

Un Llais Cymru



One Voice Wales

2019

**INNOVATIVE PRACTICE  
& NATIONAL AWARDS CONFERENCE**

**NOMINATION GUIDE**

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## Introduction

One Voice Wales is delighted to be running our third Innovative Practice & National Awards Conference in 2019.

The Awards are an opportunity to showcase Community and Town Councils, the services they provide for their local communities and the commitment and work of community and town councillors, clerks and staff.

This is an opportunity for local councils to receive the recognition they deserve.

The innovative practice recognised will play a key part as an evidence base to Welsh Government, unitary authorities, the third sector and other key partners to highlight the good work local councils are doing in their communities.

The winning entries of the 10 award categories will be announced as part of the Awards Ceremony to be held at Hafod a Hendre Building, Royal Welsh Showground, Llanelwedd, Builth Wells, LD2 3SY on Thursday 28th March 2019.

We are pleased that this initiative has become an integral part of the annual calendar of activities of One Voice Wales and that we are able to recognise, reward and celebrate the councils, councillors and staff who work so hard to best represent and deliver for the communities they serve.

**Cllr Mike Cuddy**  
**Chair, One Voice Wales**

## Who Can Nominate

Anyone i.e. a member or officer of a council or external body can nominate a council for one of the awards.

## How to Apply

To apply you must complete the application form attached including the brief report section, using no more than 400 words (one side A4) covering the criteria of the theme.

Please send to: [admin@onevoicewales.org.uk](mailto:admin@onevoicewales.org.uk)

**By: Friday 25<sup>th</sup> January 2019**

Your aim should be to provide the judges with a concise report, referring to source evidence and signposting to any further documentation that can substantiate your application.

Applications should include examples of good practice which represent new or 'ground breaking' ways of designing and delivering public services and/or proven ways of delivering service improvements and efficiencies.

**In submitting your application, you agree to share this information as part of the assessment process.**

## Judging Process

Applications will be judged against the **theme** and the **following governance criteria**:

- contributes to the achievement of national & local priorities
- contributes to democratic governance by elected members and stakeholders and public accountability
- collaborating with internal and external partners
- learning from others and influencing service sector
- evidence of impact, improvement and achievement on equalities
- evidence of impact on citizen and communities
- evidence of efficient and effective resource management (human and financial)
- evidence of sustainability in service and financial planning

Naturally the more evidence of the above you can provide will improve your chances of success.

## Timeline

**Deadline for applications: Friday 25<sup>th</sup> January 2019**

**Judging Process:** An independent panel made up of representatives of partner and stakeholder organisations including WLGA, NRW, Participation Cymru and Co-pro Cymru will meet in early February 2019 to judge all applications received. All Councils with shortlisted Council will be notified by the end of February 2019.

**Award Ceremony:** This will take place on 28 March 2019 at the Hafod y Hendre Building at the Royal Welsh Showground – all shortlisted applications under each theme will be expected to showcase their Councils work in the Innovative Practice sessions held during the day.

## Best Annual Report

This award will recognise a council that has produced an informative annual report for its residents and the wider community outlining its work, achievements and aspirations.

### Who can nominate?

Anyone i.e. a member or officer of a council or external body can nominate a council.

### Criteria

You will be asked to provide a copy of the Annual Report and explain:-

- Why it is innovative/outstanding
- How it has been publicised and distributed
- What benefit does it bring to the council, its community and the wider general public
- **Please Note:** Additionally, applications will be judged against the Judging Process **governance criteria set out on page 4 above.**

### How to apply?

To apply you must complete the application form attached including the brief report section, using no more than 400 words (one side A4), covering the criteria and remembering to include a copy of the Annual Report.

Please send to: [admin@onevoicewales.org.uk](mailto:admin@onevoicewales.org.uk)

**Deadline for applications Friday 25 January 2019**

### Prize

The OVW Best Annual Report Award 2019 will be presented to representatives of the winning council at the Awards Ceremony. Runners up will receive a framed certificate.

## Best Environmental Project

This award is to highlight an environmental project undertaken by the council that demonstrates how the project benefits the local community.

### Who can nominate?

Anyone i.e. a member or officer of a council or external body can nominate a council.

### Criteria

You will be asked to provide:-

- Background details on why and how the project was implemented
- Details and evidence illustrating how it benefits the local environment
- **Please Note:** Additionally, applications will be judged against the Judging Process **governance criteria set out on page 4 above.**

### How to apply?

To apply you must complete the application form attached including the brief report section, using no more than 400 words (one side A4), covering the criteria. Photographs highlighting the project would also be beneficial (**no more than 6**)

Please send to: [admin@onevoicewales.org.uk](mailto:admin@onevoicewales.org.uk)

**Deadline for applications Friday 25 January 2019**

### Prize

The OVW Best Environmental Project Award 2019 will be presented to representatives of the winning council at the Awards Ceremony. Runners up will receive a framed certificate.

## Best Website

This award is to acknowledge the development of an outstanding website that provides information and signposting to the work of the council and local services.

### Who can nominate?

Anyone i.e. a member or officer of a council or external body can nominate a council.

### Criteria

You will be asked to provide:-

- The website address and also to describe why the website is innovative.
- Provide evidence supporting its benefit to the community or the wider public
- **Please Note:** Additionally, applications will be judged against the Judging Process **governance criteria set out on page 4 above.**

### How to apply

- To apply you must complete the application form attached including the brief report section, using no more than 400 words (one side A4), covering the criteria. Remember to highlight the address of the nominated website.

Please send to: [admin@onevoicewales.org.uk](mailto:admin@onevoicewales.org.uk)

**Deadline for applications Friday 25 January 2019**

### Prize

The OVW Best Website Award 2019 will be presented to representatives of the winning council at the Awards Ceremony. Runners up will receive a framed certificate.

## Best Community Engagement Initiative

Local councils are at the grassroots of local democracy and this award is to celebrate and recognise an example of a highly successful community engagement initiative.

### Who can nominate?

Anyone i.e. a member or officer of a council or external body can nominate a council.

### Criteria

You will be asked to:-

- Outline the background to the initiative.
- Describe the methods used to engage with the community
- Provide details on how the community responded
- Provide evidence supporting the success of the engagement initiative.
- **Please Note:** Additionally, applications will be judged against the Judging Process **governance criteria set out on page 4 above.**

### How to apply

To apply you must complete the application form attached including the brief report section using no more than 400 words (one side A4), covering the criteria.

Please send to: [admin@onevoicewales.org.uk](mailto:admin@onevoicewales.org.uk)

**Deadline for applications Friday 25 January 2019**

### Prize

The OVW Best Community Engagement Initiative Award 2019 will be presented to representatives of the winning council at the Awards Ceremony. Runners up will receive a framed certificate.

## Best Tourism Initiative

This award is to acknowledge and highlight an example of a successful tourism initiative that has been introduced by the council that actively supports the local tourism economy

### Who can nominate?

Anyone i.e. a member or officer of a council or external body can nominate a council.

### Criteria

You will be required to:-

- Describe why there was considered to be a need for the initiative and the council's involvement
- Explain and provide proof that it is of benefit to the local tourism economy
- **Please Note:** Additionally, applications will be judged against the Judging Process **governance criteria set out on page 4 above.**

### How to apply?

To apply you must complete the application form attached including the brief report section, using no more than 400 words (one side A4), covering the criteria. Photographs highlighting the initiative would also be beneficial (**no more than 6**).

Please send to: [admin@onevoicewales.org.uk](mailto:admin@onevoicewales.org.uk)

**Deadline for applications Friday 25 January 2019**

### Prize

The OVW Best Tourism Initiative Award 2019 will be presented to representatives of the winning council at the Awards Ceremony. Runners up will receive a framed certificate.

## Best Sustainability Initiative

This award is to recognise a sustainable initiative introduced by the council that demonstrates how the initiative benefits the local community and support of the goals of the Wellbeing of Future Generations (Wales) Act 2015.

### Who can nominate?

Anyone i.e. a member or officer of a council or external body can nominate a council.

### Criteria

You are asked to:-

- Give the background and details of the initiative
- Describe how it benefits the community and supports the goals of the Well Being of Future Generations (Wales) Act 2015
- **Please Note:** Additionally, applications will be judged against the Judging Process **governance criteria set out on page 4 above.**

### How to apply?

To apply you must complete the application form attached including the brief report section using no more than 400 words (one side A4), covering the criteria. Photographs highlighting the project would also be beneficial (**no more than 6**).

Please send to: [admin@onevoicewales.org.uk](mailto:admin@onevoicewales.org.uk)

**Deadline for applications Friday 25 January 2019**

### Prize

The OVW Best Sustainability Initiative Award 2019 will be presented to representatives of the winning council at the Awards Ceremony. Runners up will receive a framed certificate.

## Best Youth Engagement

The award is to highlight the work of a council that has developed and maintained successful engagement with the young people in its community.

### Who can nominate?

Anyone i.e. a member or officer of a council or external body can nominate a council.

### Criteria

You are asked to describe:-

- How the council established, maintained and managed effective engagement with local young people
- How the engagement process benefits the council, the young people and the community
- **Please Note:** Additionally, applications will be judged against the Judging Process **governance criteria set out on page 4 above.**

### How to apply?

To apply you must complete the application form attached including the brief report section, using no more than 400 words (one side A4), covering the criteria. Photographs (if appropriate) highlighting the engagement with young people would be beneficial (**no more than 6**).

Please send to: [admin@onevoicewales.org.uk](mailto:admin@onevoicewales.org.uk)

**Deadline for applications Friday 25 January 2019**

### Prize

The OVW Best Youth Engagement Award 2019 will be presented to representatives of the winning council at the Awards Ceremony. Runners up will receive a framed certificate.

## Best Heritage Initiative

The award is to highlight the work of a council that has undertaken a heritage related project within its community.

### Who can nominate?

Anyone i.e. a member or officer of a council or external body can nominate a council.

### Criteria

You are asked to describe:-

- Background details on why and how the project was implemented
- Details and evidence illustrating how it benefits the local environment
- **Please Note:** Additionally, applications will be judged against the Judging Process **governance criteria set out on page 4 above.**

### How to apply?

To apply you must complete the application form attached including the brief report section, using no more than 400 words (one side A4), covering the criteria. Photographs highlighting the Heritage project would be beneficial (**no more than 6**).

Please send to: [admin@onevoicewales.org.uk](mailto:admin@onevoicewales.org.uk)

**Deadline for applications Friday 25 January 2019**

### Prize

The OVW Best Heritage Initiative Award 2019 will be presented to representatives of the winning council at the Awards Ceremony. Runners up will receive a framed certificate.

## Best Devolution of Service or Asset Project

The award is to highlight the work of a council that has undertaken devolution of a service or an asset within their community to sustain the provision of a much valued service or asset.

### Who can nominate?

Anyone i.e. a member or officer of a council or external body can nominate a council.

### Criteria

You are asked to describe:-

- Background details on why and how the project was implemented.
- Details and evidence illustrating how it benefits the local community.
- **Please Note:** Additionally, applications will be judged against the Judging Process **governance criteria set out on page 4 above.**

### How to apply?

To apply you must complete the application form attached including the brief report section, using no more than 400 words (one side A4), covering the criteria. Photographs highlighting the service or asset devolved would be beneficial (**no more than 6**).

Please send to: [admin@onevoicewales.org.uk](mailto:admin@onevoicewales.org.uk)

**Deadline for applications Friday 25 January 2019**

### Prize

The OVW Best Devolution of Service or Asset Project Award 2019 will be presented to representatives of the winning council at the Awards Ceremony. Runners up will receive a framed certificate.

## Best Local Council Service of the Year Award

This award aims to reward and publicise the council that has provided an exemplar/innovative local service for the benefit of its local community.

### Who can nominate?

Anyone i.e. a member or officer of a council or external body can nominate a council.

### Criteria

You are asked to describe:-

- The improved or innovative service provided by the council
- Explain how it was improved or why it was introduced and the benefit to the council, service users and the community
- **Please Note:** Additionally, applications will be judged against the Judging Process **governance criteria set out on page 4 above.**

### How to apply?

To apply you must complete the application form attached including the brief report section using no more than 400 words (one side A4), covering the criteria. Photographs highlighting the service would also be beneficial **(no more than 6).**

Please send to: [admin@onevoicewales.org.uk](mailto:admin@onevoicewales.org.uk)

**Deadline for applications Friday 25 January 2019**

### Prize

The OVW Local Council Service of the Year Award 2019 will be presented to representatives of the winning council at the Awards Ceremony. Runners up will receive a framed certificate.



## ABOUT ONE VOICE WALES

One Voice Wales is the national representative organisation for Community and Town Councils throughout Wales. The vision subscribed to by One Voice Wales is:

*“Working with local councils in Wales to shape places communities want to live in”*

One Voice Wales aims to support Community and Town Councils in achieving this vision and has adopted the following Mission Statement to guide its work:

*“To represent the interests of Community and Town Councils; raise awareness and understanding of this primary tier of government; and work collaboratively with our partners to ensure the sector contributes fully to the goal of developing dynamic and sustainable communities in Wales.”*

One Voice Wales  
24c College Street  
Ammanford  
SA18 3AF

Telephone: 01269 595400

Fax: 01269 598510

Email: [admin@onevoicewales.org.uk](mailto:admin@onevoicewales.org.uk)

[www.onevoicewales.org.uk](http://www.onevoicewales.org.uk)