

HFMA AWARDS

REWARDING HEALTHCARE INNOVATION AND ACHIEVEMENT

This year's awards will focus
on the areas of:

- + GOVERNANCE
- + FINAL ACCOUNTS
- + FINANCIAL MANAGEMENT

**Deadline for applications:
30th September 2005**

In these times of significant change across the NHS, the role and work of finance professionals has never been more important. Throughout the four home nations, NHS finance teams continue to excel in terms of their professionalism and in the quality of the advice, guidance and support they provide to colleagues and service users across the NHS. Whether within a Health Board or Health Authority, a Foundation Trust, a PCT, or any of the other Special Health Authorities or organisations involved in the work of the NHS, the role of the finance team is crucial to ensuring the delivery of an efficient, effective and modern health service.

Now in its second year, the HFMA Awards Programme seeks to recognise the contribution that such finance teams make across our National Health Service. The Awards themselves cover three fundamental aspects of the finance team role; Governance, Management Reporting, and the Annual Accounts process itself. Each award focuses on the innovation and creativity necessary to ensure that the finance team continues to deliver the high quality and level of service that our customers deserve.

HFMA is recognised as "The Voice of Healthcare Finance". The Awards Ceremony at the December Annual Conference will be an opportunity for that voice to be heard celebrating the contribution and success of finance teams across the United Kingdom. I would therefore commend these Awards to you, and actively encourage you to nominate your organisation for such recognition.



Scott Haldane
HfMA Chairman 2005

the **voice** of healthcare finance...



In association with



abouttheawards

The Awards are endorsed by HFMA's three main standing committees.

These are:

+ CORPORATE GOVERNANCE & AUDIT COMMITTEE

+ FINANCIAL MANAGEMENT & RESEARCH COMMITTEE

+ ACCOUNTING STANDARDS COMMITTEE

The aim of the Awards is to recognise achievement and innovation in health service management.

The Awards seek to raise the profile of the valuable work that NHS staff (both executives and non-executives) have in the improvement of health service management across the UK. Significant publicity will be given to the best applications in order to promote best practise and innovation.

+ WHO ARE THE AWARDS FOR?

These awards are given to organisations, teams or individuals who are adjudged to best meet the criteria set against the individual awards.

+ WHO CAN ENTER?

The Awards are open to all NHS organisations and employees – both executives and non-executives. Whilst most entries are likely to be submitted by staff of health sector bodies we are also happy to receive entries from voluntary or private sector organisations whose principal activities are the provision of health services.

+ WHAT WINNERS RECEIVE:

- + A unique, specially commissioned glass award.
- + Invites to HFMA Annual Gala Dinner in December where the Awards will be announced.
- + A year's free membership to HFMA.
- + Recognition within the work of HFMA policy forums and Healthcare Finance magazine.

+ THE AWARDS CEREMONY

The winners will be revealed on the evening of Thursday 8th December 2005 at HFMA's Annual Gala Dinner at the London Hilton Metropole. Each individual or team offered the Award will receive invites to this evening. Additional tickets will be made available should individuals, teams or organisations wish to purchase additional tickets to enjoy this glittering black-tie event. Tables will also be available to commercial organisations who wish to sponsor tables at this event.

+ ENTRIES

All entries must be received by Friday 30th September 2005.

To enter, send two copies of your application (with supporting evidence where required) to the address below. Please mark clearly the organisation name, team name or individual's names you are entering, and the award you wish the application to be considered for. Please also supply the name of at least one contact point for each application. All entries will be acknowledged.

By Post HFMA Awards Suite 32 Albert House 111 Victoria Street Bristol BS1 6AX

By Email technical.dept@hfma.org.uk

For all queries regarding any of the Awards, contact martin.walsh@hfma.org.uk or telephone **0117 929 4789**. Additional copies of this application brochure are available from HFMA.

**Healthcare Financial Management Association
Suite 32 Albert House
111 Victoria Street Bristol BS1 6AX
T 0117 929 4789
F 0117 929 4844
W www.hfma.org.uk
Email info@hfma.org.uk**

☆ HFMA Accounts Team of the Year Award

In association with



This year's award will again aim to recognise the most innovative and efficient 'Accounts Team of the Year,' with significant emphasis on the processes involved in completing the final accounts process.

The award is managed by HFMA's Accounting & Standards Committee.

All entries must include the following:

1. A statement of up to 600 words setting out:
 - ✦ How the final accounts process was managed.
 - ✦ The approach to working papers.
 - ✦ How the team ensured that the accounts were produced in a timely way.
 - ✦ How the accounts were presented within and outside the organisation.
 - ✦ The external auditors' view of the final accounts product.
 - ✦ Evidence of improvement on last year's final accounts process.
 - ✦ The difficulties faced by the team and how they were overcome.
2. A copy of the financial pages from the organisation's annual report.

Entries will be judged on six criteria:

1. How difficult problems were tackled.
2. How team spirit was built and maintained.
3. The quality of the final accounts produced.

4. The professionalism of the team.
5. Evidence of collaborative working.
6. The quality and relevance of the financial reporting in the Annual Report.

Organisations should submit two complete copies of their entry.

There will be 3 short-listed finalists who may be requested to submit additional copies for the later stages of the judging process. Finalists will be expected to present their application to a panel of the judging team.

Judging

We are delighted to have an eminent panel of experts to judge the awards:

Richard Douglas

Director of Finance & Investment, Department of Health

Philip Gutcher

Chair, HFMA Accounting & Standards Committee

Scott Haldane

Chair, HFMA

Colin Horwath

Lead Partner for Health, KPMG LLP

The judges will be assisted by a team of scrutineers consisting of all members of HFMA's Accounting & Standards Committee. The scrutineers will carry out an initial assessment of each entry and make recommendations in relation to short-listed finalist organisations. The judges will select a winning organisation which in their view will be the best entrant. At their discretion, the judges may also make additional awards for outstanding individual performance or initiatives.

The judges' decisions will be final.



Last year's Isle of Wight Healthcare NHS Trust Director of Finance Linda Blue receiving their award from Richard Douglas, Director of Finance and Investment, Department of Health and Trevor Rees, Partner KPMG LLP.



HFMA Financial Management Award

In association with



This award is designed to focus on innovation and achievement in performance management and reporting. Our aim is to highlight new ideas and best practice and recognise the contribution and achievements of finance and non-finance staff in this increasingly important area.

For the inaugural award, we are focusing on the way in which financial performance is presented to boards.

In particular we want to look at how and why organisations decide to present information in the way they do and how it is used by boards to manage and improve performance.

The award will be managed by HFMA's Financial Management & Research Committee.

All entries must include the following:

1. A statement of up to 600 words setting out:

- + How the role and make up of your board affects the style, format and content of the financial reports that you present to it .
- + How you decide what your board financial reports should contain – for example, what influences the range, depth and frequency of financial reporting? How do you select targets and performance measures? Are there any external influences or sources of best practice that affect your approach?
- + The process for drawing up your board financial reports including any difficulties you encounter and how you overcome them.
- + How your board uses the financial reports it receives to manage and improve your organisation's performance?
- + How and why do you feel that the financial information you present to the board has improved over the past year or so? Do you have any plans for further improvements in this area?

2. A copy of the organisation's most recent financial report to the Board along with the relevant minute that records the discussion and highlights any action points.

Your entry will be judged on five criteria:

1. The overall style of the report – is it well presented, clear, understandable and tailored to the board's needs?
2. The content of the report – for example, does it include information that allows the board to monitor and manage financial performance? Is the report coherent and logical? Are there clear forward-looking targets? Are key messages and action points highlighted?
3. Evidence that the report has been drawn together in a collaborative way, is timely and based on sound and comprehensive information sources.
4. Evidence that the report facilitates effective

financial monitoring and management
5. The level of innovation shown.

Submissions should consist of two complete copies of their entry.

All entries will be critically evaluated by HFMA's Financial Management & Research Committee and three shortlisted responses will be evaluated by HFMA and CIMA. Shortlisted finalists will be expected to present their application to a panel of the judging team.

The 3 short-listed finalists may be requested to submit additional copies for the later stages of the judging process.

Judging

We are delighted to have an eminent panel of experts to judge the awards:

Charles Tilley

Chief Executive, CIMA

Andy Leary

Chairman, HFMA Financial Management & Research Committee

Phil Taylor

Chairman-elect, HFMA

The judges will be assisted by a team of scrutineers consisting of all members of HFMA's Financial Management & Research Committee plus a number of members of the HFMA/CIMA NHS Performance Reporting Working Group. The scrutineers will carry out an initial assessment of each entry and make recommendations in relation to short-listed finalist organisations. The judges will select a winning organisation which in their view will be the best entrant, following invited feedback from HFMA members. At their discretion, the judges may also make additional awards for outstanding individual contributions or initiatives.



HFMA Governance Award

In association with



This new award is designed to focus on best practice and innovation in governance and to recognise the role that finance and non-finance staff play in promoting and implementing effective assurance regimes.

The winner of the award will be the entry that sets out the most innovative credible and workable idea for improving corporate governance and/or audit practices in the NHS.

The award will be managed by HFMA's Corporate Governance and Audit Committee.

All entries must include the following:

1. An article or statement of up to 600 words setting out an innovative idea or new approach which, as a ground breaking or even controversial piece, will inform debate in the areas of corporate governance and/or audit in the NHS.

Your entry will be judged on four criteria:

1. It must challenge (constructively) either existing policy or practice.
2. It must explain the weaknesses/lost opportunities inherent in the current approach.
3. It must be solution driven, in terms of a practical and cost-effective way forward.
4. It must be an original piece of work (i.e. not linked to an existing piece of work that is, say, being funded by the DoH or others).

All entries will be critically evaluated by HFMA's Corporate Governance & Audit Committee and three shortlisted responses will be published in Healthcare Finance magazine before being evaluated by HFMA, the NHS Appointments Commission and Bevan Brittan LLP.

A formal response to three shortlisted submissions will then be given by HFMA's Corporate Governance & Audit Committee and the NHS Appointments Commission.

The 3 short-listed finalists may be requested to submit additional information for the later stages of the judging process. Finalists may also be expected to present their application to a panel of the judging team.

Examples:

- "... by capping external audit fees."
- "... by re-writing the corporate governance manual down to 20 pages."
- "... by getting internal audit to cover clinical controls."

"... by removing PECs from PCTs."

"... by re-constituting NHS Foundation Trusts."

Judging

We are delighted to have an eminent panel of experts to judge the awards:

Roger Moore

Chief Executive, NHS Appointments Commission

Paul Dillon-Robinson

Chairman, HFMA Corporate Governance & Audit Committee

Scott Haldane

Chairman, HFMA

Steve Hughes

Lead Partner for Health, Bevan Brittan LLP

The Award will be presently jointly with Sir William Wells, Chairman, NHS Appointments Commission.

The judges will be assisted by a team of scrutineers consisting of all members of HFMA's Corporate Governance & Audit Committee. The scrutineers will carry out an initial assessment of each entry and make recommendations in relation to short-listed finalist organisations. The judges will select a winning organisation which in their view will be the best entrant, following invited feedback from HFMA members. At their discretion, the judges may also make additional awards for outstanding individual contributions or initiatives.

The judges' decisions will be final.