

In-house team of the year



Team work is crucial to the success of any business. Employees should all be working towards one overall goal, or mission for the organisation, otherwise the organisation will fail.

This award recognises the in-house payroll and/or pensions team that has compelled their employer to recognise the important role that the department can play in improving the overall company performance, and not just perceive the department as a cost centre.

Name of nominee

Name of nominator

Team summary statement

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

An overview of the department/team structure and how the team is aligned to the business goals of the organisation

- Demonstrate how the team works together to maximise individual skills and experience to deliver exceptional service at your organisation

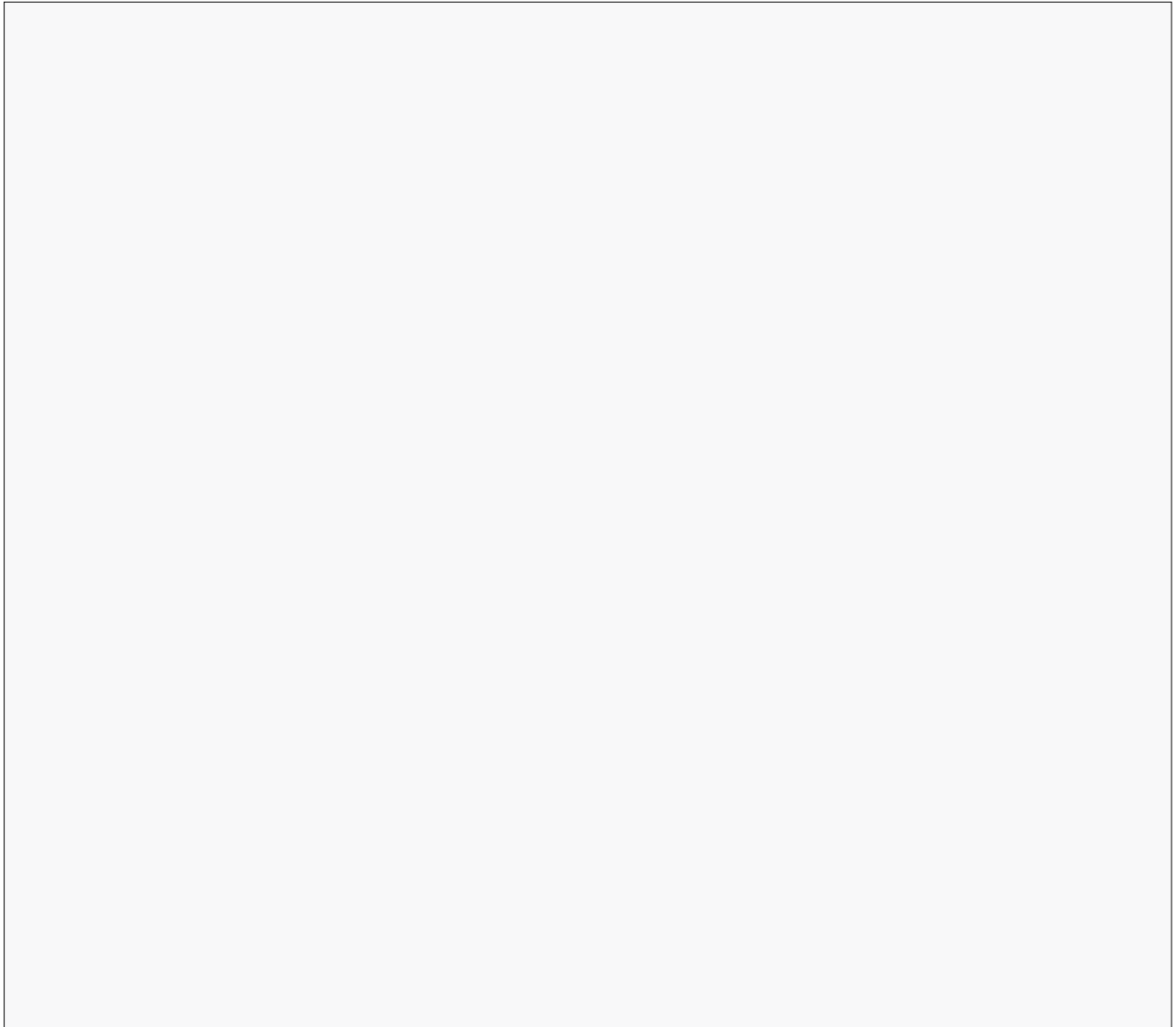
Evidence that the team is responsible for delivering the payroll and/or pensions service for the employing organisation

Evidence of any initiatives that the team have been involved in over and above their day to day responsibilities which may have impacted positively on the organisation as a whole. This could include:

- Re-organisation of the department to better utilise the existing skills within the team
- Streamlined communications within the team, and organisation as a whole, to improve customer service
- Changes to processes and/or systems to improve the efficiency and effectiveness of the department
- Outsourcing certain functions to allow the department more time to focus on other aspects of their role and generate better results

Testimonials:

- No more than three testimonials from other departments or clients of the department to support this nomination
- 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 **31 JULY 2015**, TEMPLATES FOR EACH AWARD ARE AVAILABLE AT WWW.PAYROLLAWARDS.ORG.UK OR YOU CAN EMAIL INFO@CIPP.ORG.UK. ALL NOMINATIONS CAN BE RECEIVED ELECTRONICALLY.

Alternatively, if you are submitting your nomination via post, please ensure that you include eight copies of everything 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** 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 trustees, 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 31 July 2015**
10. Short-listed nominees will be contacted prior to the awards ceremony, however, winners will not be notified before the event on 8 October 2015
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 2015**

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: