

# Payroll service provider of the year



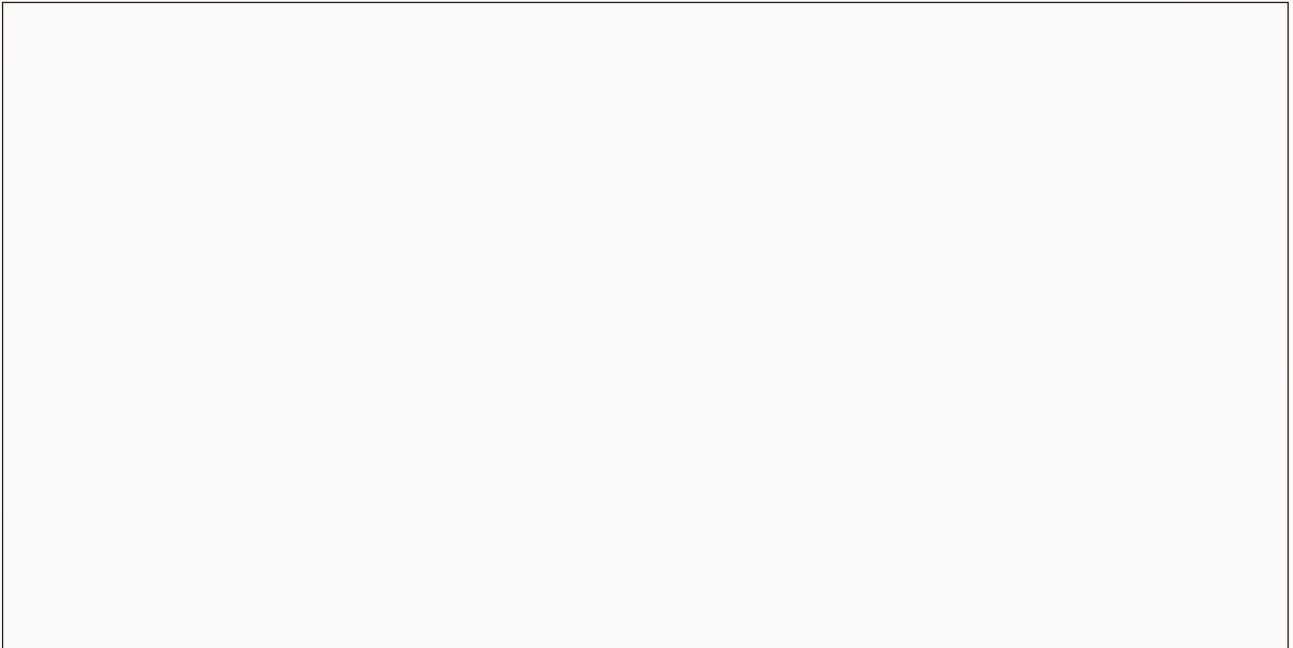
This award is open to service providers regardless of size and number of clients and will be presented to the provider proven to demonstrate commitment to customer service and an effective and compliant payroll function.

## Organisation summary statement:

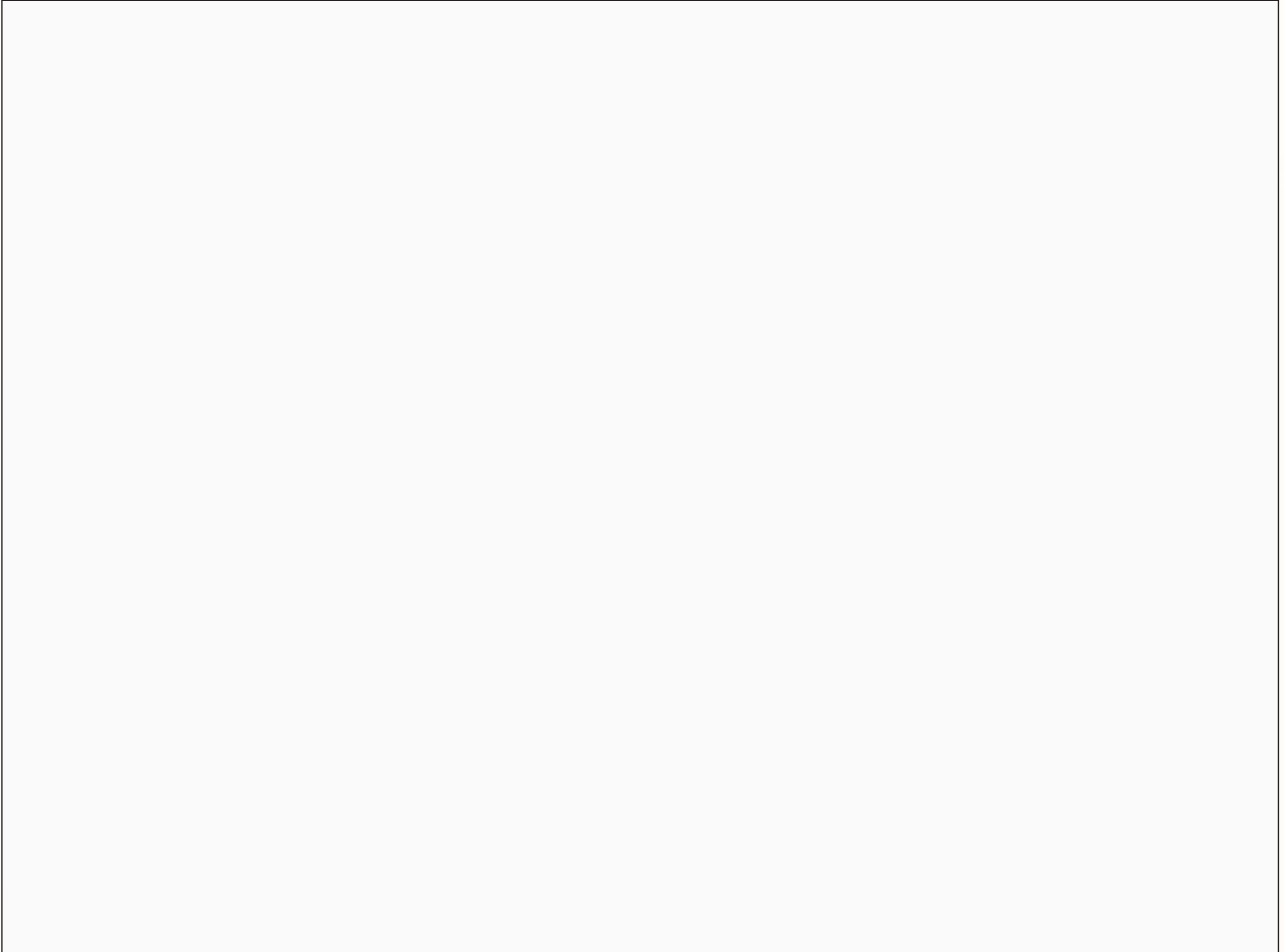
- Briefly highlight why this organisation should win, and where in the nomination the supporting evidence can be located
- This statement should be **no more than 250 words**

## Evidence of induction processes in place for new starters

**Evidence of training and development opportunities, and how this is measured**

A large, empty rectangular box with a thin black border, intended for providing evidence of training and development opportunities and how they are measured.

**Organisational structure and evidence of communication channels, both within the department and to clients**

A large, empty rectangular box with a thin black border, intended for providing evidence of organisational structure and communication channels, both within the department and to clients.

**Evidence that the organisation is working towards, or currently holds, the CIPP's PQP accreditation, or one of the following:**

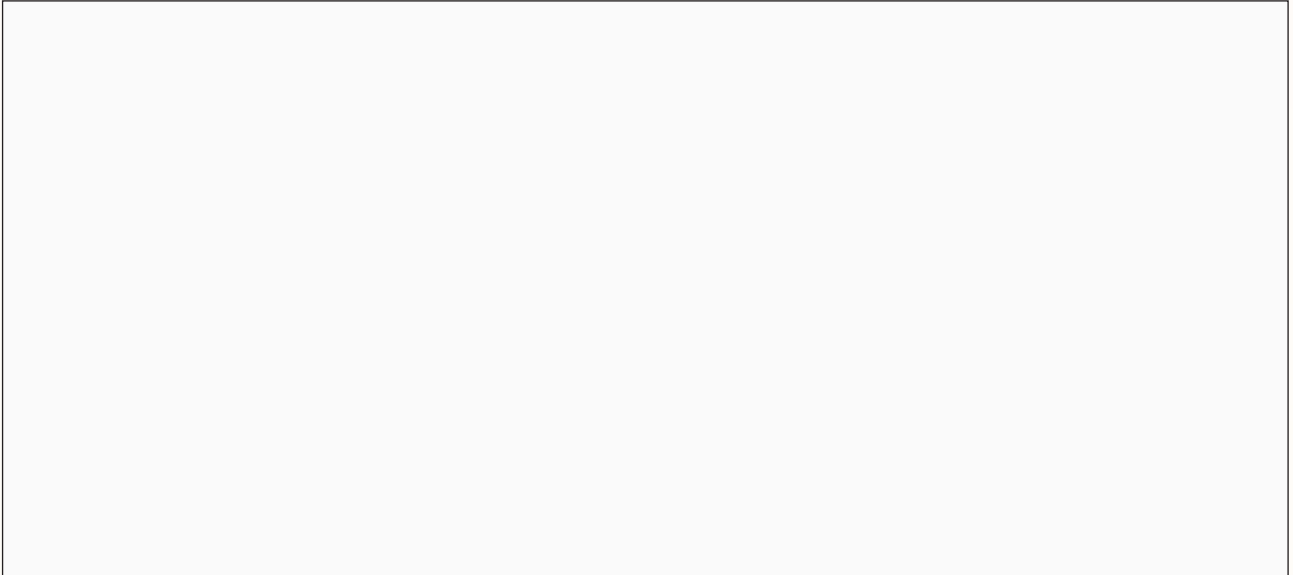
- Investors in People
- ISO
- Investors in Excellence

This evidence should be in the form of a signed engagement form, or certificate of accreditation, please do not submit your PQP portfolio

**Details of the type of services provided and the target industry/organisation type**

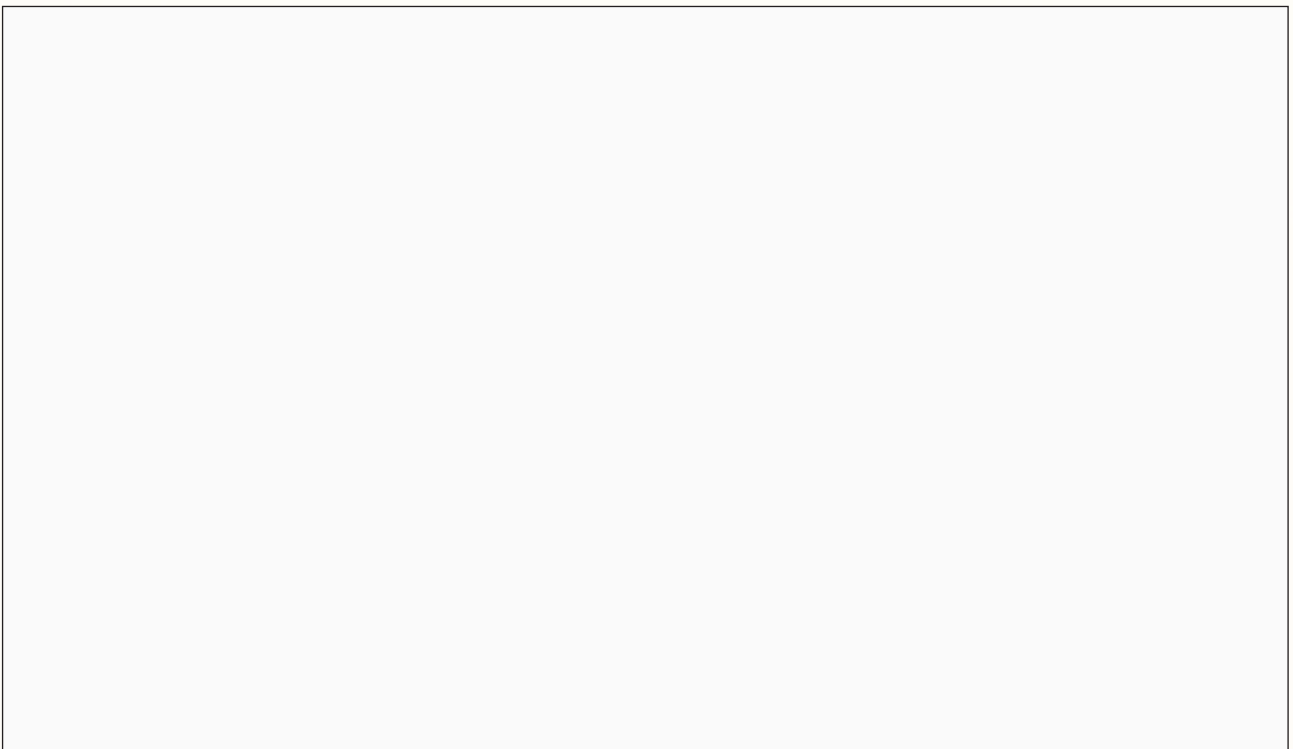
**Evidence that the provider is keeping up to date on developments within the industry, especially legislation, in order to update and support their clients**

## Evidence of how customer service, satisfaction and retention are measured



### Testimonials:

- Testimonials from no more than three of your clients
- Testimonials must be supplied on company letterhead, or via a company email, with contact details of the person supplying the testimonial



NOMINATIONS WILL CLOSE ON 15 AUGUST 2014, TEMPLATES FOR EACH AWARD ARE AVAILABLE AT [WWW.PAYROLLAWARDS.ORG.UK](http://WWW.PAYROLLAWARDS.ORG.UK) OR YOU CAN EMAIL [INFO@CIPP.ORG.UK](mailto:INFO@CIPP.ORG.UK). ALL NOMINATIONS CAN BE RECEIVED ELECTRONICALLY.

Alternatively, if you are submitting your nomination via post, please can you ensure that you include eight copies of everything included in your nomination.

# Nomination Rules

The following rules should be followed for all submissions to ensure that your nomination is accepted by the awards judges.

1. The criteria must be met. Templates for each award are available online at [www.payrollawards.org.uk](http://www.payrollawards.org.uk) and must be used. Any nomination that is received which does not follow this template and meet the required criteria will not be submitted for judging
2. Testimonials supporting the nomination must be supplied on company letterhead, or via a company email, with contact details of the person supplying the testimonial. The maximum number of testimonials for each of the awards is three
3. Summary statements for each award should not exceed 250 words and should provide an overview of "why this nomination should win"
4. You can, and should, self nominate. If you don't shout about your success how can you expect others to?
5. CIPP staff members, and members of the CIPP board of directors, can not be nominated. Any nomination received for a member of the CIPP staff and/or board will be disregarded
6. CIPP tutors, as long as they are not members of the board, can be nominated
7. Awards judges and/or their employing organisations can be nominated. If a nomination is received for one of the judges they will not be permitted to judge for that category, nor will they see the other nominations. The CIPP representative facilitating the judging will ask the individual to leave the room while judging for that award takes place
8. All judges will be required to declare any conflict of interest prior to the judging taking place, and will be asked to leave the judging panel for any award that it is felt they will not judge fairly. The CIPP representative facilitating the judging will ensure that this is the case and that all awards are judged based on the nomination in front of them and without bias
9. The closing date for nominations is **Friday 15 August 2014**
10. Short-listed nominees will be contacted prior to the awards ceremony, however, winners will not be notified before the event on 9 October 2014
11. Nominations can not be withdrawn after the judging has taken place. **The judges decision is final and will not be changed after the judging day in August 2014**

**Please sign below to confirm that you have read and will abide by the above rules for nominations.**

**Please tick this box if submitting this form electronically**

By ticking this box you are 'signing' this document and are confirming that the information provided is accurate and that you have read and agree to the above nomination rules

Date: