



Dear Colleague,

## **BUTLER TRUST AWARDS: INFORMATION FOR LOCAL CO-ORDINATORS**

Thank you for taking on the role of Local Co-ordinator for Butler Trust nominations in your workplace. Local Co-ordinators have a pivotal role to play in the Trust's annual Award scheme.

### **The Awards in Brief**

The Butler Trust Awards were launched in 1985 in memory of the reforming former Home Secretary, **RAB Butler**. Our Awards recognise and celebrate outstanding achievement by people working in prisons, youth justice, probation & criminal justice social work, across the UK and are presented at an Annual Award Ceremony by our Patron, **HRH The Princess Royal**.

Anyone can make a nomination, and anyone working in correctional settings, as a member of staff, volunteer or employee of an outside organisation, can be nominated – and Awards may be given for something innovative or for someone “just” doing their job extraordinarily well.

Beyond the Award Ceremony we work with our Award Winners and Commendees to help them to develop and spread their practice further, and we publicise and share their achievements through our magazine, *Inspire*, and online directory of good practice.

For more information see the Awards section of our website - [www.thebutlertrust.org.uk](http://www.thebutlertrust.org.uk) - and the guidance contained in the nomination forms themselves.

### **Role of Local Butler Trust Co-ordinators**

#### Publicising the scheme

You should have received a number of posters publicising the Awards. Please display these widely so that as many people as possible (both staff and offenders) can see them – and please indicate on the posters where people can get hold of the Part 1 nomination forms locally. Many local co-ordinators also give presentations to staff letting them know about the scheme.

#### Co-ordinating the nominations process

Co-ordinating the nominations process involves:

- providing guidance and support to those wishing to make a nomination and supplying them with a copy of the Part 1 nomination form as required;
- ensuring that Part 2 of the nomination is completed in full, including the nominee consent form and the local Co-ordinator's comments section;
- forwarding the original (Part 1) nomination and Part 2 to their Governor, Chief Probation Officer, YOT lead *etc* to sign off and return to us (see nomination forms for more details);
- forwarding copies of the “Equality and Diversity Monitoring Form” to all nominees for them to complete and return to us directly.

Copies of the Part 1 form (to be completed by the nominator) and Part 2 form (to be completed by the Local Co-ordinator and others) can be downloaded from the Awards section of our website - [www.thebutlertrust.org.uk](http://www.thebutlertrust.org.uk). Both the Part 1 and Part 2 forms are in “PDF Form” format and can be completed electronically or in hardcopy. Note, there are two versions of the Part 2 form, one for individual nominations and one for joint nominations.

The "Equality and Diversity Monitoring Form" can also be downloaded and printed out from the website. Copies should be given to all nominees, and should be completed and returned to us directly (please ask them not to return their completed forms to you).

### Co-ordinator's comments

Please note that the Trust's Awarding Panel rely heavily on the quality of the paperwork provided and the strength of the case made in support of the nomination and the Co-ordinator may wish to build on and/or provide additional evidence to back up the case made in the original nomination.

In completing the Co-ordinator's comments section, please consult widely (ideally with both staff and offenders) to ensure a full and balanced picture of the work for which the nomination has been made. The Co-ordinator's comments should focus on:

- describing the work for which the nomination is being made;
- demonstrating the nominee/s has/have shown outstanding dedication, skill and/or creativity;
- describing any benefits of the work in relation to offenders, staff and/or the public at large;

Where possible, the Co-ordinator's comments should include:

- data on the scope and impact of the work for which the nomination has been made;
- testimonials in support of the nomination, from colleagues and, where appropriate, offenders.

In the case of joint nominations, the local Co-ordinator should describe the contribution made by each nominee and demonstrate in what way their contribution can be considered outstanding.

### **Timetable**

While nominations can be completed at any time during the year, the cut off for inclusion in a particular Annual Awards cycle is **31 May**. To be considered for that year's Awards they must be completed in full, including all the documentation in Part 2 of the nomination, and reach the Trust office by that date. Please make sure you allow plenty of time to complete all the paperwork and get it to us by the final deadline. We are unable to accept nominations after the deadline.

Because of the number of nominations we receive and in order to ensure they all get the attention they deserve, the review process takes quite a long time to complete. All nominations are reviewed first by a Sifting Panel and those shortlisted are then reviewed again by a separate final Judging Panel. The final list of winners each year is announced just before Christmas.

### **Important notes**

Finally, I would like to draw your attention to four important matters:

1. All submissions must be clearly readable. Please make sure any handwriting is legible and that any typing uses a minimum 10pt font.
2. The nomination forms (Parts 1 and 2) must stick to the space available. We can not accept any paperwork which exceeds the available space nor can we accept attachments.
3. The Trust can only give Awards or Commendations jointly where **ALL** the nominees are judged to merit them. If you have any concerns that one (or more) of the nominees in a joint nomination could undermine the strength of the nomination overall, please contact us.
4. We can not accept any submissions received by us after the 31 May deadline.

Kind regards,



Simon Shepherd  
**Director**