

DEADLINE FOR APPLICATIONS 28TH SEPTEMBER 2007



HFMA
AWARDS
2007

**Rewarding Healthcare
Innovation and Achievement**





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, healthcare 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 in healthcare organisations across the UK. 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 delivering healthcare in the UK, the role of the finance team is crucial to ensuring the delivery of an efficient, effective and modern health service.

Now in its fourth year, HFMA's Awards Programme seeks to recognise the contribution that such finance teams and individuals make to healthcare in England, Scotland, Wales and Northern Ireland. The Awards themselves cover a number of fundamental aspects of the finance team role; governance, delivering cost efficient services, and the annual accounts process itself. This year there

is an expanded programme which will recognise individuals and teams in the following categories: excellence in clinical engagement, outstanding personal contributions, Foundation Trust service improvement, and Charity Reporting. Each award looks to recognise innovation and creativity, ensuring that the finance team continues to deliver the sustainable, high quality level of service that customers deserve.

HFMA is recognised as "The Voice of Healthcare Finance". The Awards Ceremony at HFMA's Annual Conference in December will be an opportunity for that voice to be heard celebrating the contribution and success of finance teams across the UK with an audience of nearly 600 of your peers. I would therefore commend these Awards to you, and actively encourage you to nominate your organisation or colleagues for such recognition.

Andy Leary
HFMA Chairman 2007



About the Awards

The Awards are managed by HFMA's standing committees and special interest groups, which are all volunteer networks, manned by experts within their relative fields of practice.

The aim of the Awards is to recognise achievement and innovation in health service management particularly where there is a long term impact on the delivery of healthcare across the UK.

The Awards seek to raise the profile of the valuable work that healthcare finance staff have in the improvement of health service management across the UK.

Who are the Awards for?

These awards are given to organisations, teams or individuals, who are judged 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. We are also happy to receive entries from voluntary or private sector organisations whose principal activities are the provision of health services. We also encourage nominations on behalf of individuals or teams, particularly from Board members and senior finance staff.

What winners receive

- + A unique, specially commissioned glass award
- + Invites to HFMA's Annual Gala Dinner in December where the Awards will be announced amongst 600 of your peers
- + A year's free membership or associate membership to HFMA
- + Coverage of their achievement in Healthcare Finance magazine

The Awards ceremony

The winners will be revealed on the evening of Thursday 6th December 2007 at HFMA's Annual Gala Dinner at the London Hilton Metropole. Each short-listed individual or team 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.

Sponsorship opportunities

To find out more about sponsorship of one or more of these awards, contact:
martin.walsh@hfma.org.uk

Key dates

- + June 2007 - Awards launched and tables can be booked at the HFMA Annual Conference
- + 28th September 2007 – Entry deadline
- + October 2007 – Short listed organisations announced and where applicable invited to present their application
- + 6th December 2007 – HFMA Annual Gala Dinner and Awards Ceremony, London Hilton Metropole Hotel, 7pm 'til late, black-tie.



HFMA Accounts Team of the Year Award

Endorsed and sponsored by



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.

Entry Requirements:

1. A statement of up to 1,000 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 auditor's view of the final accounts production
- + 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 organisations annual report

Entry Criteria:

- + How difficult problems were tackled
- + How team spirit was built and maintained
- + The quality of the final accounts produced
- + The professionalism of the team
- + Evidence of collaborative working
- + The quality and relevance of the financial reporting in the Annual Report

The Judges

Senior Representative (TBA),
Department of Health
Chris Macklin, Chairman, HFMA Accounting & Standards Committee
Andy Leary, Chairman, HFMA
Trevor Rees, Partner, KPMG



HFMA Financial Management Award

Endorsed and sponsored by



Recently issued figures from the Department of Health show that overall the NHS returned to financial balance in 2006/07. To help deliver this NHS bodies have taken action to increase efficiency and this will need to continue as the level of resource growth will not continue beyond 2007/08 and NHS bodies will continue to face cost pressures and the challenges of achieving standards and targets. It is crucial, therefore, that NHS bodies find ways of improving the value for money and quality of the healthcare they commission and/or deliver. To do this NHS bodies must have robust financial management arrangements in place which underpin the achievement of financial balance and at the same time ensure continuous improvements in value for money. The HFMA Financial Management Award will therefore again focus on the finance role in supporting the delivering of improvements in efficiency.

It is intended that there will be two categories within the award: one for PCTs and one for NHS Trusts and NHS Foundation Trusts. The award will be managed by the HFMA's Financial Management and Research Committee.

Entry Requirements:

A completed proforma setting out:

- + a significant change in the delivery of front-line or support services, where a member or members of the finance team have identified opportunities or innovative practices, or have led to significantly facilitated changes, that have resulted in an improvement in the efficiency of the organisation (NHS Trusts and NHS Foundation Trusts);
- + how commissioning arrangements have supported and driven changes in the way services are provided and which have resulted in improvements in efficiency (PCTs);
- + an assessment of the impact on the service;
- + quantification of the savings made;
- + the problems encountered and overcome in delivering the improvement in efficiency.

Efficiency for the purposes of this award is defined as either:

- + a reduction in the unit cost associated with the delivery of a service; or
- + a significant improvement in the quality of a service clearly disproportionate with any increase in cost; or
- + a combination of the above.

Entry Criteria:

- + The scale of efficiency gain
- + The degree of innovation shown
- + The extent to which finance staff were involved with the delivery

Please go to www.hfma.org.uk for a proforma on which to submit your nomination. Alternatively, email martin.walsh@hfma.org.uk for a copy of the proforma.

The Judges

Andy McKeon, Managing Director, Health, Audit Commission
Phil Taylor, Immediate Past-Chairman, HFMA
Keith Wood, Chairman, HFMA Financial Management & Research Committee



HFMA Governance Award

Endorsed and sponsored by



This award is being made to an individual, team or organisation that has actively contributed to the development of best practice in the area of integrated governance or improved governance performance.

Entry Requirements:

A statement of up to 1,000 words setting out a contribution made with a piece or series of work that goes beyond the delivery of an organisation's statutory duties, and demonstrates the importance of good governance that has led to effective implementation at an organisational level. The HFMA wants to recognise the work done at local level and highlight best practice and innovative approaches to implementing governance arrangements.

The statement must include a brief description of the background that the individual(s) has worked in, their approach, the tangible results of their work and why the individual, team or organisation should be recognised. Whilst this award is for 2007, prior year commitment to good governance can also be recognised.

Entry Criteria

The HFMA Governance Award is given to individuals, teams or organisations who, in the opinion of the Awards Committee, meet the following criteria:

- + Exceptional achievements in the corporate governance field
- + Contribution to significant improvements of corporate governance practices
- + Positive impact, with long-term significance, on one or more healthcare organisations

The Judges

Paul Dillon-Robinson, Chairman, HFMA Corporate Governance & Audit Committee
Dr John Bullivant, Visiting Fellow in Governance, University of Glamorgan and Director of Board Development, NHS Clinical Governance Support Team
Tim Crowley, Director, Mersey Internal Audit Agency
Gary Luke, Managing Director, Ardentia



HFMA Foundation Trust of the Year Award

Endorsed and sponsored by



NHS Foundation Trusts (FTs) are a key part of the NHS reform programme. Freedoms granted with FT status allow organisations autonomy in the improvement of services. With stronger connections to their local communities FTs can better shape their healthcare services around local needs and priorities. This first HFMA Foundation Trust of the Year Award, in partnership with Monitor, will be awarded to an organisation who in the view of the judges contributes most to the principles inherent in Foundation Trust status.

Entry Requirements:

A statement of up to 1,000 words setting out the contribution made by a particular FT that goes beyond the delivery of that organisation's statutory duties, demonstrates the importance of quality service delivery and also demonstrates the value delivered with a particularly innovative piece or series of work.

All entries must include a copy of the Annual Plan submitted to Monitor for the financial year 2006/07 and/or 2007/08.

Entry Criteria:

Case studies submitted for this award must contain evidence describing how the foundation trust has utilised its freedoms to make innovative improvements in any area of its operations. The criteria is not limited to specific activities, but each entry should clearly articulate how patients at the trust have benefited from the action described in the case study.

The Judges

Stephen Hay, Chief Operating Officer, Monitor
Chris Calkin, Chairman-Elect, HFMA
Martin Shaw, Chairman, HFMA Foundation Trust Finance Network



HFMA Finance Director of the Year Award

Endorsed and sponsored by **Public | Sector | Consultants**
qvp



The Finance Director of the Year Award represents one of the most prestigious accolades available to Finance Directors in healthcare across the UK.

The Award is for professional excellence in financial management or contribution towards the improvement in healthcare delivery either locally or nationally in any of the four health economies in the UK. It is intended to honour the outstanding contribution and effort made by Finance Directors towards the overall success of their organisations, the finance function or the positive contribution made to healthcare delivery in the UK.

NHS Boards or Chief Executives may make nominations. Nominations will also be considered from Strategic Health Authorities, HFMA Branches, Industry regulators or other bodies working with the healthcare finance community in the UK.

Entry Requirements:

Nominations will need to include a succinct account in not more than 1,000 words detailing how your nomination meets the criteria set out below. Supporting appendices may be submitted as part of this entry.

Entry Criteria:

The judges will be looking for evidence of substantial personal contribution in a number of areas.

- + Evidence of significant financial achievement on the part of your organisation
- + Enterprise
- + Integrity
- + Innovation
- + Leadership
- + Strategic development of the organisation
- + High quality of service (internally and/or externally)

The Judges

Senior Representative (TBA),
Department of Health
Andy Leary, Chairman, HFMA
Jeff Buggle, Director of Resources,
Department for Health and Social Services,
Welsh Assembly Government
Mark Knight, HFMA Chief Executive
Stephen Prince, Chief Executive,
Public Sector Consultants



HFMA NHS Charity Reporting Award

Endorsed and sponsored by



The need for charities to produce clear and meaningful reports and accounts has never been greater. The public and stakeholders demand clear and transparent explanations of how charities use their funds and the impact they have in their area of activity. The HFMA NHS Charity Reporting Award offers an opportunity to show case best practice and celebrate the work of charities within the NHS. The theme for this year is transparent annual reporting.

Entry Requirements:

An account in not more than 1,000 words detailing how your entry meets the criteria set out below. A copy of the Annual Report for year financial year ending March 2006 and March 2007 (if applicable).

Entry Criteria:

- + Compliance with the legal disclosure requirements - is the report complete and providing all the information required?
- + Compliance with the content and headings of SORP 2005 - does the report adopt the SORP best practice approach and use the flexibility within the SORP creatively to deliver a coherent, clear and concise picture?
- + Explaining activities - from the report does the reader gain a good overview of the activities undertaken, proportionate to the size of the charity?
- + Explaining achievements - does the report explain what difference the charity made and relate those achievements to the activities undertaken and the mission in a creative, concise and clear way, proportionate to the size of the charity?
- + Explaining mission - does the reader know what the charity intends to do, its ambitions and future plans?

The Judges

David Carter, Chairman, HFMA
Charitable Funds Committee
Nigel Davies, Charity Commission
Keith Ford, Association of NHS Charities



HFMA Clinical Engagement Award

National Institute for
Health and Clinical Excellence

Endorsed and sponsored by

The theme for this years Clinical Engagement Award is implementation of NICE Guidance. The award is for an individual or team that has actively contributed to implementation of NICE guidance with emphasis on working with others to meet financial challenges.

NICE guidance represents best practice incorporating both clinical effectiveness and cost effectiveness. The challenge is to ensure patients benefit from improved care through implementing guidance consistently. The Audit Commission noted in 'Managing the financial implications of NICE Guidance' (September 2005) that implementation of NICE guidance is not always straightforward and comprehensive implementation of all guidance across the NHS may not be possible as there may be competing priorities for funding locally. However, individual NHS bodies could significantly improve local implementation by strengthening their financial management arrangements.

Entry Requirements:

An account in not more than 1,000 words detailing how your entry meets the criteria set out below, and demonstrates the importance of considering the resource impact when planning implementation activities.

Entry Criteria:

- + Evidence of joint working between finance professionals, clinical colleagues and operational management to improve implementation
- + Development of the business case(s), including an assessment of costs and savings associated with implementing guidance
- + Either:
 - The introduction of systems to routinely plan for and assess impact of implementation, or
 - A significant improvement in services arising from implementation of a specific piece of NICE guidance.

The Judges

Andrea Sutcliffe, Deputy Chief Executive, NHS National Institute for Health and Clinical Excellence
Andy McKeon, Managing Director, Health, Audit Commission
Andy Hardy, Chairman, HFMA PbR committee



HFMA Jon Havelock Award

The Jon Havelock Award is made annually to recognise a significant contribution made within the last financial cycle to the NHS finance community by an individual (below Director of Finance level) or team currently working in NHS finance.

The Award was established in 1999 to commemorate the significant contribution Jon made to the NHS Finance Staff Development. Jon was the Deputy Director of Finance in the Department of Health prior to his sudden death in 1998. The award is aimed at sharing good practice and innovation in the Financial Management and Financial Performance initiated by Finance staff.

The Award is for professional excellence in financial management or contribution towards the improvement in healthcare delivery either locally or nationally in any of the four health economies in the UK. It is intended to honour the outstanding contribution and effort made by an individual or team who in the judges view has contributed most to financial performance or financial management in healthcare delivery in the UK. Finance Directors may make nominations. Nominations will also be considered from Strategic Health Authorities, HFMA Branches, Industry regulators or other bodies working with the healthcare finance community in the UK.

Entry Requirements:

A succinct account in not more than 1,000 words detailing how your entry meets the criteria set out below. Supporting appendices may be submitted as part of this entry.

Entry Criteria:

The judges will be looking for evidence of substantial contribution made by a healthcare professional in a number of areas.

- + **A. KEY LEARNING POINTS** (from introducing the initiative) Any information, factors or discoveries made in the process of implementing the submission that would act as helpful information or pointers for others attempting similar schemes e.g. what I would have done differently, milestones etc.
- + **B. TRANSFERABILITY TO OTHER ORGANISATIONS**
An analysis of how transferable the scheme is and how it could be adapted by others to deal with similar challenges.
- + **C. BENEFITS AND VALUE FOR MONEY**
 - (i) ACTUAL REALISED BENEFITS (ORGANISATIONAL) - Should outline organisational benefits and how these have been measured. Examples of measures appropriate to different projects

might be a reduction in sickness absence, improved staff questionnaire results, more training requests submitted by staff, improved feedback from Finance Clients. These should be highlighted against the anticipated benefits and significant variances discussed.

- (ii) ACTUAL REALISED BENEFITS (STAFF) – This should detail how the project has helped staff with details of the evidence, some of the evidence may be similar to that above but there may be more. Staff goals and objectives although complementing organisational objectives may not be exactly the same.
- (iii) APPROXIMATE COST TO THE ORGANISATION – This should list costs incurred as well as hidden or sunk costs that may require investment from others trying to replicate the project. Please try and separate any set-up costs from on-going revenue costs.

The Judges

Andy Leary, Chairman HFMA
Mark Knight, Chief Executive, HFMA
Letsie Tilley, Director of Finance and Planning, West Hampshire Partnership Trust



Last year saw an unprecedented number of nominations across all categories. Pictured above are some of the winners and highly commended entries receiving their awards.

Judging

The judges will be assisted by a team of scrutineers consisting of members of HFMA's various Committees and Special Interest Groups. The scrutineers will carry out an initial assessment of each entry and draw up short-lists for each award. The judges will select a winning organization, which in their view is the best entrant. At their discretion, the judges may also recognise good practice or individual performance by highly commending entries.

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

The judges' decisions will be final.

Entries

All entries must be received by **Friday 28th September 2007**.

To enter, send two copies of your application (with supporting evidence where required) to the address below or email your entry to danielle.lucas@hfma.org.uk. 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 e-mail:
Danielle.lucas@hfma.org.uk



For all queries regarding any of the Awards, including sponsorship opportunities, contact martin.walsh@hfma.org.uk or telephone 0117 929 7416.
Additional copies of this application brochure are available from HFMA or online at www.hfma.org.uk

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

Healthcare Financial Management Association is a registered charity no. 1114463, and a limited company registered in England and Wales no. 5787972.