RULES AND GUIDANCE

Nominations:

1. There are 14 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 Friday 15 January 2027. Any nominations received after the current judging process will be entered and judged for the next Quality and Excellence Awards.
5. Nominations open in November 2026. Nominations are accepted for work completed between 1 May 2025 and 1 November 2026.
6. 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.
7. 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.

Person criteria:

8. 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.
9. All colleagues who worked at EPUT between 1 May 2025 and 1 November 2026, whether as a permanent or interim member of staff, including volunteers and partners, will be eligible for nomination.

Judging:

10. The judging panel for each category will include an Executive Director. Additional panel members could include senior leadership colleagues, Governors, Non-Executive Directors, clinical leads, and HR or equality leads.
11. Conflicts of interest will be declared prior to sending scoring spreadsheets to judges, and categories reallocated where necessary.
12. Each judge will use a formulated Excel spreadsheet to record their nomination scores against a series of questions.
13. The spreadsheets will be sent to the communications team to calculate the winner of each category, and the highly commended nominee, by adding up the total scores from each judge.
14. In the event of two nominations being given the same total score by the judging panel, an independent judge, with no conflict of interest, 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:

15. Shortlisted nominees will be announced later in 2027 and invited to an awards event.
16. Each winner will receive a certificate of achievement and a trophy. Each highly commended nominee will receive a certificate.

Data storage:

17. Any data collected as part of the nomination process will be stored securely for two years and not used or shared with any third party, or for any other purpose, in line with GDPR guidelines, unless written consent is obtained. Contact details will be collected for the purpose of reaching those who place a nomination, should more information be required