of each case.
- 4.5 The Provost's medal will not generally be awarded to South Ayrshire Council employees in respect of an achievement directly related to their employment with the Council, except where an employee has achieved significant external recognition for his/her work and duties.

#### **5. Freedom of South Ayrshire**

- 5.1 The Local Government (Scotland) Act 1973 states that 'a Local Authority may, by resolution passed by not less than two thirds of the members voting at a meeting of the authority, the notice of which specifies the proposed admission as an item of business, admit to the honorary freemen of their area persons of distinction and any persons who have rendered eminent service to their area'. Requests for Freedom are made in writing to the Provost via the Civic Office. Upon enquiry, advice will be provided as to the information that must be provided to support the application.

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August 2017