



Nomination Guidance 2019

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 ten individual and team categories.

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 measurable impact – the nomination demonstrates how they have achieved and sustained a measurable impact for the benefit of policing or communities.
- Inspiring contribution – the nomination demonstrates a positive and inspiring contribution to others within policing.

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:

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	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 Youth Led Social Action in support of policing and/or their 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 Youth Led Social Action in support of policing and/or their 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	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 technology to support policing.
Office of Police and Crime Commissioner (OPCC) Volunteer – Team or Individual	Open to OPCC volunteers who have demonstrated a significant and sustained contribution.

SUBMITTING THE NOMINATION FORM

The nomination form for all award categories can be found online at

<https://www.homeofficesurveys.homeoffice.gov.uk/s/lordferrersawards2019/>

- ☐ 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 nomination, using separate forms.
- ☐ For team nominations, please nominate up to five team members. Where the team is larger than five members, please detail a maximum of five team members to represent the team.
- ☐ 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
- ☐ Please provide as much information on what the nominee has achieved as you can within the word limit.
- ☐ Please be as specific as possible about the nominee's impact. In previous years, some strong nominations have been unsuccessful because they do not provide enough specific detail and evidence of the nominee's achievements for the judging panel to be able to compare them against others. Please also remember to be clear about the role and achievements of the nominee(s), rather than concentrating on the only the wider project.

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

Nominations close at **midnight on Monday 15 July 2019**. We cannot accept late nominations.

AWARDS TIMETABLE AND CEREMONY DETAILS

Wednesday 5 June 2019	Nominations open
Monday 15 July 2019	Nominations close
Late-July 2019	Shortlisting
Mid-August 2019	Selection panel (Finalists in each category will then be invited to the ceremony)
Mid-October	Awards ceremony

The awards ceremony will take place at a central London location in mid-October 2019. Only winners and runners-up will be invited to the ceremony, along with a senior representative from their force. In the Employer Supported Policing category, representatives from both the force and the employer will be invited in order that their contribution can be recognised jointly. Nominees will only find out if they have won at the ceremony itself.

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

The Home Office is only allowed to process your data where there is a lawful basis for doing so. By signing this form you are providing your consent for us to process your data for the purposes we outline below. You can withdraw your consent at any time by writing to us at LordFerrersAward@homeoffice.gov.uk

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. Any personal information that you provide will be treated in confidence and only used in connection with the Lord Ferrers Awards. 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 after a period of two years following the Awards Ceremony in 2019.

The Home Office collects, processes and shares personal information to enable it to carry out its statutory and other functions.

More information about the ways in which the Home Office may use your personal information, including the purposes for which we use it, the legal basis, and who your information may be shared with can be found at <https://www.gov.uk/government/organisations/home-office/about/personal-information-charter>

Requesting access to your personal data

You have the right to request access to the personal information the Home Office holds about you.

Details of how to make the request can be found at <https://www.gov.uk/government/organisations/home-office/about/personal-information-charter>

Other rights

In certain circumstances you have the right to:

1. object to and restrict the use of your personal information, or to ask to have your data deleted, or corrected.
2. (where you have explicitly consented to the use of your personal data and that is the lawful basis for processing) you have the right to withdraw your consent to the processing of your data and the right to data portability (where processing is carried out by automated means)

Questions or concerns about personal data

If you have any questions or concerns about the collection, use or disclosure of your personal information please contact the Home Office via the contact details in -

<https://www.gov.uk/government/organisations/home-office/about/personal-information-charter>

You have the right to complain to the Information Commissioner's Office about the way the Home Office is handling your personal information. Details on how you do this can be found at

<https://www.gov.uk/government/organisations/home-office/about/personal-information-charter>

For more information about your rights in relation to the use of your data, including how to ask for your personal information and reporting a concern, please visit our website at

<https://www.gov.uk/government/organisations/home-office/about/personal-information-charter>