

**SOFT FACILITIES MANAGEMENT INNOVATION AWARDS 2024**

APPLICATION FORM

Once completed, email this form to George Barton at: **gbarton@apse.org.uk**

All forms must be submitted by the closing date on **Thursday 12 December 2024**

Dear colleague,

**Innovation Awards 2024: Celebrating innovation in local government Soft FM services**

APSE is pleased to present the Innovation Awards, celebrating outstanding local councils that use innovative ideas and solutions to tackle the current challenges facing their frontline services. The awards provide participating authorities with an opportunity to showcase their expertise, alongside the results that they have achieved.

**Catering Innovation Award**

**Building Cleaning and Facilities Management Innovation Award**

In these two categories, the ideal submission will contain a description of the problem or challenge faced, and the innovative approach taken to remedy it. This could be, for example, a new way of delivering the service, new training techniques, use of new materials or equipment, and new methods of responding to or engaging with children, parents and your broader customer base. The submission should also include the outcomes that have been achieved.

Finalists of the Innovation Awards will receive substantial publicity, both nationally and locally, with the winners announced at an awards ceremony held as part of the annual APSE Facilities, Catering and Cleaning Management Seminar 2025, which will be held at Oulton Hall Hotel, Leeds on 30- 31January 2025.

The seminar itself will offer candidates the opportunity to network with other public sector frontline service staff in the industry, whilst also enhancing their skills and knowledge through a series of highly relevant discussions and presentations. The awards contribute to this ethos of development and achievement by offering the opportunity to celebrate innovation in local council frontline services.

Member and non-member authorities are welcome to submit an application.

**IMPORTANT INFORMATION**

## Have you been working on an innovative project?

Please complete the application form and email it to [GBarton@apse.org.uk](mailto:GBarton@apse.org.uk). Please ensure that you **return this form no later than** **Thursday 12 December 2024.**

Please note that, in line with the spirit of e-government and equality of access, APSE is using an electronic Word-based template for the awards submission. As such, any preparatory work should be undertaken in the knowledge that the awards will require you to submit via email.

If you are including pictures or other large attachments, please ensure that your email is kept below 20MB, otherwise it may not be received.

# Presentation of Awards

The winner will be announced at the APSE Facilities, Catering and Cleaning Management Seminar 2025, which will take place at Oulton Hall Hotel, Leeds on 30-31 January 2025.

# Contact

Please do not hesitate to contact the APSE office on 0161 772 1810, or email George Barton at [GBarton@apse.org.uk](mailto:GBarton@apse.org.uk), if you require any further information regarding the awards.

**Section 1 - Profile**

Name:

Position:

Authority/Organisation:

Address:

Telephone:

E-Mail:

**Section 2 – Submission Summary**

*Please provide a short summary of your project and highlight the contribution this has made to council services. The statement should be 100 words or less.*

Name of council/team:

Please select the category that you are submitting for:

(If you are submitting for more than one category, please fill out a separate form for each submission)

☐ Catering

☐ Building Cleaning and Facilities Management

Project title:

Statement:

**Section 3 – Council Statement**

*This is where you can demonstrate your innovative work and explain your submission in detail. Please write 700 words or less on a project of your choosing. Your submission should include a description of the problem or challenge faced, the innovative approach taken to remedy it, and the outcomes that have been achieved. Please use the hints and tips on the next page to help your submission.*

**Hints and Tips**

These awards are to recognise the excellent work that is happening in environmental services. The ideal submission will contain a description of the problem or challenge faced, the innovative approach taken, and the outcomes achieved. Specifically, we are looking for councils that are contributing to the development of new initiatives, and of new working methods in their authority.

To grab the judges’ attention, write your statement well. Show that you have taken the time to submit a high-quality application. Use proper English and check your spelling and punctuation. **Please stick to the allocated word counts.**

Here are a few ideas that you may use to write your application. Please bear in mind that these are only ideas. You may choose to write about:

* a service redesign
* new training techniques
* use of new materials or equipment
* new methods of responding to or communicating with the public

**Please note that the closing date for submissions is Thursday 12 December 2024. Email your completed form to** [GBarton@apse.org.uk](mailto:GBarton@apse.org.uk)**.**

**Dates to remember:**

* Submissions to be returned no later than **Thursday 12 December 2024.**
* Awards presentation and charity dinner at Oulton Hall, Leeds **on** **Thursday 30 January2025.**