

Highway Electrical Association Awards 2018



Thursday 1st November 2018

HEA Awards Ceremony at the Celtic Manor Hotel, Newport

The Highway Electrical Association Awards recognise best practice and excellence from the industry's top performers and encourages high standards throughout the sector. The Awards:

- Raise the profile of the industry and the work carried out by HEA members.
- Highlight best practice and excellence by members and their employees.

The range of awards recognises the different sizes and types of organisations making up the HEA membership. Winning is not easy. Each application is scrutinised and the panel of judges considers all applications before deciding on the top three. So, although it takes effort to enter, the benefits are significant as you will be participating in an event which is the highlight of the industry's calendar.

The HEA Award Categories are:

HEA Contracting Member of the Year (3 Awards)
HEA Contracting Trainee / Apprentice of the Year
HEA Contracting Employee of the Year
HEA Contracting Supervisor of the Year
HEA Contracting Manager of the Year
HEA Contracting Safety at Work

HEA-HEMSA– Distributor & non-manufacturers
HEA-HEMSA - Luminaire
HEA-HEMSA - Manufacturer
HEA-HEMSA Employee of the Year
HEA-HEMSA Product of the Year
HEA Service to Industry

How to enter

1. Decide on the award(s) you wish to enter and complete the nomination form
2. Where applicable attach supporting documentation
3. Send in the nomination forms to the HEA office by **Friday 10th August 2018**
See the following pages for more detail

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The Awards in Detail

HEA Contracting Member of the Year Award – 3 awards

There is an award for each category of HEA membership as follows:

- **Smaller contracting organisations (based on turnover or number of employees)**
- **Medium contracting organisations (based on turnover or number of employees)**
- **Larger contracting organisations (based on turnover or number of employees)**

How do I apply? No application is necessary. All HEA Contracting members are automatically put forward for this award providing they have been Members for at least the preceding twelve months.

How does it work?

The results of the HEA biennial audits, including the HERS audit are scored by a pre-defined spreadsheet from each auditor in the preceding twelve months. Audit scores are collated by the HEA office, and sorted by size of organisation. Organisations are then cross-checked to identify any with the HERS logo (positive), or any with serious lapses in HERS registration (negative) including core organisational information and progression. The resulting list is reviewed to identify the three shortlisted organisations in each category and the winner. The judges review the list and decide on and rank the top three organisations in each of the categories.

HEA-HEMSA Member of the Year Award – 3 awards

How does it work?

These awards will be presented to the HEA-HEMSA members who in the opinion of the judges are most deserving. There will be an award for each of the following categories:

- **Distributors, Consultants & Other non-manufacturing members** - (or if they do manufacture then this should be less than 25% of their business by turnover in the Highway Electrical market).
- **Luminaire Manufacturers** - companies whose main business is to principally manufacture and supply luminaires for exterior use to light areas (e.g. streetlighting, amenity lighting, car park applications)
- **Manufacturers** - companies whose main business is to manufacture products other than luminaires (as set out above), for the Highway Electrical market.

How do I apply? No application is necessary. All HEA-HEMSA Members are automatically put forward for this award providing they have been Members for at least the preceding twelve months

How does it work?

A ballot will take place during the conference on the 1st of November. A listing of all eligible HEA-HEMSA Members will be provided to visitors on the day; they will be asked to rate the Member in the following service categories: a) Enquiry and Provision of Quotations, b) Meeting Delivery Commitments, c) Quality of Goods Supplied and d) Support and Service. The results of the customer responses to HEA-HEMSA member services will be collated, via a ballot box entry, by the HEA staff in conjunction with the HEA President and scored by a pre-defined spreadsheet using a score per return received calculation. Organisations are sorted as above and the resulting list is reviewed to identify the three shortlisted organisations in each category. There must be more than one return for a HEMSA member in each area to be eligible.

HEA Contracting Trainee/Apprentice of the Year

How do I apply? Complete the nomination form and send a copy of the HERS portfolio to the HEA office.

How does it work?

The portfolio is audited and the results scored using a portfolio audit spreadsheet. The audit results are then viewed alongside the employer statement, with a weighting applied to each (employer's statement being weighted more highly) using a pre-defined spreadsheet. The resulting list is reviewed to identify those shortlisted. The shortlist is presented to the judges who rank the 3 people. Every nominated person will receive a certificate with the main award being given to the person deemed most deserving of the award by the judges.

HEA Contracting Employee of the Year

How do I apply? Complete the nomination form and send a copy of the HERS portfolio to the HEA office.

How does it work?

Nominations are made by HEA Contracting member organisations together with the employee's HERS portfolio. The portfolio is audited and the results scored using a portfolio audit spreadsheet. The audit results are then viewed alongside the employer statement, with a weighting applied to each (employer's statement being weighted more highly) using a pre-defined spreadsheet. The resulting list is reviewed to identify those shortlisted. The shortlist is presented to the judges who rank the 3 people. Every nominated person will receive a certificate with the main award being given to the person deemed most deserving of the award by the judges.

HEA Contracting Supervisor of the Year

How do I apply? Complete the nomination form and send this with a copy of the ECS HERS card (where applicable) to the HEA office.

How does it work?

Nominations are made by HEA Contracting member organisations. The employer's statement, is reviewed by the Judges who rank nominations. Every nominated person will receive a certificate with the main award being given to the person deemed most deserving of the award by the judges.

HEA Contracting Manager of the Year

How do I apply? Complete the nomination form and send this with a copy of the ECS HERS card (where applicable) to the HEA office.

How does it work?

Nominations are made by HEA Contracting member organisations. The employer's statement, is reviewed by the Judges who rank nominations. Every nominated person will receive a certificate with the main award being given to the person deemed most deserving of the award by the judges.

HEA-HEMSA Employee of the Year Award

How do I apply? Complete the nomination form and send this to the HEA office.

How does it work?

This award will be given to a HEA-HEMSA employee who in the opinion of their employer has made a significant contribution to the business. Each HEA-HEMSA member who wishes to nominate a person for this award, will submit their nomination on the appropriate nominations form. The employer's statement, is reviewed by the Judges who rank nominations. Every nominated person will receive a certificate with the main award being given to the person deemed most deserving of the award by the judges.

HEA Contracting Member - Safety at Work Award

How do I apply? Complete the nomination form and send this with details of accident statistics, statement of compliance by the organisation to H&S and HERS, and a H&S initiative, how this was identified and implemented and the benefits to date, to the HEA office

How does it work?

This Award is intended to recognise the best in positive pro-active management or initiatives in improving or maintaining safety at work. Nominations are made by member organisations listing accident statistics, statement of compliance by the organisation to H&S and HERS, and detailing a H&S initiative, how this was identified and implemented and the benefits to date. These are then scored, with greater weighting being applied to the H&S initiative and the results compared on a spreadsheet. The resulting list is reviewed by the judges to identify those shortlisted and the winner of this award.

HEA-HEMSA Member – Product of the Year Award – (at least) 1 award

How do I apply? Complete the nomination form and send this with details and a sample of the product to the HEA office.

How does it work?

This Award is intended to recognise the best in product design and manufacture.

Nominations are made by member organisations detailing one of their products together with information on the key design aspects and benefits to customers including any innovative aspects. **A sample of each nominated product must be supplied for review as part of the judging process.**

These are then scored and the resulting list is reviewed by the judges to identify those shortlisted and the winner of this award. (Note: Subject to entries received, there may be multiple awards)

The HEA Service to Industry Award

The Service to Industry Award may be given to the person who in the opinion of the judges has made a significant contribution to the industry. No nominations are required for this as the judges will decide amongst themselves who, if anyone, should receive the award.

Award Rules and Shortlisting Process

1 The awards have been created by the HEA and the main principles and purposes are:

- ✓ Raising the profile of the industry and the work carried out by HEA members.
- ✓ Highlighting best practice and excellence by members and their employees.
- ✓ Selection by peers of the best of the best for the receipt of an award.

2 The awards will be decided by a panel of judges that is made up of the HEA President, HEA Vice President and HEA Immediate Past President together with one other person nominated by the Judges from either the HEA or HEA-HEMSA Councils to ensure balance. The HEA Chief Executive will advise the panel.

3 The judges' decisions will be final in all matters relating to the recipient for each award.

4 Where a judge or any other person in the awards selection process feels that they may have a conflict of interest, a declaration shall be made stating what that conflict is. The panel of judges will then decide whether the judge should continue or not.

5 The judges and/or HEA officers will not be held liable by any participant or their agents or any other associated company or individual in the Industry Awards Scheme for any actions legal or otherwise resulting as a consequence of any event occurring as a result of participation in the Industry Awards Scheme.

6 The awards, and the process for making that award are as listed on the previous page of this document

7 For the HEA Contracting employee of the year award, HEA members may nominate employees for both the employee of the year award and the highest placed trainee / apprentice.

8 The three shortlisted entries for each employee of the year award will receive either an award (winner) or a certificate (2nd and third place); with all nominations receiving a certificate. If in the Judges' opinions, a nomination is worthy of being Highly Commended – then this will be stated (only one Highly Commended per category)

9 The awards will take place during the evening Awards dinner held after the HEA Annual Conference and Exhibition

10 Sponsors shall be allowed for each award from amongst the HEA membership. Only one sponsor per award will usually be permitted but members can choose to sponsor more than one award. There will be a fixed sponsorship amount that will be decided by the judges. The judges will have the final decision as to which sponsor shall sponsor a particular award.

11 Award winners are entitled to use the HEA Award Winners logo created for that year together with the specific award title.

12 For the HEA-HEMSA Organisation of the year, an employee of the organisation voting for their own employer will render that organisation's votes and the individual vote null and void.