



Highway Electrical Association Awards 2019

Thursday 31 October | Celtic Manor Hotel, Newport

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

The range of awards aim to recognise the variety of organisations making up the HEA membership.

Each application is strictly scrutinised, and our judging panel considers all applications before shortlisting the top three. Although the application process may take time, the benefits are significant as you will be participating in the industry's highlight event.

The HEA awards categories are:

HEA Contracting Member of the Year (3 Awards)

HEA Contracting Trainee / Apprentice of the Year

HEA Contracting Operative of the Year

HEA Contracting Supervisor of the Year

HEA Contracting Manager of the Year

HEA Contracting Safety at Work

HEA Service to Industry Award

How to enter:

1. Select the award(s) you wish to enter and complete the relevant nomination forms
2. Where applicable, attach supporting documentation
3. Submit the nomination forms to the HEA office by **Friday 23rd August 2019**

HEA Contracting Member of the Year Award – 3 awards

There is an award for each of the following HEA membership categories:

- 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)

Application process: No application is necessary. All HEA contracting members are automatically entered for this award providing they have been members for at least the preceding 12 months.

How it works: The results of the HEA biennial audits, including the HERS audit and progress of operatives NVQ's 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 by the judges to identify the three shortlisted organisations in each category and the winner.

HEA Contracting Trainee/Apprentice of the Year

Application process: Nominations are made by HEA contracting member organisations. Send a completed nomination form and copy of the relevant HERS portfolio to the HEA office.

How it works: The portfolio is audited and 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 Operative of the Year

Application process: Nominations are made by HEA contracting member organisations. Send a completed nomination form and copy of the relevant HERS portfolio to the HEA office.

How it works: The portfolio is audited and 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

Application process: Nominations are made by HEA contracting member organisations. Send a completed nomination form and a copy of the ECS HERS card (where applicable) to the HEA office.

How it works: 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

Application process: Nominations are made by HEA contracting member organisations. Send a completed nomination form and a copy of the ECS HERS card (where applicable) to the HEA office.

How it works: 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

Application process: Nominations are made by HEA Contracting member organisations. Complete the nomination form and submit this with details of accident statistics, statement of compliance by the organisation to health and safety (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 it works: 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 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 the 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 a Local Authority representative. In addition, one HEA council representative and one HEA-HEMSA council representative shall be invited. 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.