

**2020/21 KENT HOUSING GROUP EXTRAORDINARY AWARDS – GUIDANCE**

This year some of your KHG colleagues have been working very hard to find a way to host our annual KHG Excellence Awards, working to enable the delivery of an event as successful as our previous awards ceremonies, whilst meeting the Government guidelines around social distancing.

For the event this year we are seeking your nominations for the KHG Extraordinary Awards, the opportunity for each KHG membership organisation to submit one nomination, where a person, project, team or even community member or group can be nominated and celebrated for being or doing the ‘extraordinary’.

Having one nomination per membership organisation does mean that all members of KHG can get involved, that this can be used as the opportunity to recognise and celebrate the extraordinary which has occurred over the last twelve months.

Covid-19 had been a significant part of our lives now since March 2020, and it will be inevitable that a nomination may feature the response to this life changing pandemic, however we do not want to restrict any nomination and therefore our scope is broad.

As each organisation will be able to submit one the nominations will not be subject to any scoring or judgement by the KHG Events Team, the difficult decision about your nomination will be taken yourselves internally.

**What should you consider to assist with your decision about a nomination?**

Has the person, team, project (staff or resident) achieved any of the following?

* *Improved the overall contribution and outcomes for customers and communities that your organisation works with? Can these be clearly demonstrated?*
* *Provided advice, support and/or guidance to those who require additional support to secure and maintain stable accommodation? Has a service or approach had to adapt to meet the challenges experienced by vulnerable people due to the Covid-19 pandemic?*
* *Has new or pending development of housing by your organisation or in partnership with your organisation met a specific housing need? Has the approach to design and use of technology pushed the boundaries and challenged the ‘norm’ with regards to housing development?*
* *Can you evidence and recognise how exceptional work or innovation has taken place to take forward or transform a service that benefits your customers or colleagues? Has your organisation been innovative in the use of technology to respond to the Covid-19 pandemic, ensuring that vital services remain in place?*
* *Has a member of staff, team or community representative/group gone the extra mile over the last 12 months? Have they had a significant impact on health and wellbeing, overall community engagement?*
* *Have you employed an apprentice or young person who has shown commitment to their role but exceeded expectations? If yes, then how?*
* *Do you have an outstanding person or project that is linked to your organisation that has made a significant contribution to their profession or customers this last year? How has their expertise and approach made them stand out? Have they effectively driven forward change?*
* *Do you have an ambassador within your organisation?*
* *Is there a team that has remained committed and achieving despite the challenges facing them now and during an unprecedented time?*
* *Is there an unsung hero in your midst? A staff member or person in the community that you would like to recognise? Are they an inspiration and role model to their peers?*

**How to submit a nomination**

There is a short nomination form to be completed by each organisation, with a point of contact from each nominating organisation.

If you wish to support your nomination with a video or pictures then please do so.

**All nominations have to be submitted by 5pm on Friday 5th February 2021 and sent to** [rebecca.smith@ashford.gov.uk](mailto:rebecca.smith@ashford.gov.uk)

**The Ceremony!**

Due to current restrictions KHG will not be able to host our usual ceremony, however, we plan do this virtually with all those nominated to be invited to attend. We will also be asking the person making the nomination to be at the virtual event, to say a few words about the nomination and to help celebrate the ‘extraordinary’.

The KHG Events Team will work with all those submitting nominations to ensure that nominees receive their award in time for the ceremony, your support with this would be gratefully appreciated.

The date of the event will be 24th March 2020 at 2.15pm. Please hold this date in your diaries!

Kind regards and on behalf of Jo Ellis, Chair of KHG