



The HPMA Excellence Awards 2019

SPF award for partnership working between employers and trade unions

Guide to submitting a winning entry

1. Have you introduced an initiative that exemplifies the benefits of partnership working between employers and trade unions to overcome challenges and develop solutions?
2. Is there strong evidence of partnership working from the outset?
3. Does it demonstrate clear outcomes and has it made a real difference to staff experience/patient care and influenced HR practice in healthcare and beyond?

If the answer to the three questions above is a resounding yes, then you're good to go.

Checklist of content

Your entry should include specific information that describes how your initiative meets the award criteria and why it is worthy of the award, as follows:

- a clear description of your project, background including rationale, context, objectives, planning and implementation demonstrating genuine partnership working from the outset between employers and trade unions not simply collaboration
- explicit detail about how employers and trade unions and other relevant partners were brought together
- challenges and how they were overcome
- evaluation of the impact of your project, for example did the initiative improve patient experience, increase the efficiency of the organisation, improve staff experience and/or deliver a significant saving or influence HR practice?
- sustainability, transferability and lessons learnt.

Helpful hints

1. **Prepare** – allow sufficient time to prepare and submit your entry, familiarise yourself with the award criteria – remember the deadline for entries is **5pm Wednesday 20 February 2019**.
2. **Keep it simple** – write in plain English. Be clear and concise, avoid jargon, keep your sentences short (15 to 20 words is a good average) and make sure you break longer sentences with commas or use bullet points. Avoid sweeping generalisations, make every sentence count.
3. **Keep to the word count limits** and provide enough information and context for the judges to become familiar with the specific challenges faced, actions taken, and results or goals met.
4. **Pay attention to grammar, spelling and punctuation** – this instils trust and integrity. The judges are more likely to trust the information if there are no spelling mistakes or errors in the entry.
5. **Involve the right people** – this initiative is a partnership effort, employers and trade unions should work together to prepare the entry and both be content with the final version.
6. **Review your entry** – ask others to read the entry before you submit it. It can be helpful to ask someone who was not directly involved in the work. An independent reviewer will not have detailed knowledge of the initiative and may suggest ways to make the entry stronger.

Take a look at the 2018 winning initiative, *implementation of a just and learning culture* from Mersey Care NHS Foundation Trust, and *listen to a podcast* with all four finalists from 2018 talking about their projects, the challenges they face and how they worked in partnership from the outset to develop solutions.

You can find more information about the SPF on their [website](#).

And finally...Good luck. We hope to see you at the 2019 HPMA Excellence awards ceremony to be held at The Hilton Deansgate, Manchester, on Thursday 6 June 2019.