

GOOD SERVICE AWARDS

Introduction

There are three main types of service award: Long Service, Good Service and Meritorious Conduct/Gallantry. This document deals with Good Service Awards, although the County Local Awards Advisory Group (see below) is happy to advise on the others. Long Service Awards should turn up automatically after 5, 10, 15, 20, 25, 30, 40, 50, 60 and 70 years.

You can find out all you need to know about applying for Good Service Awards at <https://www.scouts.org.uk/volunteers/learning-development-and-awards/awards-and-recognition/good-service-awards/>. Below is a summary of some key points and how the County can help with nominations.

The County Local Awards Advisory Group (LAAG)

The County LAAG was set up in 2020 to: ensure that all those with a County role are considered for Good Service Awards in a timely fashion by advising line-managers as to who is eligible; assist with the nomination process and make recommendations to the County Commissioner; and encourage and assist Districts in setting up their own LAAGs.

The County LAAG Comprises Rikki Harrington (Chair), Kate Dace (Potters Bar), Greg Stewart (Bishop's Stortford), Tim Mills (County Appointments Advisory Committee Chair) and Colin McIntyre (Administration).

Preconditions for Good Service Awards

In order to be considered, nominees must have a valid DBS disclosure (if required for the role), and training must be up to date. If any mandatory ongoing training is overdue or a Wood Badge (for any role) is overdue (i.e., not completed within three years of appointment to the role), HQ will reject the application.

The minimum duration of service for a particular award must normally have been completed (Chief Scout's Commendation, 5 years; Silver Acorn, 20 years) and it must be at least five years since the previous Good Service Award. To qualify for the Bar to the Award for Merit, the Award of Merit must previously have been awarded. To qualify for the Bar to the Silver Acorn, the Silver Acorn must previously have been awarded. It is usual, but not essential, for the Chief Scout's Commendation to have been awarded before the Award for Merit, the Award for Merit (or Bar) to have been awarded before the Silver Acorn, and the Silver Acorn (or Bar) to have been awarded before the Silver Wolf.

If these conditions are not met, it might be appropriate to consider a Commissioner Commendation, Thanks Badge (for non-members only) or Chief Scout's Personal Award (see web site given in the introduction).

The Awards

Good Service Awards are divided on the Scouts website into two groups: *Lower Awards* (Chief Scout's Commendation, Award for Merit, Bar to Award for Merit and Silver Acorn) and *Higher Awards* (Bar to Silver Acorn and Silver Wolf). Based on the required processes, it seems more logical to split the awards into three groups:

Tier 1 (Chief Scout's Commendation and Award for Merit); these can be signed off by District Commissioners and above on a simple form not requiring a citation. The decision is sent to HQ for information, so that they can record the award and issue the badge and certificate.

Tier 2 (Bar to Award for Merit and Silver Acorn); these can be signed off by County Commissioners and above on a rather more complex form involving a citation. The decision is sent to HQ for information, so that they can record the award and issue the badge and certificate.

Tier 3 (Bar to Silver Acorn and Silver Wolf); once these have been approved by the CC, the form is submitted to the Awards Team at HQ for assessment.

Making nominations

The forms can be found at the web site given in the introduction.

Anybody can make a nomination, be they an adult member, youth member or non-member.

Primary role of nominee is at District, Group or Section level

Follow procedures of your own LAAG or do the following.

Check that disclosure and training are up to date and that the prescribed amount of time has elapsed since the last award. Line managers can do this on Compass.

Tier 1 Fill in the simple form. No citation is necessary but a few words can be included if the nominator or approver wish. The approver must be the DC or their delegated representative. These awards are not assessed by HQ. The approver must inform HQ via the Good Service award completion form.

Tier 2 Fill in the form. A citation is required. This involves answering the various questions on the form. The nomination must be supported by the DC or their delegated representative. Once the DC has approved, send to Colin McIntyre (colin.mcintyre@hertfordshirescouts.org.uk) who will arrange for County approval via the LAAG and will notify HQ. These awards are not assessed by HQ.

Tier 3 Fill in the form. A citation is required. This involves answering the various questions on the form. The nomination must be supported by the DC or their delegated representative. Once the DC has approved, send to Colin McIntyre (colin.mcintyre@hertfordshirescouts.org.uk) who will arrange for County approval via the LAAG and then onward submission for assessment by the HQ Awards Team.

Primary role of nominee is at County level

Check that disclosure and training are up to date and that the prescribed amount of time has elapsed since the last award. Line managers can do this on Compass.

Tier 1 Fill in the simple form. No citation is necessary but a few words would be useful to help the County's approval process. Send to Colin McIntyre (colin.mcintyre@hertfordshirescouts.org.uk) who will arrange for County approval via the LAAG and will notify HQ.

Tier 2 Fill in the form. A citation is required. This involves answering the various questions on the form. Send to Colin McIntyre (colin.mcintyre@hertfordshirescouts.org.uk) who will arrange for County approval via the LAAG and will notify HQ.

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Citations

Where citations are required, they must clearly demonstrate:

Further outstanding service (Bar to Award for Merit)

Specially distinguished service (Silver Acorn)

Further specially distinguished service (Bar to Silver Acorn)

Service of the most exceptional nature (Silver Wolf).

Sample citations can be found at Examples are available on the website:

<https://www.scouts.org.uk/volunteers/learning-development-and-awards/awards-and-recognition/citation-masterclass/>.

The County LAAG will be happy to advise on/edit citations, whether the nominee has a Section, Group, District or County level appointment.

Timelines

HQ deals with awards on a quarterly rotation, with deadlines being 31st March, 30th June, 30th September, 31st December. To be sure of hitting a particular deadline, please try to get your nomination to the LAAG one month beforehand. This gives time for checking and amending.

Rikki Harrington

Chair, County LAAG

26th March 2021

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