



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 nominate them for a STAR Award?

SUBMITTING YOUR NOMINATION

Nominations must be made using the correct nomination form and submitted between 12 August 2024 and 2 September 2024.

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.

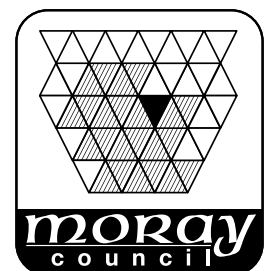
It is on this part of the form that the judging panel will base its decision – so please think through your response carefully.

- 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 email
organisational.development@moray.gov.uk

✉ or by post, sending the form to:
Organisational development, HQ, High Street, Elgin, IV30 1BX

If you have any queries, please contact organisational.development@moray.gov.uk



NOMINATION GUIDANCE

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:

Fostering 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:

Contributing to a culture of sustainability, resource conservation and efficiency actions. Saves costs and creates operational efficiencies.