



## RULES AND GUIDANCE

### **Nominations:**

1. There are 18 award categories.
2. Nominations can be submitted online, [via Microsoft Forms](#).
3. At the point of submitting a nomination, the member of staff you are nominating must still be in employment with EPUT.
4. Nominations will remain open until 15 January 2023. Any nominations received after the current judging process will be entered and judged for the next Quality and Excellence Awards. The windows are as follows;
5. For nominations opening in November 2022, we will accept nominations for work completed between 1 March 2020 and 31 October 2022. This is due to last year's awards being cancelled.
6. Going forward, the window for accepted nominations will run from 1 November 2022 – 31 October 2023.
7. Nominations will be downloaded from the online nomination system. Nominations will be saved on EPUT shared drives and will be password protected in line with GDPR guidelines.
8. Nominees will be asked by the communications team whether they are happy to have their name published as part of the awards communications/celebrations that will be published internally and externally including on our EPUT social media channels. Nominees will need to give written or emailed consent.

### **Criteria:**

9. All nominees will undergo checks to ensure they are not subject to any open disciplinary proceedings. If the checks cannot be satisfied, the nomination cannot be processed.
10. If you worked at EPUT between 1 March 2020 and 31 October 2022 as a permanent or temporary staff member, including bank staff and volunteers, you will be eligible.
11. The above eligibility criteria does not apply to partners nominated for the Outstanding Partner Award.

## **Judging:**

12. Names of nominees will be removed by the communications team from each nomination form before being sent to the judging panel to ensure there is no conflict of interest.
13. The judging panel for each category will consist of the following; one Executive Director, one Non-Executive Director, one to two Governors, Director of Employee Experience/Director of Organisational Development/Equality Advisor to represent equality, an appropriate clinical lead and a HR Director where needed.
14. Judging panels will be held during February/March.
15. If any nominations put forward to the judging panel work in the same team as one of the judges, an independent judge will be asked to replace the judge from the team that is nominated to ensure there is no conflict of interest. This will be a senior manager from the organisation, Band 7 or above who has volunteered to take part.
16. Each judge will use a formulated Excel spreadsheet to record their nomination scores against a series of questions. Each question can be scored a maximum of 60 points and a minimum of zero. Each nomination can be scored a maximum of 300 points and a minimum of zero.
17. All of the judge's spreadsheets will be sent to the communications team to calculate the winner of each category, by adding up the total scores from each judge.
18. In the event of two nominations being given the same total score by the judging panel, an independent judge will be asked to read both nominations and decide who the winner is. This judge will be from the senior leadership team.

## **Winners and Highly Commended:**

19. Shortlisted nominees will be announced in March 2023 and invited to an awards ceremony.
20. Each highly commended and winning teams and individuals will receive a certificate of achievement and a trophy.

## **Data storage:**

21. Any data collected will be stored securely and not used or shared with any third party, or for any other purpose, in line with GDPR guidelines. We are collecting contact details for the purpose of reaching people who place a nomination should we need further details to inform the nomination.