

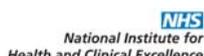
the voice of healthcare finance...

A large, dark blue, five-pointed star is the central focus. It has a slight gradient and a shadow effect. The text "HFMA AWARDS 2008" is centered within the star. The background features a trail of smaller, white-outlined stars moving from the left towards the right, creating a sense of motion and celebration.

HFMA AWARDS 2008

Rewarding Healthcare Innovation and Achievement

DEADLINE FOR APPLICATIONS : 26TH SEPTEMBER 2008





In these times of significant change across the healthcare market in the UK, 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 Trust or Foundation Trust, a PCT, or any of the other Special Health Authorities, private healthcare or other organisations involved in the work of managing or 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 including efficiency gains, outstanding contributions from both individuals

and teams, new governance initiatives and exceptional service delivery.

Each award looks to recognise innovation and creativity, ensuring that the finance team continues to deliver the high quality and 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 750 of your peers. I would therefore commend these Awards to you, and actively encourage you to nominate your organisation or colleagues for such recognition.

Chris Calkin
HFMA Chairman



About the Awards

The Awards are managed by HFMA's professional 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 – and specifically the contribution of finance managers and teams – 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 staff (both executives and non-executives) 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 healthcare organisations and employees across the UK – 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.

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 750 of your peers
- + A year's free membership or associate membership to HFMA
- + Coverage of their achievement in Healthcare Finance magazine and special Awards Supplement
- + Recognition by peers of best practices across the UK healthcare industry

The Awards ceremony

All shortlisted entries will be invited to HFMA's Annual Gala Dinner & Awards evening where the winners will be revealed. The event will take place on the evening of Thursday 4th December 2008 at the London Hilton Metropole. Additional tickets will be made available should individuals, teams or organisations wish to purchase them in order to enjoy this glittering black-tie event (subject to availability).

Key dates

- + 26th September 2008 – Entry deadline
- + October 2008 – Short listed organisations announced and where applicable invited to present their application
- + 4th December 2008 – 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 product
- ✦ Evidence of improvement on last year's final accounts process
- ✦ Any difficulties/challenges faced by the team and how they were overcome.

2. A copy of the financial pages from the organisation's annual report.

Judging Criteria:

The Award will be made to the organisation that best demonstrates the following:

- ✦ 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

David Flory, Director General for NHS Finance, Department of Health
 Chris Macklin, Chairman, HFMA Accounting & Standards Committee
 Chris Calkin, Chairman, HFMA
 Trevor Rees, Head of Healthcare Audit, KPMG



HFMA Efficiency Award

Sponsored by



The drive for improved efficiency in UK healthcare services remains as strong as ever. While many healthcare organisations are currently returning surpluses, this is often earmarked for service development. The return to more traditional levels of growth in national settlements coupled with demanding national efficiency targets means organisations need to find ways of improving the value for money and quality of the healthcare they commission and/or deliver. The HFMA Efficiency Award will focus on the role of finance in supporting the delivery of improvements in efficiency. It seeks to recognise innovative approaches to cost improvement either within a specific service or activity or across the whole organisation.

Entry Requirements:

A statement of up to 1,000 setting out:

- ✦ (For provider Trusts) How a member or members of the finance team have led or supported work to improve the efficiency of services provided by the organisation ;
- ✦ (For Commissioning organisations) How improvements in commissioning have led to improved services for patients and better efficiency or use of resources (Nominations from Commissioners may also include examples of improvement in efficiency of their provider arm services);
- ✦ An assessment of the impact on the service and/or costs; and
- ✦ 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.

Judging Criteria:

The Award will be made to the organisation that best demonstrates:

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

The Judges

Keith Wood, Chairman, HFMA Financial Management & Research Committee
 Andy McKeon, Managing Director - Healthcare, Audit Commission
 Sue Lorimer, Director of Finance, Liverpool Women's NHS Foundation Trust
 Richard Pinder, Director of Finance, Pulse Staffing Ltd.



HFMA Governance Award

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 governance improvements that go beyond the delivery of an organisation's statutory duties. The statement must include a brief description of the background and approach to the project, the tangible results of their work done and why the individual, team or organisation should be recognised. Good governance is about an improvement journey rather than a one-off initiative and while this award is for 2007/08, prior year commitment to good governance can also be recognised.

Judging 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 achievement 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

Barbara Byrne, Director of Finance & Information, West London Mental Health Trust

Tim Crowley, Chairman, Internal Audit Practitioners Group

Andrew Geldard, Director of Resources, North Essex Partnership NHS Foundation Trust



HFMA Healthcare Provider of the Year Award



Sponsored by

The HFMA Healthcare Provider of the Year Award will be awarded to an organisation who, in the view of the judges demonstrates the most contribution by a finance team to excellent performance across the organisation.

Entry Requirements:

A statement of up to 1,000 words setting out the contribution made by a particular finance team within a provider organisation to the transformation of performance or delivery of high quality services. The contribution should go beyond the delivery of that organisation's statutory duties and demonstrate how the finance team has contributed to the achievement of significant service improvement or service excellence.

All entries should explain how the work contributes to the achievement of the organisation's strategy and include a copy of the most recent Annual Plan submitted to Monitor, Local Development Plan, Operational Plan or equivalent.

Judging Criteria:

Case studies submitted for this award must contain evidence describing how the finance team has made a significant impact and contribution to the delivery of organisation performance, hence improved patient care. The criteria are not limited to specific activities, but each entry should clearly articulate how patients at the trust have benefited. Entries will

be considered from provider organisations including provider units within Scottish Health Boards.

The Judges

Martin Shaw, Chairman, HFMA Foundation Trust Finance Faculty

Bill Shields, Chairman Elect, HFMA

Suzanne Tracey, Director of Finance, Royal Devon & Exeter NHS Foundation Trust

Cathy Kennedy, Director of Finance & Performance, North East Lincs Care Trust

Russell Charlesworth, Director, Education, Health & Communities, Abbey UK Corporate Banking





HFMA Commissioner of the Year Award

Endorsed and sponsored by



World class financial management and a stable local finance economy are essential pre-requisites for World Class Commissioning but an emphasis on collaborative working to optimise health gains is what defines its success. This Award seeks to recognise innovative practices and sustainable improvement in health outcomes through World Class Commissioning.

Entry Requirements:

A statement of up to 1,000 words setting out how the organisation has sought to improve its community's health outcomes with a particular programme of work. HFMA wants to recognise the work done at local level by individuals, teams or whole organisations and highlight best practice and innovative approaches to the assessment of needs, matching resources to priorities and the improvement of health outcomes.

The statement must include a brief description of the work, the tangible results of that work and why the individual, team or organisation should be recognised. While this award is for 2008, prior year commitment to improving commissioning practices can also be recognised.

The statement may also be accompanied by supporting any useful background documentation. Entries are open to commissioning organisations or organisations undertaking a commissioner-type function.

Judging Criteria:

The HFMA Commissioner of the Year Award is given to individuals, teams or organisations who,

in the opinion of the Awards Committee, best demonstrate any/all of the following criteria:

- ✚ A dynamic approach to partnership working that creates the financial environment that local authority, current and potential providers can operate within.
- ✚ An innovative programme of improvement for commissioning competencies within the commissioning organisation
- ✚ Innovative practice in improving clinical and care outcomes, health and community outcomes.

The Judges

Cathy Kennedy, Director of Finance & Performance, North East Lincs Care Trust
Jerry Mansmann, Associate Executive Director, Mede International
Mark Britnell, Director General of Commissioning and System Management, Department of Health
Dr Michael Dixon, Chairman, NHS Alliance



HFMA Finance Director of the Year Award

In partnership with and sponsored by



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 and leadership and recognises an individual's contribution to their organisation and towards the improvement in health or healthcare locally or nationally in any of the four UK nations. 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:

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.

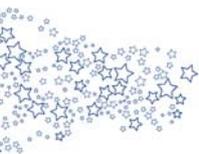
Judging Criteria:

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

- ✚ Significant financial achievement of the organisation
- ✚ Enterprise
- ✚ Integrity
- ✚ Innovation
- ✚ Leadership
- ✚ Strategic development of the organisation
- ✚ High quality of service (internally and/or externally)

The Judges

David Flory, Director General for NHS Finance, Department of Health
Mark Knight, Chief Executive, HFMA
Jane Tomkinson, 2007 FD of the Year Winner
Jeff Buggle, Director of Finance, NHS Wales
Stephen Prince, Chief Executive, Public Sector Consultants



HFMA Charitable Funds Management Award

In partnership with



This Award will recognise best practice in the management of charitable funds by the 300 Charities associated with NHS Trusts across the UK. It will recognise both excellence in the use of resources to fund the Charity's purpose and in the way that funds and investments are managed as well as considering best practice in financial reporting

Entry Requirements:

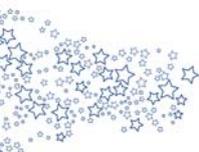
An account in not more than 1,000 words explaining why the entry represents best practice in charitable funds management. Entries should provide details of their reserves policy with explanations of any funds held back and of any appeals or designated funds for specific projects. It should be clear how the performance fits in with the Charity's aims and purpose. A copy of the Annual Report for the financial year ending March 2008 should also be submitted.

Judging Criteria:

The winning entry will be one which most demonstrates innovation and best practice in the management of Charitable Funds, highlighting how these innovating practices have delivered (or is due to deliver) improvements in healthcare.

The Judges

David Carter, Chairman, HFMA Charitable Funds Special Interest Group
Nigel Davies, Charity Commission
Keith Ford, Association of NHS Charities
Paul Assinder, Director of Finance & Information, Dudley Group of Hospitals NHS Trust



HFMA Clinical Engagement Award

In partnership with and sponsored by



While clinical engagement has always been important, there is room for substantial improvement. Recent changes in the way the NHS is run – particularly in England – have provided new opportunities for clinicians to engage with the financial management of their clinical directorates, business units or organisations. For example, clinicians and staff from finance can engage on planning for and implementing NICE guidance, using the costing and commissioning tools produced by NICE to guide discussions.

This award will be given to an individual, team or organisation that best demonstrates an innovative programme involving both finance and clinicians with the aim of improving or has demonstrably improved public health or healthcare service delivery. Programmes delivered with the aim of improving patient experiences or improved management of resources will also be considered if developed, implemented or managed by both finance staff and clinicians.

Entry Requirements:

An account in not more than 1,000 words detailing how your entry has sought to deliver the criteria set out below involving both finance staff and clinicians in the design, implementation or management of that programme.

Judging Criteria:

An example of joint working between finance professionals and clinical colleagues to:

- + Improve health; or
- + Reduce health inequalities; or
- + Improve healthcare service delivery, improved management of resources; or
- + A demonstrable improvement in patient experience.

Examples could include:

- A significant improvement in services arising from implementation of a specific piece of NICE guidance.
- A redesign of patient pathways or an innovative use of health technologies to improve health outcomes and reduce resources needed to deliver those outcomes.
- A public health programme that has delivered improved patient experiences, reduced levels of ill-health or reduced resource need.

The Judges

Chris Calkin, Chairman, HFMA
Andy Hardy, Chairman, HFMA Payment by Results Special Interest Group
Ben Bennett, Business Planning and Resources Director, NHS National Institute for Health and Clinical Excellence
Dr Jonathan Sheffield, Medical Director, United Bristol Healthcare NHS Trust (TBC)
Andy McKeon, Managing Director - Healthcare, Audit Commission



HFMA Jon Havelock Award

The Jon Havelock Award is made annually to recognise a significant contribution made towards finance skills development. It seeks to recognise best practice in the training and development of finance staff or the raising of financial awareness and skills within the wider non-financial workforce.

The Award was established in 1999 to commemorate the significant contribution Jon Havelock made to the NHS Finance Staff Development. Prior to his sudden death in 1998, Jon was the Deputy Director of Finance in the Department of Health. The award is aimed at sharing good practice and innovation in financial skills development.

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.

Judging Criteria:

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

- + Key Learning Points
- + Transferability to other organisations
- + Benefits and Value for Money including
 - Realised benefits to the organisation
 - Realised benefits to the participants
 - Cost to the organisation

The Judges

Alison Myles, Learning and Development Director, HFMA
Letsie Tilley, Director of Finance & Planning, West Hampshire Partnership NHS Trust
Kevin Orford, Finance Staff Development Network, NHS
Andy Leary, Immediate Past Chairman, HFMA



HFMA Corporate and Social Responsibility Award

In partnership with and sponsored by



This Award seeks to recognise work within UK healthcare organisations to develop Corporate and Social Responsibility programmes and recognise the important role of the finance function in making CSR a reality. It is intended to highlight good practice in healthcare organisations in considering the social and environmental impacts of their activities.

Organisations entering this award may have implemented a plan to reduce their carbon footprint, worked with the supply chain to encourage sustainable procurement or improved accessibility and therefore reduced health inequalities. The award will examine successes in a number of areas including reporting of CSR activities and implementation of innovative CSR policy initiatives

Entry Requirements and Criteria:

The entry requirements will be a statement of no more than 1,000 words setting out details on both organisational and project-specific information:

Organisational information:

1. Overview of how social and environmental issues are considered at the organisational level and integrated into core strategy, governance and management
2. Evidence of how social and environmental issues are communicated within and outside the organisation

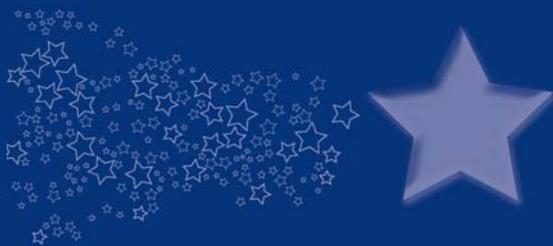
For one specific project:

3. Project overview, including: aims and objectives, timescale, organisational departments involved, how nominees achieved finance director and employee buy-in, difficulties faced and how these were / will be overcome, outcomes to date and planned in the longer term
4. Identification of key social and environmental issues and impacts the project intends to reduce
5. Explanation of how the project relates to overall organisational governance and strategy

The award will go to the organisation that, in the opinion of the judges, is able to demonstrate the strongest organisational commitment to social and environmental issues.

The Judges

Mark Millar, Chairman, ACCA Health Panel
Nigel Edwards, Policy Director, NHS Confederation
Roger Adams, Executive Director, ACCA
Christopher Lewis, Cardiff & Vale NHS Trust
Mark Knight, Chief Executive, HFMA



Judging

The judges will be assisted by a team of scrutineers consisting of members of HFMA's various Professional 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 organisation, 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 of entries 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 26th September 2008.

To enter, send an electronic copy only of your application with relevant supporting appendices using the HFMA Awards Entry Form (available at www.hfma.org.uk/awards) to carla.ciccotelli@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.

For all queries regarding any of the Awards, 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/awards.

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