THE Association of chief estates surveyors and property managers in THE PUBLIC SECTOR



**AWARDS FOR EXCELLENCE 2024**

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| **GUIDANCE FORM** |
| **AIMS** |
| The aims of the Awards are:   * To recognise and celebrate success and to highlight innovation, partnership working or best practice by public sector Property and Asset Managers. * To publicise ACES and the role of Property and Asset Managers in local government and the wider public sector. * To help learn from one another, especially in delivering in challenging circumstances. * Showcase the breadth, depth and value (social, environmental and financial) of the work we do through land and built environment projects. |
| **WHO CAN APPLY** |
| The Award is open to all full and part time Property and Asset Managers employed by an organisation represented by an ACES member.  In the case of single member Authorities, you will need to approach an ACES colleague for them to complete the nomination form on your behalf.  An ACES member can nominate a colleague from another ACES represented organisation.  We would invite submissions from all levels of an organisation, the focus is on excellence – not on how big a project or piece of work is!  The more we can see an individual or team innovate or go beyond their role – the better it is likely to score.  Both individual and team entries are acceptable. You can nominate for more than one category but we ask that you submit separate entries if the nominations are not linked by a project.  We would also encourage applications that show partnership working, particularly with communities, health or the voluntary sectors.  You do not need to be the ‘lead partner’.  More than one entry can be submitted per organisation if there are different examples you would like to nominate. |
| **WHAT DO WE NEED TO SEE?** |
| As with all applications the more you can tell us the better. We recommend using the STAR method in setting out your nomination narrative – Situation, Task, Action, Results:  Situation - What was involved? – asset type, resources etc  Task - What was the issue/problem?  Action - What was done? In particular, what was your (or the team's) contribution?  Results - What was the outcome?  If you do not tell us what happened … we cannot score it!  There is a word limit in the main application form, but you should consider attaching any relevant supporting information to your application – brochures, CGIs, photos, or consultation event leaflets have previously helped us bring applications to life.  If information is commercially confidential, please mark it as such. |
| **CRITERIA** |
| Nominations should demonstrate:   * The successful achievement of a job well done; and * Enabling the organisation to achieve one of its key objectives   Together with some or all of the following qualities:   * Initiative * Innovation and imagination * Professional expertise * Giving Social/ Community Value * Inclusive teamwork * Sustainable outcomes * Value for money and best value * Delivery against the odds * Improving service delivery * Effective asset management * Enhancements to customer service |
| **PROCESS FOR AWARDING** |
| Judging of the entries will be undertaken by a 3 panel committee from the core management team.  The awards will be made at the Annual General Meeting in London (November 2024)  The winners will be presented with an Award at the AGM.  A press release will also be made.  The winners will be asked to give a presentation of their work at an ACES event in 2025. |
| **DEADLINE FOR ENTRIES** |
| The deadline for receipt of entries is 30th August 2024 – they should be emailed directly to [dan.meek@norsegroup.co.uk](mailto:dan.meek@norsegroup.co.uk) using the nomination form. |

