



~ NOMINATION GUIDANCE ~

INTRODUCTION

STAR (Special Thanks and Recognition) Awards formally recognise the outstanding contributions of our colleagues.

Do you know a colleague or a team who stand out from the crowd? Someone who makes a difference at work and deserves to be recognised for it - then why not nominate them for a STAR Award?

SUBMITTING YOUR NOMINATION

- ★ Nominations must be made using the correct nomination form and submitted **between 14 August 2023 and 1 September 2023**.
- ★ The guidance provided overleaf, in terms of the headings that nominations may be made under, are suggestions only and nominators may submit an entry under a different heading as long as they are able to illustrate an outstanding contribution in some way.
- ★ All submissions should answer the following questions. It is on this part of the form that the judging panel will base its decision – so please think through your response carefully.
 - Why are you nominating the person/team?
 - How has their work led to improvements within the Council?
 - What is distinctive or exceptional about their contribution?
- ★ A **maximum of 3** pieces of supporting information may be submitted for each nomination.
- ★ You can submit your nomination by emailing a form to organisational.development@moray.gov.uk or by posting a form to Organisational development, HQ, High Street, Elgin, IV30 1BX.

If you have any queries please contact the HR helpline to be directed to OD admin on 01343 563261.



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Suggested Categories –

The headings below are for guidance only. Nominations may also be made under other headings of your choosing.

Efficiency – added value/efficiency using an innovative or creative solution to challenges the Council faces, or the use of financial prudence in relation to Council expenditure	Improvement - ideas within a team or service area that have led to improved service delivery
Overcoming Adversity - sustained or improved service delivery when circumstances or conditions have been particularly adverse	Engagement – additional discretionary effort and the positive impact for a service area or recipient
Health and Wellbeing - contribution to the improvement of health and wellbeing of either the people of Moray or Council employees	Partnership/Collaborative Working - partnership or collaborative working that has led to improved service delivery
Support - support provided to other employees or service users and how this has made a difference to the recipient(s)	Customer Service - customer service that exceeds client or customer expectations
Leadership – inspires ongoing service improvement, delivering effective and efficient service through a highly engaged and productive team or unit	Excellence in Health and Safety – fosters a culture of health and safety, contributions made to improve health and safety (e.g. actions taken to prevent injuries, or illnesses, prevention of unsafe conditions or practices)
Community/Volunteer – engages, promotes and develops links within the community	Diversity/Inclusion – supports and promotes diversity through inclusion
Good Citizenship (or Public Spirit) – demonstrates good citizenship (or public spirit) by doing the “right thing” for another person or group.	Helping / Mentoring – invests time and effort in coaching or mentoring. Serves as a role model to others through positive interactions. Positively influences others in working towards departmental or service objectives.
Going Green – contributes to a culture of sustainability, resource conservation and efficiency actions. Saves costs and creates operational efficiencies.	