**INNOVATION IN WORKPLACE HEALTH AND WELLBEING AWARD**

*SPONSORED BY SOUTHCO MANUFACTURING*

**Entry criteria**

To be eligible for this award, you must be a participant in the Worcestershire Works Well programme.

The judging panel will be looking for **innovative and specific initiatives** over and above the criteria currently in place and which are required for accreditation against the WWW standard.

**Instruction for Applicants**

Please complete the application form below and read the guidance notes carefully.

Your application

* should contain up to 2,000 words (this word count limit does NOT include the

questions)

* have no more than 5 insertions (i.e. graphs, tables, photographs)
* should be clear and concise containing all of the information you would like the panel

to consider. Your WWW rep will not be included in the panel so please assume that the panel know nothing about your business and your initiative/s

**Please use this page as the cover sheet for your application (this section is not marked)**

**Your Information**



|  |
| --- |
| Contact name  |
| WWW Representative  |
| Company name (as you would wish it to appear on your award if successful)  |
| Company Address  |
| Brief description about company (including number of employees based in Worcestershire)  |
| Email address  |
| Web site address  |
| Contact Telephone number  |

As an **active business** in the Worcestershire Works Well programme, please identify a specific programme, activity or approach which has been implemented and established within your organisation over and above what is required for accreditation at your current level (if accredited)

* We are looking for an initiative which we consider to be new, innovative or

inspirational.

* We are looking for an initiative that is in addition to your current level of accreditation

 (if accredited)

***Closing date for entries is 15 August at 4pm.*** For more information about the application process or to apply, please email the team wwwadmin@worcestershire.gov.uk

**All applications will be assessed against the following questions:**

**\*Please note, all answers will count towards the maximum 2000 word count**

**(you may wish to include photographs, statistical evidence, anecdotal evidence, graphs, tables etc which will assist the panel when assessing applications)**

|  |  |
| --- | --- |
| **Questions**   | **Panel marking**  |
| **Title of initiative:**  | NA  |
|    | NA  |
| 1. **Please provide a brief overview of the initiative (including who proposed it, why it was proposed and the target workforce)**

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|   |        |
| 1. **Who was involved in the development of the initiative, and how was the initiative planned and implemented?**

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|        |   |
| 1. **What communication methods were used when sharing information and how have you engaged with different sectors of the workforce?**

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|        |   |
| 1. **How has the initiative impacted on your company? (please indicate *approximately what percentage of the target workforce benefitted from this initiative*)**

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|       |   |
| 1. **Does the initiative have the potential to be rolled out or developed further to impact on families, friends and the wider community? If so please expand on how this has been achieved or whether a plan is in place to achieve this?**
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|       |   |
| 1. **How has the initiative impacted on your employees?**

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|       |   |
| 1. **How have benefits been measured or plan to be measured? (i.e. staff survey, health checks)**

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|       |   |
| 1. **What has changed as a result of this initiative and how have any changes been embedded within your workforce?**
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|     |   |

**Guidelines for Entry**

1. Entries are treated in confidence but will be shared with the WWW Steering Group and WWW Strategic Board for judging purposes only.

1. All entries must be electronic. All entries will be held securely by the WWW team and will be disposed of in line with existing  disposal schedule

1. Supporting information is not permitted unless it forms part of the entry document e.g. testimonials.

1. A maximum of 5 insertions (e.g. tables, graphs or photos) may be included within the entry form. Please be aware that any website links used within your entry will not be activated by the judges.

1. Please note the maximum word count for any entry is 2000 words.  This word count limit does NOT include the questions.

1. Entrants may be asked for staff or customer testimonials.

1. Entries will be judged at two stages by an independent and impartial panel of judges from the WWW Steering Group and/or Strategic Board and verified by the Award sponsor. Winners will be announced at the September bi-annual event on the 29 September 2022.

1. Proof of sending entry (by email) is not proof of receipt by the WWW or its agents, if you require an acknowledgement please contact wwwadmin@worcestershire.gov.uk

1. WWW reserves the right to withdraw an award from any applicant supplying false information within their entry.  Judges reserve the right to audit any information supplied.

1. The closing date for entries is **4pm on 15 August 2022**

1. The judges’ decision is final and no further correspondence will be entered into.
2. By registering and completing an entry for the Award you agree to these terms and

conditions