

**Nomination Guidance 2017**

**INTRODUCTION**

The Lord Ferrers Awards recognise outstanding contributions to volunteering in policing. Awarded annually, the Lord Ferrers Awards are open to a wide range of policing volunteers across nine individual and team categories. From 2017, we are including a new award for Technical Innovation, to recognise those volunteers who have used technology creatively.

A panel of judges will select a winner and runner-up from each category on the basis that they meet the following criteria:

A high quality piece of work – the nomination demonstrates effectiveness, creativity, well planned work and that the person or team nominated played a leading role in its design, implementation or delivery.

A measureable impact – the nomination demonstrates how they have achieved and sustained a measureable impact for the benefit of policing or communities.

Inspiring contribution – the nomination demonstrates a positive and inspiring contribution to others within policing.

The awards are not intended for those that may also apply for other policing awards. Judges for the Lord Ferrers Awards will not shortlist nominations where long service, extra hours or bravery are the sole case for nomination as these are recognised by other awards.

The full list of award categories is set out below:

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| **Award category** | **Detail** |
| **Ferrers Special Constabulary – Individual Award** | Open to individual Special Constables who have demonstrated a sustained and significant contribution to policing in their local communities. |
| **Ferrers Special Constabulary – Team Award (sponsored by Police Mutual)** | Open to teams of Special Constables who have demonstrated a sustained and significant contribution to policing in their local communities. |
| **Police Support Volunteer – Individual Award** | Open to individual Police Support Volunteers who have demonstrated a significant and sustained contribution to policing in their local communities. |
| **Police Support Volunteer - Team Award** | Open to Police Support Volunteer teams who have worked together to make a significant and sustained contribution to policing in their local communities. |
| **Volunteer Police Cadet – Individual Award** | Open to individual Volunteer Police Cadets who have demonstrated a significant and sustained contribution to policing in their local communities. |
| **Volunteer Police Cadet –**  **Team Award** | Open to teams of Volunteer Police Cadets who have worked together to make a significant and sustained contribution to policing in their local communities. |
| **Employer supported policing Award** | Open to organisations that support their employees to volunteer in policing. The award recognises the contribution of employers and includes those accredited under the Community Safety Accreditation Scheme. |
| **Leadership Award (sponsored by ASCCO)** | Open to individual Special Constables who have demonstrated a significant and sustained contribution to leadership. |
| **Technical Innovation Award – Team or Individual** | Open to Special Constables, Police Support Volunteers and Volunteer Police Cadets. The award recognises the contribution volunteers can bring to using IT and technology to support policing. |

**SUBMITTING THE NOMINATION FORM**

The nomination form for all award categories can be found online at <http://www.homeofficesurveys.homeoffice.gov.uk/s/FerrersAwardsNomination>

You can also request a word version, should you prefer. Please provide as much information on what the nominee has achieved as you can within the word limit.

 All sections of the form must be completed or the nomination will not be shortlisted.

 The selection panel will not consider ‘self’ nominations from individuals or teams.

 Persons nominating teams or individuals can make a maximum of one nomination per application. You may make more than one application.

 We are unable to shortlist nominations where long service, extra hours or bravery are the sole case for nomination, as these are recognised by other awards

 If you have any queries or are unable to submit an online application, please email **LordFerrersAwards@homeoffice.gsi.gov.uk** for more information.

 Nominations close at **midnight on Sunday 17th September 2017**. We cannot accept late nominations.

**AWARDS TIMETABLE AND CEREMONY DETAILS**

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| 18 August 2017 | Nominations open |
| Sunday 17 September 2017 | Nominations close |
| September 2017 | Shortlisting  (Unsuccessful nominations will be notified) |
| Early October 2017 | Selection panel  (Shortlisted nominations will be notified as to whether or not they will be invited to the ceremony) |
| 28 November 2017 | Awards ceremony |

The awards ceremony will take place at a central London location on Tuesday 28 November. Only winners and runners-up will be invited to the ceremony, along with a guest and senior representative from their force. Winners and runners-up in the Employer Supported Policing category can also bring their employer to the ceremony so their contribution can be recognised jointly. Nominees will only find out if they have won at the ceremony itself.

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| Winners and runners-up will receive further information on the ceremony in due course, including the number of guest places that will be available. |

**USE OF INFORMATION**

To comply with the Data Protection Act (1998) we must tell you how we use the data you provide and ask for your permission.  By signing the nomination form you are providing your permission for us to process your data for the purposes we outline below.

Any personal information that you provide will be treated in confidence and only used in connection with the Lord Ferrers Awards. In order for us to help you with your enquiry we may need to record details of your case. These details may contain your personal and sensitive data. These will be stored securely throughout the nomination process and only accessed by those directly connected with the process. This **may include sharing** it with nominated officers. Once the award ceremony is complete then all personal information collected in connection with the Lord Ferrers Awards will be securely destroyed as soon as is reasonably possible*.*