



Herts & Beds Constructing Excellence Club

Awards 2015 Entry Form



2015 Herts & Beds Awards



**CONSTRUCTING
EXCELLENCE**

In The Built Environment

Innovation • Best Practice • Productivity

Constructing Excellence Awards in Herts & Beds - Entry Guidelines and Conditions

Welcome to this our fourth year of the Constructing Excellence awards in Herts & Beds. Last year we again had a very successful competition and a highly enjoyable awards evening with innovative, high profile applications. Congratulations to all our winners and especially Wates Construction, Astudio Architects and all the team involved at the TOKKO Youth Academy, who won Project of the Year and went on to win Project of the Year in the East of England Regional Awards.

This year to celebrate the best of construction from our local industry, we will be holding our Herts & Beds Awards Evening on 23rd June. Also, along with all the other eight regions across England and Wales, we will be holding regional awards over the summer. The regional winners from each category will go forward to a national finals which take place in November 2015 in London.

The Awards are open to all organisations, individuals and project teams involved in delivering construction projects and contributing to the built environment in Hertfordshire and Bedfordshire: You could be a developer, client, consultant, architect, contractor, specialist or sub-contractor, individual or member of a team. Being recognised by your peers for excellence in construction will bring enormous benefits to your business, helping you to attract new clients, cement existing relationships and raise your staff morale.

In order to be remembered and rewarded for all your efforts you must take part in the awards and apply to your project. Projects must be in Hertfordshire or Bedfordshire. You can only enter your application in one club award, therefore if you enter a project for the Herts & Beds Club Awards you cannot enter the same application in the Norfolk awards.

Your entry should detail how you meet Constructing Excellence's Ambition for UK Construction:

- committed leadership
- focus on the customer
- integrate the process and the team around the product
- quality driven agenda
- commitment to people

Further details can be found on the national [Constructing Excellence](#) website.

Details and photographs of the winners from each category will be placed on the Herts & Beds Constructing Excellence website.

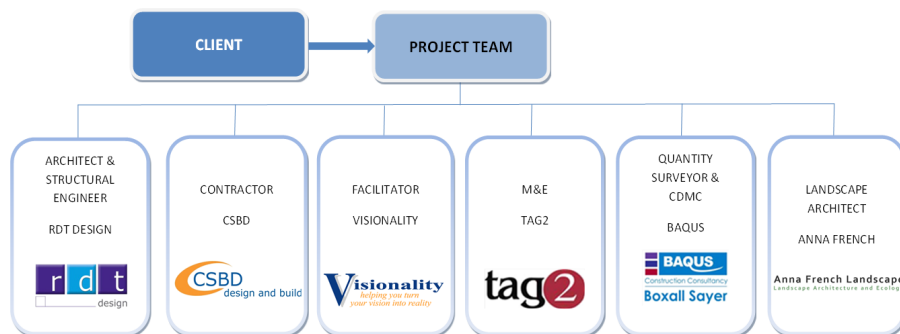
Each entry will be considered by an independent panel of judges from our committee.

Deadline for submissions
Judging
Herts & Beds Awards Presentation Event
East of England Awards submissions
National Awards Event

17.00 on 24 April 2015
May / June 2015
24 June 2015
17.00 on 26 June 2015
November 2015

REGISTRATION IS NOW OPEN

Contact Jacqui Pond (pondjacqui@gmail.com), Joe Austin (joe.austin@bigideamarketing.co.uk) or call him on 07508 633663 to express interest in entering now.



N.B. The collaborative project team are all members of the Herts & Beds Constructing Excellence Club

Our awards are designed to showcase excellence and reward achievement from organisations and project teams that have achieved regional acclaim. In order to qualify for the awards the project team / organisation does not have to be a member of Constructing Excellence but must have engaged with the Constructing Excellence agenda and adhered to the principles of Rethinking Construction. The judges will be looking how each entry meets the criteria detailed in the following twelve awards categories:

Award Category	Criteria
Achiever	This award recognises outstanding performance or influence by an individual who has been inspirational in the opinion of the sector peer group during the past 12 months. The winner's actions will have changed the behaviour and performance of others and delivered disproportionate benefits for, and left a legacy in, the outputs of the built environment sector. The award winner will naturally show all the hallmarks championed by Constructing Excellence, such as a belief in best practice and a wholehearted commitment to the Rethinking Construction principles and the Construction 2025 agenda. The key is that this commitment needs to be visible i.e. adopted and adapted to make a real difference within the sphere of the applicant's own operation, influence and community. Judges are looking for leaders, opinion formers and champions of change. This award is open to individuals of any age, discipline or sector. Entrants can self-nominate or be nominated by others.
Client of the Year	True best practice and constructing excellence cannot be achieved in isolation. It requires an enlightened and visionary client to help achieve it. Judges are looking for a construction client that has shown clear consistent leadership and commitment to core Constructing Excellence principles on one or preferably several projects. These principles include collaborative working, integration, fair and prompt payment, fair terms and forms of contract, procurement on value, clear and considered project briefs, active performance measurement to encourage and reward excellence, health and safety set as a key driver. Clients who have embraced the goals within Construction 2025 will be acknowledged for their leadership. Submissions from third parties are encouraged but must include endorsement from the client themselves.
Health & Safety	The judges will be looking for a project or organisation where health and safety has been driven way beyond what is required within the duties stated in the CDM Regulations 2007. The winner will demonstrate that best practice has been utilised in producing a scheme where buildability, usability, maintenance and final demolition have all been fully considered with health and safety central to their operations. The judges will look for the entrants' overarching health and safety management systems, accident records and their demonstration of effective risk management throughout the project. Performance will be evidenced by KPIs or similar statistics.
Heritage	Judges will be looking to recognise the achievement of high standards in the repair, re-use and revitalisation of the region's historic buildings, sites and places – i.e. those built before 1919. Entries should demonstrate evidence of research and investigation into the traditional methods and materials encountered, evaluation of alternative options, application of well-considered and sympathetic technical solutions (whether traditional or innovative), delivery of quality and enduring outcomes and a commitment to the development of heritage skills and training opportunities. Ways of meeting the low carbon agenda in sympathetic and innovative ways will be of interest to the judges.
Innovation	Judges will be looking for the best organisation or project that took the most innovative approach to overcome site or project specific challenges, harnessed emerging technological or market opportunities or developed a new/improved product or service – perhaps innovative use of ICT solutions, BIM, LEAN, environmental technologies, process innovation, new materials or offsite or modular construction. Judges will particularly look for evidence of how the innovation can be used/applied elsewhere in the organisation or on other projects. Entries should show how they defined the challenge, identified possible solutions and secured agreement from key stakeholders. Winners will have focused on the occupier/user's needs, benchmarked and demonstrated improvements compared to previous or third party performance and/or shown how the approach has led to winning new work.

Integration & Collaborative Working	Integration and collaboration are frequently the buzzwords in modern construction and are corner stones of Constructing Excellence, but to what extent has your working relationship been truly collaborative and how does this ultimately benefit the client? Judges in this category will be looking for evidence of early supply chain involvement, selection by value, common processes and tools across organisations such as BIM, long-term relationships, modern commercial arrangements and fair payment practices. Obvious benefits will include a less adversarial approach and use of an appropriate contract to ensure this, but judges will assess delivery on results achieved against client set measurement results and how workforce development has led to improved products or services and customer satisfaction. Successful entries will have succeeded in integrating their teams to such a level that they appear as a single entity to the customer. Joint submissions are encouraged.
Leadership & Development	Our organisations and their corporate reputations are built on the people working within them. Judges are looking for evidence of investment in a highly skilled and well-motivated workforce with clear paths for personal and professional development that will repay the enlightened employer many times over. The winner in this category will best define and demonstrate improvements resulting from targeted leadership development and training across the workforce and perhaps local community. Entries should show respect to our workforce and the communities we work in, while simultaneously winning respect from them through workforce development, skills and training, benchmarking, equality and diversity, and improvements to health and safety and the working environment. Evidence of how the organisation's leadership development strategy is aligned with Construction 2025 will be taken into account.
SME	<p>This award specifically recognises the challenges and outstanding achievements of smaller enterprises, employing 250 or fewer people, particularly those who have made strides in improving their company through implementing best practice across all or many of its operations. This category is open to construction companies who have made strides in improving their company through implementing best practice. Judges will be looking for examples of where improvements have been made across the board in terms of both people and processes. In particular, judges will be looking for evidence of people development, performance management, customer satisfaction, adopting best practice and collaborative and new ways of working.</p> <p>There are two ways for an organisation to enter, either (1) simply put yourself forward or (2) if you are a bigger organisation from the client or supply side - we want you nominate a great SME you have worked with particularly if they have been a part of the award submission you have made for yourself in another category.</p>



Sustainability - The Legacy Award	Is your project truly sustainable? Have you gone the extra mile to deliver a project that is an exemplar when judged against all three principles of sustainable development? Entries should demonstrate the application of the principles of sustainable construction and/or sustainable development that deliver a sustainable legacy to the economy, society and the environment. Judges want to know how you have used technology, innovation, investment and social value to create your sustainable legacy and what evidence and results support your submission. This can be on a single project which has taken the three aspects of sustainability into account, an example across a series of projects, or through a change process within an organisation.
Value	Demonstrating value, whether it's for clients, shareholders, end users or the taxpaying public has never been more important for construction projects and businesses. The judges will be looking for either a project in which long-term best value has been achieved, or an organisation that has achieved best value on a number of projects over a period of time. They will consider how completed projects have been designed and constructed to achieve maximum benefit for owners and end users and helped them accomplish their goals. The relevant proportion of expenditure by the client on its design team, project construction and ongoing facilities management/operation should be demonstrably relevant to whole life cycle cost of the project. Project teams and organisations should demonstrate how achieving the optimum outcome for owners and end users was a key driver throughout the design and construction process and provide any available data on what has been achieved. Alignment to the goals of Construction 2025 will be recognised.
Young Achiever	This award looks to recognise a young achiever in our industry. The judges are looking for the person that has best demonstrated a positive impact against the current G4C (Generation for Change) priority areas of sustainability, Construction 2025 change, inclusivity and equality, industry image, BIM and acting as an intelligent client. The award is open to a young person with less than ten years of experience in the construction and built environment sector. When nominating someone consider the impact they have had on you, their organisation and their role in key projects, but also consider that person's potential. What attributes do you consider the nominee displays that could make them become one of the industry's leaders for the future and strive to deliver Construction 2025?



The following are the Award Category Judging Criteria. For each submission a 200 word 'Brief & Compelling Summary' and the 1000 word Overview will be required. In addition for the specific category you are entering you should answer each of the following questions on the application form. Each of these questions should be no more than 250 words.

Achiever:

1. Describe how the nominee's outstanding performance or influence has been inspirational in the last 12 months
2. Describe how has the nominee changed the behaviour and performance of others
3. Describe how the nominee has delivered disproportionate benefits for, and left a legacy in, the outputs of the built environment sector
4. Describe how the nominee naturally shows the hallmarks championed by Constructing Excellence
5. Describe how the nominee displays their belief in best practice
6. Describe the nominee's wholehearted commitment to the Rethinking Construction principles and the Construction 2025 agenda
7. Describe how the nominee makes their commitment visible and adopted/adapted to making real difference within their own operations and the wider construction community
8. Describe how the nominee acts as a leader, an opinion former and a champion of change
9. Provide evidence to back up the submission. This could be in the form of KPIs or other objective measurement data
10. How has the nominee's influence has impacted on you, their organisation and the wider industry and community

Client of the Year:

1. Describe how this Client is enlightened and visionary leading to it achieving true best practice and constructing excellence
2. Describe how this Client has shown clear, consistent leadership and commitment to the core Constructing Excellence principles
3. Describe how this Client has encouraged and led on the principles of integrated and collaborative working
4. Describe the way in which this Client has exercised fair and prompt payment
5. Describe the way in which this Client has adopted fair terms and forms of contract with its suppliers
6. Describe how this Client has made its procurement decisions on value and not on lowest price
7. Describe how this Client has provided its suppliers with clear and considered project briefs
8. Describe how this Client sets active performance measurement to encourage excellence and how it rewards it, and evidence performance differentiators
9. Describe how this Client has demonstrated health and safety to be a key driver of its outcomes
10. Describe why this Client's embracement of Construction 2025's goals should receive acknowledgement for their leadership's impact

Health & Safety:

1. Describe how health and safety has been driven beyond the duties and requirements in the CDM Regulations 2007
2. Demonstrate how best practice has been applied to making construction less risky to health and accidents
3. Demonstrate how best practice has been utilised to improve health and safety in use of the scheme
4. Demonstrate how best practice has been applied in producing a scheme where maintenance is more safe and less risky to health
5. Demonstrate that best practice has been applied to produce a scheme where the health and safety aspects of final demolition have been fully considered
6. Describe how health and safety has been central to nominee's operations on the scheme
7. Describe the process of ensuring and applying effective risk management throughout the scheme
8. Describe the nominee's overarching health and safety management systems and their impact
9. Provide evidence to back up the submission. These can be in the form of KPIs, scheme accident statistics or similar relevant statistics
10. Describe how the health and safety approach might be used elsewhere to support continuous improvement? Have Best Practice and lessons learned been identified and shared and if so how?

Heritage:

1. Describe how high standards in repair, re-use and revitalisation of historic buildings, sites and places have been adopted for this project
2. Provide evidence that research and investigation into the traditional methods and materials encountered was undertaken
3. Describe how alternative options for the work were evaluated and the outcomes
4. Describe how well-considered and sympathetic technical solutions were used to enhance the project, whether traditional or innovative
5. Explain how any low carbon agenda measures have been blended into the project in sympathetic and innovative ways
6. Describe how the finalised project delivers quality heritage assets with enduring outcomes
7. Describe how the project committed to and contributed to the development of heritage skills and training
8. Provide evidence to back up the submission. This could be in the form of KPIs, benchmarking or other objective measurement data
9. Has your work led to processes which could be used elsewhere to support continuous improvement in heritage restoration? Have Best Practice and lessons learned been identified and shared and if so how
10. How does the work in your submission impact on your team, organisation, the industry and the wider community

Innovation:

1. Describe what site or project specific challenges have been overcome
2. Describe how you have harnessed emerging technological or market opportunities, including any collaborations with R&D or academia
3. Describe how you have adopted innovation to develop a new or improved product or service
4. Describe what aspects of best practice and innovation were used
5. Describe how best practice and lessons learned have been shared inside and outside of the project team
6. Describe whether your innovative approach can or has been used/applied elsewhere in the organisation or on other projects
7. Describe how you defined the challenges and identified possible solutions and how you secured agreement to your proposals from key stakeholders
8. Describe the way in which your innovative approach was focused on the needs of Clients, occupiers and users
9. How has your innovation been benchmarked and demonstrated improvement compared to previous or third party performance
10. How does the work in your submission impact on your team, organisation, the industry and the wider community, including winning new work

Integration & Collaborative Working:

1. Describe how the supply chain have been involved and their early involvement
2. Describe how the selection of members of the team, and suppliers, were chosen on value not price
3. Describe any common processes and tools which were adopted across the project team, including the Client
4. Describe how modern commercial arrangements and appropriate contracts were used to make the relationships less adversarial
5. Describe how fair payment practices were applied across the team
6. Describe how workforce development has led to improved products or services and customer satisfaction
7. Describe how the team was integrated so that the Client perceived they were dealing with a single entity
8. Explain what were the Client set measurement criteria and provide evidence of the results achieved against them
9. Provide evidence to back up the submission's performance. This could be in the form of KPIs, benchmarking or other objective measurement data used by the team in addition to Client set measurements
10. How has the work in your submission impacted on your collaborative team, individual organisations, the industry and the wider community? You should also describe any cultural changes that have been initiated following your work

Leadership & Development:

1. Describe your level of investment in a highly skilled and well-motivated workforce and how you have created clear paths for personal and professional development
2. Describe the range of skills and training you have invested in
3. Describe how you have used targeted leadership development to improve your workforce and operations
4. Describe and demonstrate improvements across the workforce, and local community if applicable, which have resulted from investment in training
5. Describe how you demonstrate respect for your workforce and the communities in which you work
6. Describe how you have encouraged and developed equality and diversity in your workforce
7. Describe the improvements you have achieved through training and development in health and safety
8. Describe the improvements you have achieved in the working environment through training and development
9. Describe how your leadership and people development aligns with the targets in Construction 2025
10. Provide evidence to back up the submission. This could be in the form of KPIs, benchmarking or other objective measurement data



SME:

1. Has the programme of improvement and development led to expansion of your workforce and sales, and if so, by what extent including current number of full time direct employees
2. Describe how you have embraced and implemented best practices across your company and its operations
3. Provide examples of how improvements have been made across the company in terms of its people
4. Provide examples of how improvements have been made across the company in terms of its processes
5. How have the company's people been developed and to what benefit
6. How has the company's performance management been improved and monitored, including any KPIs, benchmarking or other forms of objective measurement
7. Describe the effect company improvements have had on customer satisfaction
8. Describe how the company has adopted collaborative and new ways of working
9. What benefits can you evidence your company's improvements have had on your customers and your supply chain
10. Has your work led to processes which could be used elsewhere to support continuous improvement? Have your own Best Practice and lessons learned been identified and shared and if so how?

Sustainability:

1. Describe how the subject of your entry demonstrates the application of the principles of sustainable construction and/or sustainable development
2. Describe how the subject of the entry has delivered a sustainable legacy to the economy locally, regionally and/or nationally
3. Describe how the subject of the entry has delivered a sustainable legacy to society locally, regionally and/or nationally
4. Describe how the subject of the entry has delivered a sustainable legacy to the environment locally, regionally and/or nationally
5. Describe how the sustainable legacy has been created by adoption of technology
6. Describe how the sustainable legacy has been created by embracing innovation
7. Describe how investment has been made to leave a legacy of social value
8. Has the subject of the entry been benchmarked against similar projects and demonstrated improvements which could be used as a continuous
9. Provide evidence to back up the submission. This could be in the form of KPIs, benchmarking or other objective measurement data
10. Has your work led to processes which could be used elsewhere to support continuous improvement? Have Best Practice and lessons learned been identified and shared and if so how

Value:

1. Describe how your work has contributed to achieving maximum benefit for owners and end users and helped them accomplish their goals
2. Describe how achieving the optimum outcome for owners and end users was a key driver throughout the design and construction process
3. Describe the design aspects which have added value to the Client's outcomes
4. Describe the construction aspects which have added value to the Client's outcomes
5. Describe how Whole Life Value was used as a factor in evidencing value
6. Explain the relationship of relative costs within the Whole Life Cycle of the facility – what proportion of the costs were represented by design (team), construction and ongoing facilities management over what period of facility life
7. Provide evidence to back up the submission. This could be in the form of KPIs, benchmarking or other objective measurement data
8. Describe how your approach to delivering owner and end user value on the project has aligned with the goals of Construction 2025
9. Has your work led to processes which could be used elsewhere to support continuous improvement? Have Best Practice and lessons learned been identified and shared and if so how?
10. How will the work in your submission impact on your team, organisation, the industry and the wider community?

Young Achiever:

1. Describe the nominee's progression within the built environment sector and how long they have been a member of that community
2. Describe the nominee's role and responsibilities in their current employment and whether they are leading a team or managing any specific processes
3. Describe how the nominee has demonstrated their positive impact on sustainability
4. Describe how the nominee has demonstrated their positive impact inclusivity, equality and diversity
5. Describe how the nominee has demonstrated their positive impact on the image of the industry
6. Describe how the nominee has demonstrated their positive impact on adoption of BIM
7. Describe how the nominee has demonstrated a positive impact of acting as an intelligent client to their supply chain
8. Describe the impact the nominee has had on you, their organisation and their role in any key projects
9. Explain which attributes you consider the nominee displays that could make them become one of the industry's future leaders and strive to deliver Construction 2025
10. Explain what you consider the nominee's future potential to be

Specific Entry Considerations

- Clients must be made aware in advance of any entries and photographs that refer to them and the judges may require evidence of client endorsement.
- Membership of Constructing Excellence or the Herts & Beds Constructing Excellence Club is not a requirement of entry.
- The organisers reserve the right to feature/display submitted material in any editorial or promotional work related to the award scheme or any other Herts & Beds Constructing Excellence publications.
- A précis of short-listed entries may feature on the Constructing Excellence websites and elsewhere. Entrants may be requested to participate in Constructing Excellence related events or programmes of seminars and case history presentations.
- No materials will be returned.
- Submissions should relate to either ongoing work or any project or example of organisational change that was completed during 2014 or 2015.



Judging

- The panel of judges will consider each submission against the category criteria.
- Category winners will be announced by email by 24th June 2015.
- Each category winner will receive a certificate at the awards event.
- All awards are made at the discretion of the judges.
- The right is reserved not to make awards in a particular category.
- The judges reserve the right to refuse entries without giving reasons.
- Information supplied to the judges or discussed between the judges and entrants, will be treated in complete confidence, and confidentially on the part of the entrants is requested.



How to enter –

1. Complete the entry form providing details of your project or organisation. The entry form is part of this form but is also available as a word document for you to complete as required. Both are available from our website <http://hertsandbeds.constructingexcellence.org.uk>.
2. Make sure your statement answers the specific criteria set out in the category descriptions.
3. You are welcome to include any additional materials to support your submission. This could include KPI data, presentations, case studies, or even submissions for other awards. Explain the relevance of these and reference them in the text of your submission. However remember we will be looking for quality not quantity – do not exceed the indicated word limit.
4. Please include a set of good quality photographs. You may also enclose a floor plan, site location plan, etc. The photographs should be sent in jpeg format. Ensure you reference these in your submission documents.
5. Please submit a high resolution file of your company logo for any potential use should your entry be a winner.
6. Your submission must be sent by email. The size of your email must not exceed 6Mb. Any submissions over this size will not be judged.
7. If you wish to submit a project for more than one category, a separate application and email should be submitted for each category.
8. Each individual entry should be sent by email to Jacqui Pond: pondjacqui@gmail.com.
9. If you wish to enter a project for more than one category, a separate entry form must be completed for each category you wish to enter.
10. All correspondence should be sent to Jacqui Pond: pondjacqui@gmail.com.
11. The closing date for entries is: 17.00 on 24th April 2015.
12. For further information about the awards, please contact Jacqui Pond (pondjacqui@gmail.com), Joe Austin (joe.austin@bigideamarketing.co.uk) or call him on 07508 633663

Entry Guidelines

- All submissions must be made by 17.00 on closing date.
- Any organisation submission or project can be entered into more than one category. In this case a separate application form and payment (including any appendices / supporting documentation) must be completed and submitted for each category you wish to enter.
- The judges have the authority to move entries into a more applicable category. Their decision is final and no correspondence will be entered into following the awards.
- Receipt of entries will not be acknowledged unless otherwise requested.
- The organisers reserve the right to reject any entry if, in their opinion, it fails to comply with the rules.
- All submissions will be entered into the East of England Regional Awards. The winners of the Regional Awards will then be entered to the National Awards which will be announced in London in November 2015. If you do not wish to be considered for either of these awards please indicate in your submission email.



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