

LOCAL GOVERNMENT  
**AWARDS**  
NORTHERN IRELAND  
**2020**



**GUIDANCE NOTES &  
APPLICATION FORM**



# Introduction

The Local Government Awards Northern Ireland showcase the best examples of service provision, new initiatives and personal commitment from councils, councillors and officers.

The awards show public recognition while awarding excellence in front line local government public services. The categories are designed to acknowledge innovation, individual commitment and to highlight the best working practices, while providing opportunities for those working within local government a chance to step forward and shine.

## Guidance notes

- Submission must be no more than 2,000 words including any appendices which must be incorporated into a single document.
- The 2,000 words exclude the wording contained within this template.
- The 150 word Executive Summary is compulsory.
- The overall file size should be no larger than 2MB maximum
- Photos must be attached (if successful, these may be used at the award event) but maximum size should not be exceeded
- Submissions can be entered in more than one category if appropriate - these must be noted on the AWARDS CATEGORY box
- Projects submitted to these awards must have commenced after 1<sup>st</sup> April 2017.
- Submissions will be marked by independent judges using a standard scoring template.
- Applications should contain input from partners or service users e.g. comments and user feedback.
- Each submission must have a title.

## Scoring matrix

1

### **DESCRIPTION OF THE INITIATIVE UP TO 10%**

Is the summary clear and concise? Are all key components of the submission identified?

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2

### **BACKGROUND UP TO 25%**

Is the content explained? Are aims and objectives highlighted? Are initial problems and barriers noted and the methods of overcoming them detailed?

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3

### **IMPROVEMENTS / WHAT HAS THE IMPACT BEEN? UP TO 40%**

What are the benefits? Is there evidence of a positive and lasting impact?

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4

### **FUTURE TARGETS & GOALS UP TO 25%**

The judges will be looking for clear evidence that your submission meets the criteria set out in this guidance and reflects the provision of excellent services. They will also take into account any visible benchmarks of achievement such as independent auditors' reports, achievement of IIP or ISO 9000 etc.

Application forms can be downloaded from the following websites: [www.apse.org.uk](http://www.apse.org.uk) and [www.nilga.org](http://www.nilga.org). For submission guidance, please contact Mo Baines at 0161 772 1810 or at [mbaines@apse.org.uk](mailto:mbaines@apse.org.uk).

## Date for submission & presentation

Please note that all submissions must be returned by 4pm, Monday 30 September 2019 and submissions must follow the template format. When complete [within the 2,000 word limit] all forms must be emailed to [cking@apse.org.uk](mailto:cking@apse.org.uk). An email receipt for your entry will be sent, if you do not receive a formal receipt by email within two working days, please contact Caitlyn King at APSE on 0161 772 1810. The winners will be presented at NILGA's Annual Conference on Thursday 20th February 2020 at the Crowne Plaza, Belfast.

## Further information

If you require further support to complete this submission or with any other element of the submission, please contact Caitlyn King at APSE on 0161 772 1810 or at [cking@apse.org.uk](mailto:cking@apse.org.uk)

# APPLICATION TEMPLATE

## Cover: Category and contact details

Each submission must have a title and one of the categories overleaf must be included in the relevant section of the application form. If it is being entered in more than one category, all categories entered must be included. Contact details for the author of the submission must be clearly entered.

Submissions may be entered for more than one category.

# 1

## Description of the initiative

The description is compulsory and will be included in the awards booklet produced for the awards dinner. If you do not include an appropriate summary [of up to 150 words within the overall 2,000 word count limit] promotional details of your entry will not be highlighted in the booklet should you reach the final. This should be a short précis of the key points from the overall submission.

# 2

## Background

This should provide an overview for your submission detailing the historical context and the key issues identified for action and should contain details on:

- Why the initiative or service development was instigated;
- The context of the team or individual who participated or managed this project;
- Aims and objectives;
- Practicalities - how the initiative/project/team/individual works, what it delivers;
- Initial barriers and problems faced and how they were overcome.

# 3

## Improvements / What has the impact been?

To promote the achievements of the initiative, service or individual, and provide supporting evidence - customer feedback, performance outcomes, internal/external benchmarks, management data - on how it has made a positive and lasting impact.

The submission should address the following:

- What are the benefits for the service user/ citizen?
- What are the benefits for/ to the organisation?
- What are the benefits for/ to the councillors/officers?
- What are the benefits for/ to the wider community/ partners?

# 4

## Future targets & goals

This section should include aims/targets for the future, any proposed or considered changes impacting from change of circumstances on the service, team or individual and how they will develop in coming years.

# AWARD CATEGORY DETAILS

## Best Local Authority Service Team

**Sponsored by the Association for Public Service Excellence [APSE]**

Submissions will be accepted from teams providing both larger scale services such as refuse collection, street cleansing, environmental health or leisure services, and smaller teams responsible for, for example, community safety, abandoned vehicles or cultural services.

## Employee of the Year

**Sponsored by the William Johnston Memorial Trust [WJMT]**

This category is intended to give public recognition to employees, who, through their enthusiasm, activities, innovation, commitment or other positive attributes, have made a commendable contribution to the performance of the council.

## Best Enterprise Initiative by a Council

**Sponsored by Enterprise Northern Ireland**

This award recognises an enterprise initiative that demonstrates partnership working which has resulted in an enhancement of the economic landscape in the Council area. Submissions should highlight the innovative nature of the initiative and how it has achieved all its KPIs. Submissions should also detail what sets the initiative apart in terms of profile and positioning in the council area and include examples of PR activities, outreach events and media coverage.

## Best Local Authority Community Planning Initiative

**Sponsored by the Northern Ireland Branch of the Society of Local Authority Chief Executives and Senior Managers [SOLACE NI]**

This award will include all initiatives that have resulted from a Community Planning Partnership, where councils have been involved with other organisations in the wider public, private or voluntary sector. This category highlights the benefits of collaborative working. Submissions should note the advantages gained from initiatives where councils and partner organisations have worked together using a community planning approach and highlight the benefits to citizens, partners, councillors, staff and the wider community.

## Best Local Authority Elected Member Development Initiative

**Sponsored by the Northern Ireland Local Government Association [NILGA]**

This award seeks submissions from councils which demonstrate councillor led work resulting in improved corporate performance. Initiatives which highlight improvements in governance, in scrutiny, in communication, in member / officer partnerships are welcomed. Innovative approaches led by elected members which demonstrate strong learning outcomes, better management of resources and effective results for the council and its constituents, internally and externally, will be welcomed.

## Best Initiative by a Councillor/ Councillors Group

**Sponsored by the National Association of Councillors [NAC]**

This award will be presented to the most innovative project led by a councillor or councillors which contributes to the well being of the local community. Entries will be accepted in relation to social, environmental or economic projects.

## Best Local Authority Tourism Initiative

**Sponsored by Tourism Northern Ireland**

This award will be presented to the most innovative tourism project or initiative by a council, which can demonstrate significant economic benefit to the local area and contributes to Tourism Northern Ireland's objectives of increasing external visitor numbers and spend. Submissions can cover a wide range of initiatives and may include capital development, events, marketing initiatives or industry development programmes. Submissions should also detail how the initiative enhances the visitor experience and how it may contribute to the future growth of tourism in the district.

# Excellence in Environmental Sustainability by a Local Authority

## **Sponsored by Sustainable NI & NILGA**

This award recognises local authorities that are developing new, smarter ways of working that lead to better use of resources, nurture healthy ecosystems, advance environmental wellbeing and/or tackle climate change.

The last 50 years has seen enormous economic growth that has enabled many people particularly in the developed world, to enjoy prosperity that previous generations could not even imagine.

It is increasingly apparent that our 'take, make, waste' model of debt/consumption based economic success is undermining the prosperity of many today and of all of us in the future, by destroying natural capital, leading to resource scarcity and contributing to climate change. Local authorities need to take urgent action to address key environmental issues and show leadership in securing resources for future prosperity in the short, medium and long term.

This new Environmental Sustainability Award identifies local authorities that are developing more sustainable models of service provision that lead to better use of resources, nurture healthy ecosystems, advance environmental wellbeing and/or tackle climate change.

# Best Local Authority Design & Build Capital Project

## **Sponsored by the Mineral Products Association NI [MPANI]**

The economic contribution made by the NI construction industry is significant: its output is worth £3bn a year. It accounts for 6% of gross added value and provides employment for over 70,000 workers. The Industry and its supply chain has the potential to impact negatively on the environment. For example, buildings are responsible for almost half country's carbon emissions, half our water consumption, about 1/3 of landfill waste, and 1/4 of all raw materials used in the economy. The process of construction also alters the natural environment and causes disruption to surrounding neighbours, and the resulting built environment affects the way we live. This includes how people move around, work and play. We need to recognise the significant role that construction and its supply chain plays in creating and shaping sustainable communities, and think about:

- What we construct and how our actions and decision can encourage owners and end users to lead more sustainable lives.
- How we construct: by making the process of construction more sustainable we can reduce the effect of this activity.
- If we should construct in the first place.
- The way we construct, together with the buildings and infrastructure that we create can make a difference. This means building structures that are sensitive to the natural environment in design and use - minimising damage to the environment, and making sure energy and water are efficient over life in the built environment and construction process.
- Use fewer resources over the life of the finished project and use resources from more sustainable sources.
- Provide benefits to the surrounding community - for instance through economic activity and involvement.
- Are projects flexible and adaptable - both in use and to external conditions such as climate change.

This new award will recognise commitment to the principles of 'Responsible Sourcing of Construction Materials' and their efficient use in a construction project. It will reward best practice initiatives that:

1. Ensure a robust sustainable procurement plan that identifies, sources, monitors and uses environmentally and socially responsible materials.
2. Minimises waste by reducing, reusing, recycling and recovering in the built environment, throughout the construction phase and across the supply chain.
3. Protects and improves biodiversity and provides ecological benefits from the sourcing of construction materials and throughout the project life cycle.
4. Maximises positive and minimises negative effects on land, air, water and noise throughout the project from the sourcing of construction materials throughout the project life cycle.
5. Will minimise greenhouse gases emitted in the built environment, the manufacture, sourcing and delivery of construction materials.

# CATEGORY & CONTACT DETAILS

Each submission must have a title and one of the categories on the previous page must be included in the relevant section of the application form. Submissions may be entered for more than one category, in this case all categories entered must be included. Contact details for the author of the submission must be clearly entered. Projects submitted to these awards must have commenced after 1st April 2017. All completed forms must be emailed to [cking@apse.org.uk](mailto:cking@apse.org.uk) by 4.00pm on Monday 30th September 2019. An email receipt for your entry will be sent, if you do not receive a formal receipt by email within two working days, please contact Caitlyn King at APSE on 0161 772 1810.

PROJECT, SERVICE, TEAM OR INDIVIDUAL NAME

AUTHOR NAME

AUTHOR POSITION

AWARD CATEGORY [see page 4-5]

COUNCIL / ORGANISATION

ADDRESS

TELEPHONE NUMBER

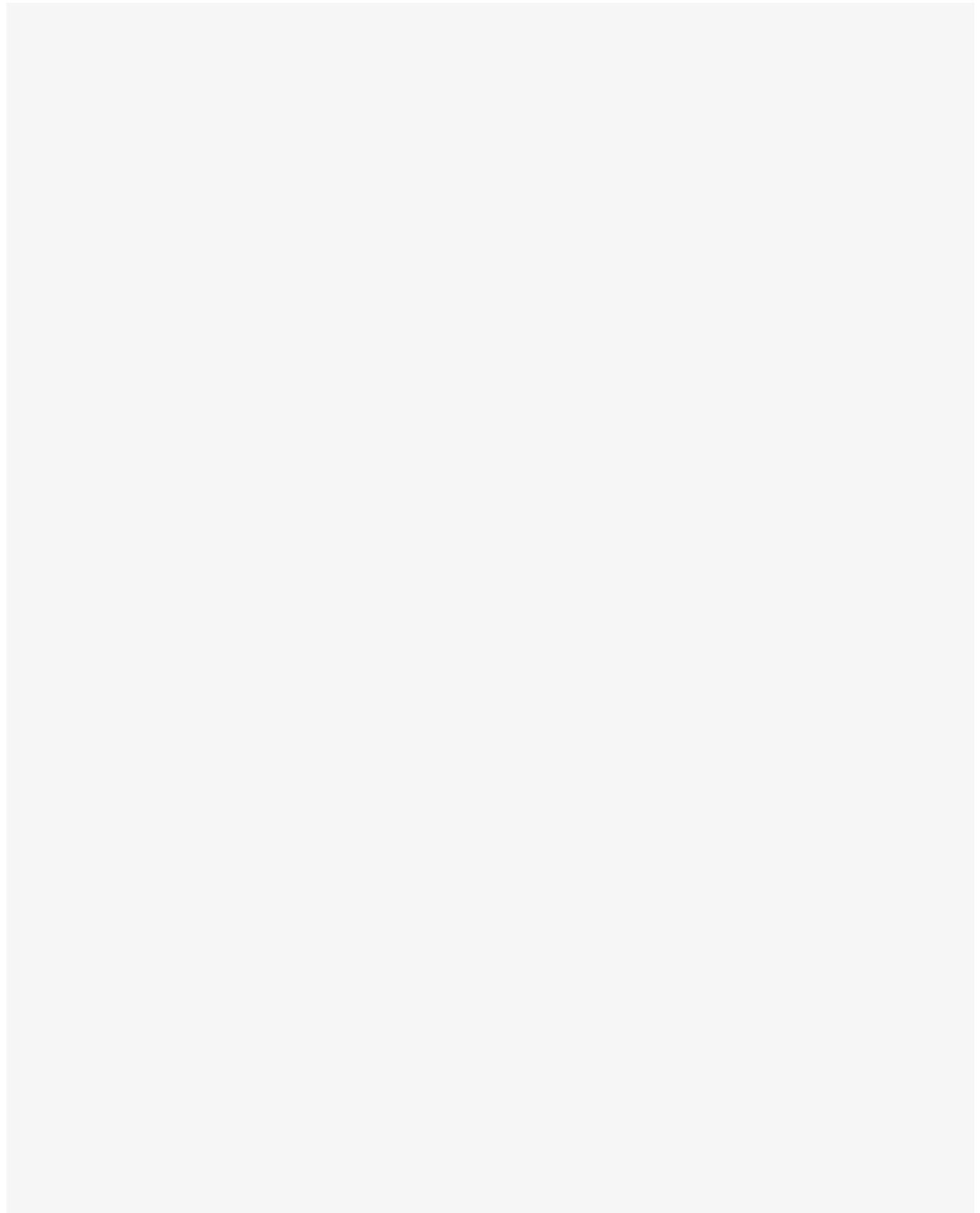
EMAIL ADDRESS

PLEASE PROVIDE DETAILS OF AN ALTERNATIVE CONTACT [if different from author]

# SECTION 1

## DESCRIPTION OF THE INITIATIVE **UP TO 10%**

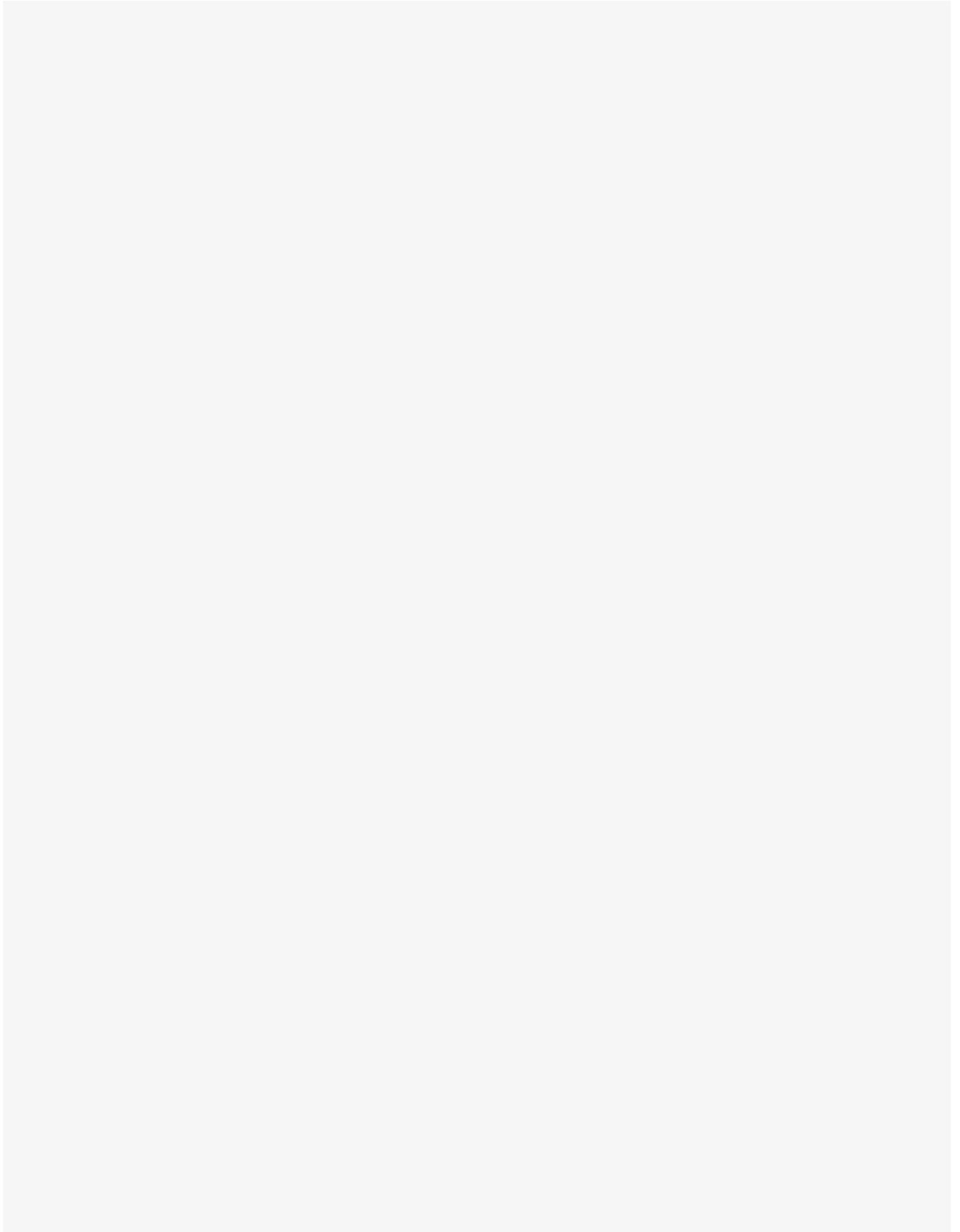
A description of the initiative is compulsory and will be included in the awards booklet produced for the awards dinner. If you do not include an appropriate summary (of up to 150 words, within the overall 2000 word count limit) promotional details of your entry will not be highlighted in the booklet should you reach the final. This should be a short précis of the key points from the overall submission.



# SECTION 2

## BACKGROUND UP TO 25%

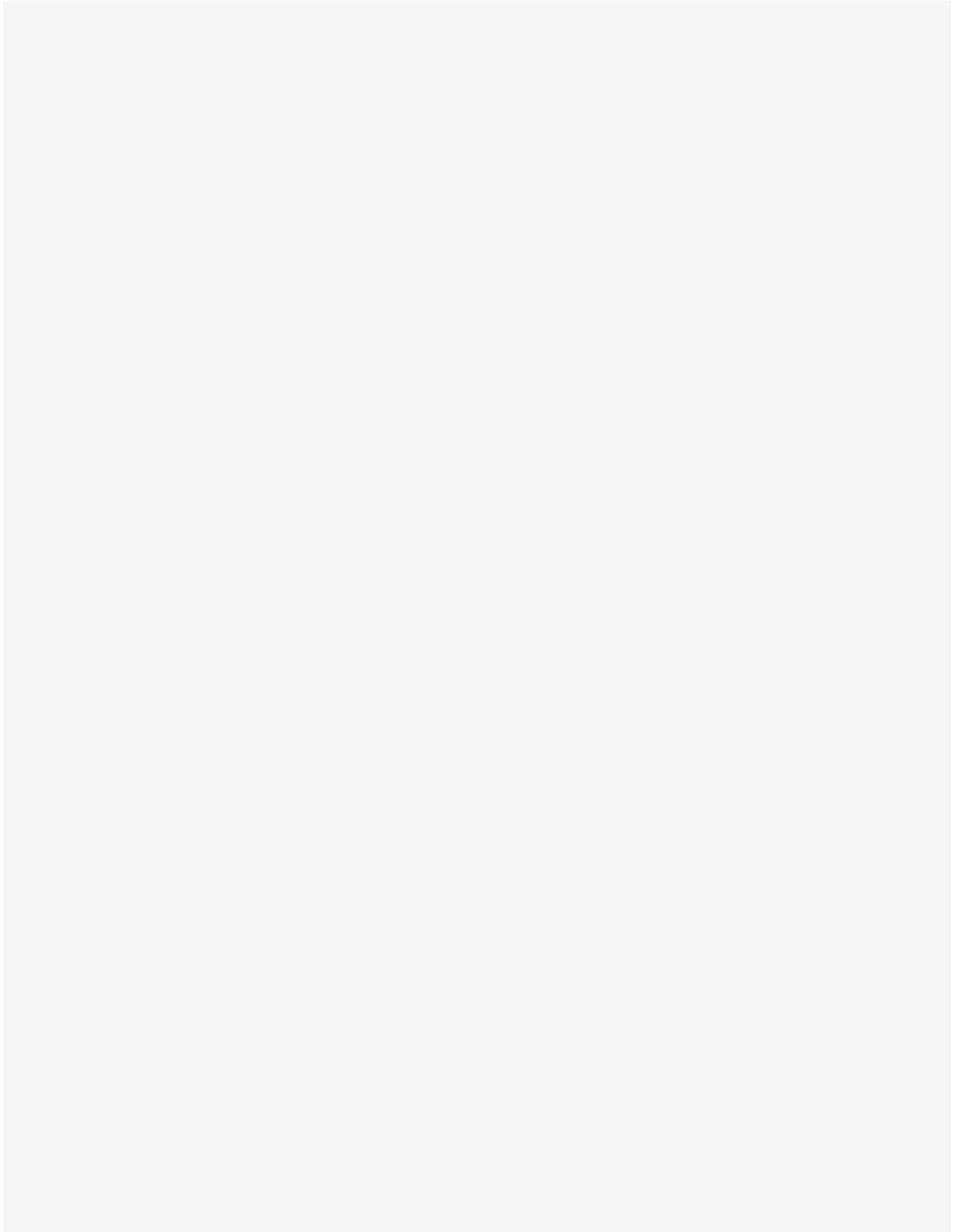
This should provide an overview for your submission detailing the historical context and the key issues identified for action.



# SECTION 3

## IMPROVEMENTS ACHIEVED / IMPACT **UP TO 40%**

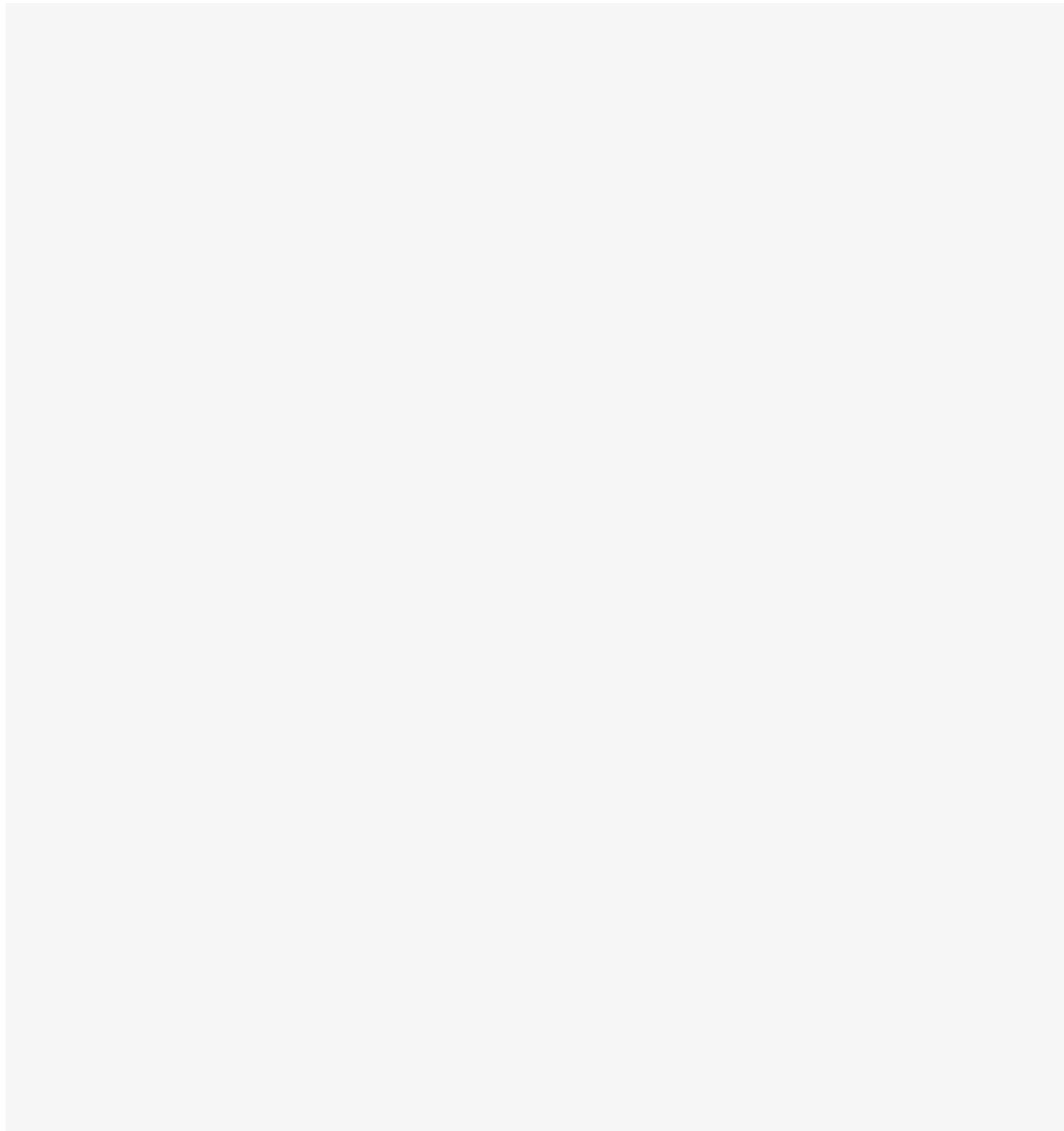
This section should promote the achievements of the initiative, service or individual, and provide supporting evidence - customer feedback, performance outcomes, internal/external benchmarks, management data - on how it has made a positive and lasting impact.



# SECTION 4

## FUTURE TARGETS & GOALS UP TO 25%

This section should include aims/targets for the future, any proposed or considered changes impacting from change of circumstances on the service, team or individual and how they will develop in coming years.



Disclaimer: The Northern Ireland Local Government Association (NILGA) & Association of Public Service Excellence (APSE) endeavours to ensure that the information contained within our Website, Policies and other communications is up to date and correct. We do not, however, make any representation that the information will be accurate, current, complete, uninterrupted or error free or that any information or other material accessible from or related to NILGA / APSE is free of viruses or other harmful components. NILGA / APSE accepts no responsibility for any erroneous information placed by or on behalf of any user or any loss by any person or user resulting from such information.

NILGA & APSE will be collecting and storing your details for the purpose of this competition only, your details may also be shared with the awards judging panel. Additionally, if you attend the awards event, we will be taking photography and video footage, if you do not want to participate please make a member of staff aware on arrival. NILGA and APSE's GDPR policies can be found on our websites:

<http://www.apse.org.uk/apse/index.cfm/contact/gdpr-policy/>

<https://www.nilga.org/privacy-policy>