



FOR OFFICE USE ONLY

Nomination No:

Reference:

Receipt Date:

JOINT NOMINATION - PART 2
(for two to four people working together)

This form provides further information on a nomination to assist the Butler Trust Awarding Panel in their deliberations. The Butler Trust local Co-ordinator should ensure that this form is completed in full on all nominations forwarded to them.

Please type this form (**min. font size 10pt**) or write in black ink (making sure your handwriting is legible). The completed form should then be sent by post, with the original nomination (Part 1) attached, to: The Butler Trust, Howard House, The Arcade, 32-34 High St, Croydon CR0 1YB.

For inclusion in the current annual nomination cycle, both Parts 1 and 2 of the nomination should reach us by **31 May** at the latest. Please do NOT add any other attachments – as we will be unable to forward them to the Awarding Panel.

NB This form is for joint nominations for up to four people only. For nominations of more than four people please contact the Trust office. For individual nominations please use the individual form.

NOMINEES

Workplace
(eg establishment, probation area):

First nominee (full name)

Second nominee (full name)

Third nominee (full name)
[if applicable]

Fourth nominee (full name)
[if applicable]

[For nominations of more than four people please contact the Trust office.]

NOMINATOR

DETAILS OF PERSON MAKING THE INITIAL NOMINATION

First name, surname & title:

Position:

NOMINEE CONSENT FORM

[To be completed by ONE of the people being nominated]

I have read the Butler Trust nomination made by:

- Awards and Commendations are presented at our Annual Award Ceremony by our Patron, HRH The Princess Royal
- Two representatives from each joint nomination short-listed for an Award will be interviewed by our Awarding Panel (but that's not as scary as it sounds!)
- The Butler Trust offers support to Award Winners and Commendees to develop and disseminate their work across the correctional services

I am happy for my nomination to be submitted to The Butler Trust. I have spoken to the other person/people being nominated with me and they are also happy for this nomination to go forward.

I, and the other nominee/s, have been given copies of the nominees "Equality and Diversity Monitoring Form".

Your name:

Signature:

[type your name if completing electronically]

Date:

Have any of the people nominated received either an Award or Commendation from the Butler Trust in the past – either individually or as part of a group (please check with them)? If so, please give the name of the nominee/concerned and the year they received their Award / Commendation:

COMMENTS BY LOCAL CO-ORDINATOR

[To be completed by the local Butler Trust Nominations Co-ordinator]

Below, please comment on the nomination overall - indicating the level of support for it locally and giving any additional information which you think will help the panel in their assessment. In the following sections, please then comment on each of the nominees in turn, focusing on their contribution to the work described.

The Trust can only give Awards or Commendations where **ALL the nominees are judged to merit them**. If you have any concerns that one (or more) of the nominees above could undermine the strength of the nomination overall, please contact the Trust to discuss.

NB: Do NOT add any attachments to this nomination or exceed the space available.
And please ensure ALL nominations are forwarded to the Trust where the nominee consents.

Please indicate what your comments are based on:

Personal knowledge Consultation with colleagues Consultation with offenders

OVERALL NOMINATION

COMMENTS BY LOCAL CO-ORDINATOR continued

Nominee name:

Rank / job title:

Employer / organisation:

When did they start doing the work for which they are being nominated? Month:

Year:

Comments:

Nominee name:

Rank / job title:

Employer / organisation:

When did they start doing the work for which they are being nominated? Month:

Year:

Comments:

LOCAL CO-ORDINATOR'S DETAILS

Your name:

Job title:

Workplace
(eg establishment, probation area):

Email address:

Signature:

[type your name if completing electronically]

Date:

Please tick here if you would you like an email acknowledging receipt of this nomination

SIGN OFF

[To be completed by the Prison Governor, Probation Chief etc (see next page for details)]

Names of nominees:

Please give brief details below of the level of management support for the nomination and the reasons for it (please note: we need this to help the Awarding Panel make their judgement about the merits of the nomination):

Should the nominees be called for interview for a possible Butler Trust Award I am happy to cover any T&S associated with their attendance (2 people only)

Should the nominees be given an Award or Commendation I am happy to cover any T&S for their attendance at the Award Ceremony and briefing meeting beforehand

Award Winners and Commendees will be offered a place on an accredited course in “developing and disseminating good practice”, involving two days training and two short pieces of written work.

I am happy to support their engagement in this (inc. covering T&S)

Your name:

Job title:

Email address:

Signature:

[type your name if completing electronically]

Date:

NOTES

Who should sign off the nomination?

Setting in which nominee/s work/s:	Sign off by:
Custodial settings	
Prison, Young Offender Institution / Centre	Governor / Director
Secure Training Centre / Juvenile Justice Centre	Governor / Director
Secure Children's Home	Centre Manager / Director
Probation / Criminal Justice Social Work	
Probation – England & Wales	Chief Exec of Probation Trust
Criminal Justice Social Work – Scotland	Local Director of Social Work
Probation – Northern Ireland	Chief Exec of PBNI
Youth Justice (community)	
YOT – England & Wales	YOT Manager / Director
Youth Justice – Scotland	Local Director of Social Work
Youth Justice Agency – Northern Ireland	Chief Exec of YJA
Headquarters	
NOMS – England & Wales (inc PSC)	Relevant HQ Director
Youth Justice – England & Wales	(National) Director of Youth Justice
SPS – Scotland	Chief Exec of SPS
NIPS – Northern Ireland	Director General of NIPS
Probation Board – Northern Ireland	Chief Exec of PBNI
Youth Justice Agency – Northern Ireland	Chief Exec of YJA

Please note: people may not “sign off” their own nominations, if the person who would normally complete the “sign off” is themselves being nominated, their nomination should be signed off by their line manager.

Checklist

- The original nomination (Part 1) has been attached to the front of this form
- The nominee and nominator information sections of this form (Part 2) have been completed
- One of the nominees has read Part 1 of the nomination and signed the consent section in Part 2
- The local co-ordinator sections of Part 2 have been completed and signed in full
- The counter-signing officer has read both Part 1 and Part 2 of the nomination
- The counter-signing officer has completed and signed the Sign Off section in Part 2

The completed form should be sent to us by post, with Part 1 attached, to:
The Butler Trust, Howard House, The Arcade, 32-34 High St, Croydon CR0 1YB.

NB: We can not accept nominations which have not been completed in full. For inclusion in the current annual nomination cycle, they should reach us by **31 May** at the latest.