EXCEL 2017

EXCELLENCE IN HRM
AWARDS 2017 | hpma

SHARING
IMPROVING
EXCELLING

WELCOME

Healthcare People Management Association (HPMA), now as a newly formed charity, is focused on improving health through people. The HPMA, together with its partners and supporters, have been recognising, rewarding and sharing the outstanding work of people managers across health and social care in the UK.

In the 26th year of this awards programme, the HPMA invites entries across 18 categories. We are looking to hear from individuals and project teams that can share their people management good practice stories, so we can champion the creativity, passion, and leadership in our profession. Help us inspire HPMA members across the UK to better practice and also educate the wider healthcare community on the key role the profession plays in transforming health and social care.

We are delighted to introduce new categories this year recognising rising stars, recruitment teams and focusing on working smarter, HR analytics, cross-sector working as well as return of wellbeing, learning & development and diversity categories. It's set to be an incredibly strong competition.

For 2017 we are launching a new online submission system which allows entrants to return to their entries right up until the closing date - so do go to hpma.awardsplatform.com to register and take a browse. Entries must be submitted online before the deadline **5pm Monday 20 February 2017**. You can enter as many projects as you like, but a particular project can only be entered into one category. Visit www.hpma.org.uk for more details category judging criteria, rules of entry as well as answers to FAQs.

Enter the HPMA Awards now and show how the people management contribution in your organisation is improving health.

Follow the awards on Twitter for regular updates
@HPMAAwards
@HPMA_National

Visit our websites to enter or for more details
www.hpma.org.uk
hpma.awardsplatform.com

hpma

DATES

ENTRY DEADLINE
17:00 Monday
20 February 2017

JUDGING DAY LONDON
Tuesday
28 March 2017 (tbc)

AWARDS CELEBRATION & CEREMONY LONDON
Thursday
22 June 2017

EXCEL2017
EXCELLENCE IN HRM
AWARDS 2017 | hpma

SHARING
IMPROVING
EXCELLING

CATEGORIES

1 **CAPSTICKS** AWARD FOR INNOVATION IN HR

A cutting edge, creative initiative within any sphere of HR management that has led to improved practice.

2 **SOCIAL PARTNERSHIP FORUM** AWARD FOR PARTNERSHIP WORKING BETWEEN EMPLOYERS AND TRADE UNIONS

An initiative that demonstrates the benefits of partnership working, between employers, trade unions unions and other stakeholders, in the provision of health and social care.

3 AWARD FOR EXCELLENCE IN EMPLOYEE ENGAGEMENT

Sponsored by **Healthcare People Management Association (HPMA)**

Awarded to an organisation that has significantly improved patient care through improved staff engagement

4 **ACADEMI WALES** AWARD FOR EXCELLENCE INORGANISATIONAL DEVELOPMENT

An OD initiative or project that has significantly benefited the organisation through improved effectiveness or viability.

5 AWARD FOR BEST USE OF YOUR ESR

Sponsored by **NHS ESR Programme**

Initiatives that demonstrate how an organisation's effective use of their Electronic Staff Record system is helping them to support their business objectives and deliver service improvements.

6 **NHS DIGITAL** AWARD FOR HR ANALYTICS

This category recognises how the analysis of workforce data delivers insight, which generates action, leading to better decision making and an increase in HR effectiveness.

EXCEL2017

EXCELLENCE IN HRM AWARDS 2017 | hpma

SHARING IMPROVING EXCELLING

CATEGORIES CONT'D

7 UNIVERSITY OF BRADFORD AWARD FOR CROSS-SECTOR WORKING

Increasingly solutions are not developed or delivered by one sector alone whether public or private, but require cross-sector collaboration. This award is for a project, product or service across sectors that, in the last year, has had a measurable impact and delivered real outcomes.

8 HEALTH SHIELD FRIENDLY SOCIETY AWARD FOR WELLBEING

This award recognises organisations who can demonstrate how specific employee health, fitness or wellbeing initiatives are making a positive impact on staff satisfaction, motivation, health or productivity.

9 MOST EFFECTIVE USE OF DIVERSITY TO STRENGTHEN GOVERNANCE, RECRUITMENT OR PROMOTION

Sponsored by **Diversity by Design** and **Good Governance Institute (GGI)**

Awarded to an organisation that has significantly improved diversity in governance, recruitment and/or promotion.

10 CHAMBERLAIN DUNN LEARNING AWARD FOR EDUCATION, LEARNING AND DEVELOPMENT INITIATIVE

We are looking for entries that demonstrate a strong link between L&D initiatives and key business goals. An organisational culture that promotes learning, focuses on talent and performance, uses innovative delivery approaches and encourages openness among employees about their development needs.

EXCEL 2017
EXCELLENCE IN HRM
AWARDS 2017 | hpma

SHARING
IMPROVING
EXCELLING

CATEGORIES CONT'D

11 BMJ CAREERS AWARD FOR WORKING SMARTER

This new award is looking for projects, programmes or initiatives that demonstrate how HR teams have worked 'smarter', to save money while still improving quality, safety and patient care.

BMJ Careers

12 HSJ STRATEGIC RECRUITMENT AWARD

This award recognises well-planned, well-designed and well-executed work that has helped healthcare organisations to achieve their recruitment goals. Measurable evidence of how the strategy and execution met the brief and its objectives will be required. Any initiatives launched in 2016 are eligible.

FOR HEALTHCARE LEADERS
HSJ

13 GUARDIAN JOBS RISING STAR AWARD

The Rising Star award aims to recognise up-and-coming HR practitioners that are set for a bright future. Entrants can self-nominate or be nominated by a senior manager. Candidates must have worked for a minimum of two years in HR (but not necessarily in current role) and present evidence of their contribution to the business. The entrant should be below the level of deputy HR director or equivalent.

theguardianjobs

14 DEPUTY HR DIRECTOR OF THE YEAR

Sponsored by **NHS England**

A UK healthcare deputy director (or equivalent role) demonstrating an outstanding contribution to their employer, the sector and the HR profession over the last 12 months.

NHS
England

15 HR DIRECTOR OF THE YEAR

Sponsored by **Liaison**

Awarded to a UK healthcare HR Director demonstrating excellent leadership and an outstanding contribution to the HR profession over the past 12 months.

LIAISON
TempRE: for contingent labour management
Cut costs, increase control, be more self-sufficient

16 RECRUITMENT TEAM OF THE YEAR

Sponsored by **Health Sector Jobs**

This award recognises the recruitment team that has achieved outstanding results over the past 12 months.

Health
SECTOR JOBS

EXCEL2017
EXCELLENCE IN HRM
AWARDS 2017 | hpma

SHARING
IMPROVING
EXCELLING

CATEGORIES CONT'D

17 HR TEAM OF THE YEAR
Sponsored by **The Welsh Government**

A UK healthcare HR team working together and achieving exceptional things over the past 12 months.

Llywodraeth Cymru
Welsh Government

18 OVERALL WINNER
Sponsored by **NHS Professionals**

This award is selected by the judges from among the category winners. You may not enter this category directly.

NHS Professionals

19 PRESIDENT'S AWARD FOR OUTSTANDING LIFETIME ACHIEVEMENT
Sponsored by **DACBeachcroft**

Awarded to an individual who has made contributions of outstanding significance to the field of healthcare human resource management.

DAC beachcroft

If you have any queries, please don't hesitate to contact the awards team by calling 020 8334 4500 or emailing rachael@chamberdunn.co.uk. Further information can also be found at www.hpma.org.uk or hpma.awardsplatform.com

If you are interested in further sponsorship opportunities with HPMA, please contact Lauren Crawford on 020 8334 4500.

EXCEL2017
EXCELLENCE IN HRM
AWARDS 2017 | hpma

SHARING
IMPROVING
EXCELLING

HOW TO ENTER

- Register for an account at hpma.awardsplatform.com if you experience problems accessing the site to register please contact your IT department to unblock the site.

- Review the categories (criteria and submission questions) and decide which best fit your projects, change process or initiatives. You are welcome to discuss project suitability with the awards team on **020 8334 4530**. You are welcome to submit more than one project into the competitionbut each project should only be enteredinto one category.

- Prepare your entry, check you have followed word limits, and fully answered each question, reflecting the listed criteria. You will be scored again each criteria. Failure to address a criteria in your answers will impact your shortlisting score.

- Confirm that your head of department or nominated director (not lifetime award, which remains secret) is happy to endorse the entry. The nominations for lifetime achievement should be kept secret!

- Complete the online form. You will be asked to complete full contact details of project team (or nominator/nominee). Please do so carefully as we will use this data to contact you with the results of the shortlisting stages.

- Additional attachments for the recuitment and analytics categories are permitted so remember to upload and submit files to support your entry when promoted.

- Make a final check that all details are correct and submit your entry. You may continue to return to your entry and resubmit until the entry deadline.

- If you do not recieve the confirmation email, please contact the awards team and we will confirm receipt of your entry.

- In the event of a problem with your submission, please contact the awards team by calling **020 8334 4500** or emailing **rachael@chamberdunn.co.uk**.

- Closing date for entries is **5pm Monday 20 February 2017**

JUDGING PROCESS

STAGE ONE

Entries will be initially assessed on the basis of online submissions alone. Therefore failure to address a submission question or stated category criteria will have a negative impact on your score at this short listing stage of the competition.

The judges (selected members of HPMA council, branches, representatives from the UK Health Departments, industry specialists and category sponsors) do not review any entry with which they have a conflict of interest, any personal or professional affiliation.

Each entry is evaluated and scored by multiple reviewers. Entries which fair the best through this process are included on category shortlists.

Closing date for entries **5pm Monday 20 Feb 2017**

STAGE TWO

All entrants must be available to at a judging day (**Tuesday 28 March**) as shortlisted projects will be asked to present their project entries in greater detail (**DAC Beachcroft offices, Fetter Lane, central London**).

Usually three shortlisted teams in each category are invited to present their project entry (up to 15 minutes) and answer additional questioning from our judging panels (a further 15 minutes). The judges further evaluate the shortlisted entries based on the original criteria and identify the winning project entry. In the event of a tie, the panel Chairperson casts the tie-breaking vote.

STAGE THREE

Category winners are then evaluated for the accolade 'Overall Winner'.

EXCEL2017
EXCELLENCE IN HRM
AWARDS 2017 | hpma

SHARING
IMPROVING
EXCELLING

RULES & GUIDELINES

- Entries must be submitted online.
- Project submissions may be submitted into only one award category (although you can enter as often as you like with different projects).
- The judges reserve the right to re-allocate an entry to a different category, if appropriate.
- Entries will be initially assessed against the judging criteria set out
- Failure to address a submission question will have a negative impact on your score at the shortlisting stage of the competition.
- All entrants must be available to attend judging day in March (date tbc) as shortlisted projects will be asked to present their project in greater detail.
- Winning submissions will be published in a variety of media.
- There will be no feedback on entries that are not shortlisted.
- The judges' decision is final.

TIPS ON ENTERING THE AWARDS

- Read through all our award categories and make sure you enter your project in the most suitable category
- It would be a shame to have done all the work only to be told by your director at the twelfth hour that you can't enter it. Get senior management approval, and even involvement, to help your case
- Complete all questions on the online submission form, and keep the category you have entered in mind as you write
- Keep to our word count limits
- Thoroughly check your entry form before submission, and ask a colleague to take a look too
- Complete your submission well in advance of the deadline, so you have plenty of time to ask questions and prepare your answers
- Don't forget to call us if you have a query 020 8334 4500
- And remember you can enter as many projects into the competition as you like.

Make your awards submissions stand out:

Remember that by the time the judges get to reading your entry, they may have already sifted through 40 others, so make yours stand out...

- **Tell a good story**

  Write your project summary as though you are writing a really good story. Imagine you are back at school and have to think of a "beginning", a "middle" and an "end". The beginning should set out the objectives clearly. The middle should explain the strategy, and the end should reveal the results.

- **Keep it simple**

  As many judges say: "less is sometimes more", avoid jargon and flowery language. Check for typos, grammatical mistakes and spelling.

- **First impressions count**

  First impressions count, so make an instant impact.

- **Stick to the truth**

  Don't exaggerate, lie or include spurious claims, as judges will see through them.

- **Involve the whole team**

  Make the entry a joint effort, this will often produce a better, more comprehensive summary, as well as making the story more interesting.

- **Be ruthless when redrafting**

  Once you've written your rough draft submission, read it over several times and cut out superfluous information. This will make it much clearer. It's also a good idea to get someone who hasn't been directly involved to cast their fresh eyes over it to double-check clarity.

EXCEL 2017
EXCELLENCE IN HRM
AWARDS 2017 | hpma

SHARING
IMPROVING
EXCELLING