



LACA

the school food people

AWARDS

**LACA AWARDS FOR EXCELLENCE
NOMINATION BROCHURE**

Thursday 7th July 2022, Hilton Birmingham Metropole

**2022**

The LACA Awards for Excellence 2022

Rewarding endeavour across the education catering industry

We are pleased to launch the search for nominations for the LACA Awards for Excellence 2022, recognising individuals and teams who continue to make a real difference in education catering. Good management, strong performances and high achievements deserve to be recognised and it is particularly important to not only reward but sustain motivation.

There are 11 awards open for nominations this year – please read all of the award criteria carefully as some amendments have been made. The LACA Catering Business Team of the Year has been amalgamated with the LACA Education Contract Caterer Award to encompass the evolving business models we have seen in recent years.

LACA extends its thanks to all the award sponsors for their much appreciated support and for their ongoing commitment to recognising the exceptional endeavours of all of our nominees.

Which category would be best for me to enter?

Primary school or Academy, local authority or contract caterer who provide catering to primary schools:

- LACA Primary School Catering Team of the Year Award – page 4
- LACA Unsung Hero Award – page 6
- LACA ‘Green’ Menu & Marketing Award – page 7
- Nan Berger Award – page 8
- LACA Apprentice/Trainee Award – page 10
- Arnold’s Award – page 11

Secondary school or Academy, local authority or contract caterer who provide catering to secondary schools:

- LACA Secondary School Catering Team of the Year Award – page 5
- LACA Unsung Hero Award – page 6
- LACA ‘Green’ Menu & Marketing Award – page 7
- Nan Berger Award – page 8
- LACA Apprentice/Trainee Award – page 10
- Arnold’s Award – page 11

A school or Academy catering team who manage their own in-house catering in a primary or secondary school and aren’t tied to a local authority or contract caterer:

- LACA Primary School Catering Team of the Year Award – page 4
- LACA Secondary School Catering Team of the Year Award – page 5
- LACA Unsung Hero Award – page 6

- LACA ‘Green’ Menu & Marketing Award – page 7
- Nan Berger Award – page 8
- LACA Apprentice/Trainee Award – page 10
- Arnold’s Award – page 11

A local authority or contract caterer who manage several school sites, either secondary or primary:

- LACA Catering Business of the Year Award – page 3
- LACA Unsung Hero Award – page 6
- LACA ‘Green’ Menu & Marketing Award – page 7
- Nan Berger Award – page 8
- LACA Apprentice/Trainee Award – page 10
- Arnold’s Award – page 11

A catering team working with a local authority but excluding education catering eg staff feeding, civic catering:

- Nan Berger Award – page 8

An individual within education catering who has demonstrated outstanding levels of service and commitment:

- Nan Berger Award – page 8
- Roger Davis Outstanding Achievement Award – page 9
- Arnold’s Award – page 11

To enter a colleague, team or supplier, read the award category criteria and submission requirements carefully.

Nominate online - visit www.laca.co.uk and complete the online nomination form and upload your supporting material.

Alternatively you can email your nomination to laca@dewberryredpoint.co.uk

Closing date – 12 noon on Friday 29th April 2022

FULLY REVISED FOR 2022



LACA Catering Business of the Year Award 2022



Sponsored by Rational

This award is looking to recognise the top-performing catering business in the school meals sector. Entries can be from a local authority team that manages the catering in their local area or a company supplying services to the wider school meals sector, or other catering enterprises, including those companies owned by a local authority.

The winning company will receive a trophy, framed certificate and a prize of £500.

The winning organisation will have demonstrated a high level of management skill, initiative, and commitment in devising and implementing a business initiative or strategy, which has brought about a positive change or improvement in their food service across their area of operations.

The winning team will have demonstrated an energetic and imaginative approach to its work as well as illustrating active involvement of staff in the successful development and introduction of change.

This may include the introduction of education and training schemes and improved staff engagement, the development of new concepts and value-added support, delivering improvements in health and wellbeing, completion of modernisation programmes, significant growth or change strategies or a combination of any of these.

Entries should show supporting evidence of:

- Sustainability policies that have been implemented
- Financial information showing percentage growth or turnover and/or meals served
- Examples of improving the nutrition of food served with wellbeing benefits
- Evidence of positive customer satisfaction levels through feedback, surveys etc

Submission requirements

- Up to a maximum of 1000 words (word count to be shown)
- Two letters of support
- No more than 6 pictures or graphics
- Support information not to exceed 6 x A4 sheets
- Digital photograph of the nominated team
- 50 word overview of the entry

Judging criteria

Marks will be given for each element of the criteria identified above and with compliance to the submission requirements.



2021 Winner

Roll of Honour

2021	Kirklees School Catering Service
2019	Educaters Ltd
2018	Juniper Ventures
2017	HCL Ltd
2016	CATERed, Plymouth City Council
2015	HC3S Management Team
2014	London Borough of Tower Hamlets – Contract Services
2013	Derbyshire County Council
2012	Nottinghamshire County Council
2011	Northamptonshire County Council
2010	Bolton Environmental Services School Meals
2009	School Food Support Service, Leicestershire County Council
2008	Catering Direct Management Team, Rhondda Cynon Taf CBC
2007	Nottingham City Council
2006	Fresh Start Team, Devon County Council
2005	Tower Hamlets
2004	North Region Team, Surrey Commercial Services
2003	Stockport Direct Services

LACA Primary School Catering Team of the Year Award 2022

Sponsored by Middleton Foods



This award aims to give recognition to a primary school based catering team which has made an outstanding contribution to raising the profile of education catering within the school and/or its local community.

The winning primary school team will receive a trophy, framed certificate and a prize of £500.

The winning primary team will have demonstrated a high level of enthusiasm, initiative, commitment and effort in devising and/or implementing activities, which increase awareness of and support the school's food service.

Maintaining a consistent level of professional standards in day-to-day work will be taken into account as much as originality and creativity. Candidates should seek to highlight the aims behind any ideas, outline through examples and visual illustrations how the plans were put into action and provide evidence of the achievements or results. Partnerships with stakeholders and any other relevant awards or accreditations received such as the Healthy School Standard should be included in the submission.

This high profile award represents a significant accolade for a primary school team whose performance has pushed the promotional boundaries and made a major impact on customer attitudes towards or uptake of its school's food service.

Submission requirements

- Up to a maximum of 1000 words (word count to be shown)
- Two letters of support
- No more than 6 pictures or graphics
- Support information not to exceed 6 x A4 sheets
- Digital photograph of the nominated team
- 50 word overview of the entry

Judging criteria

Marks will be given for each element of the criteria identified above and with compliance to the submission requirements.



2021 Winner

Roll of Honour

- 2021 Arley Primary School, Educaterers
- 2020 Knightlow Primary School, Educaterers
- 2019 Hartburn Primary Academy, Stockton Borough Council
- 2018 Broadford Primary School, HES Catering Services
- 2017 Toner Avenue Primary School, South Tyneside Catering Services
- 2016 Victoria Lane Academy, Taylor Shaw
- 2015 Green Lane Primary School, Taylor Shaw
- 2014 St Giles Primary School, Warwickshire
- 2013 Riverbank Primary School, Cardiff County Council
- 2012 Ashley CofE Primary School, Surrey Commercial Services
- 2011 Tenby Junior School,
- 2010 Norbury CE Primary School, Derbyshire
- 2009 St Andrew's School, Shropshire County Council
- 2008 Dickleburgh School, Norfolk County Services
- 2007 St Luke's RC Primary School, Salford
- 2006 Horton in Ribblesdale School, North Yorkshire County Council
- 2005 Ferrars Junior School, Luton
- 2004 Green Lane Primary School, Bradford City Council
- 2003 St Clare's RC Primary School, Middlesborough Council

LACA Secondary School Catering Team of the Year Award 2022

Sponsored by Bidfood

This award aims to give recognition to a secondary school based catering team which has made an outstanding contribution to raising the profile of education catering within the school and/or its local community.

The winning secondary school team will receive a trophy, a framed certificate and a prize of £500.

The winning secondary team will have demonstrated a high level of enthusiasm, initiative, commitment and effort in devising and/or implementing activities which increase awareness of and support the school's food service.

Maintaining a consistent level of professional standards in day to day work will be taken into account as much as originality and creativity. Candidates should seek to highlight the aims behind any ideas, outline through examples and visual illustrations how the plans were put into action and provide evidence of the achievements or results. Partnerships with stakeholders and any other relevant awards or accreditations received such as the Healthy School Standard should be included in the submission.

This high profile award represents a significant accolade for a secondary school team whose performance has pushed the promotional boundaries and made a major impact on customer attitudes towards or uptake of its school's food service.

Submission requirements

- Up to a maximum of 1000 words (word count to be shown)
- Two letters of support
- No more than 6 pictures
- Support information not to exceed 6 x A4 sheets
- Digital photograph of the nominated team
- 50 word overview of the entry

Judging criteria

Marks will be given for each element of the criteria identified above and with compliance to the submission requirements.



2021 Winner

Roll of Honour

- 2021 Northampton Academy, Caterlink
- 2020 Longfield Academy, LTS Catering
- 2019 Glossopdale School, Derbyshire County Council
- 2018 Park Community School, Hampshire County Council
- 2017 South Axholme Academy, T(n)S Catering Management
- 2016 Warwick Secondary School, Surrey Commercial Services
- 2015 Walbottle Campus, Newcastle City Council
- 2014 Manchester Health Academy, Manchester City Council
- 2013 Emulf Academy, Cambridgeshire County Council
- 2012 St Josephs High School, Wrexham CBC
- 2011 Meadows Community School, Derbyshire County Council
- 2010 Solway Community Technology College
- 2009 Kirk Hallam Community Technology College, Derbyshire County Council
- 2008 Alderman Smith School, Warwickshire County Caterers
- 2007 Lyndon School, Solihull
- 2006 Deincourt Community School, Derbyshire County Council
- 2005 Churchill Community College, North Tyneside
- 2004 Walbottle Campus Technology College, Newcastle City Council
- 2003 Arden School, Solihull Catering Services

LACA Unsung Hero Award 2022

This award is looking to celebrate those unsung heroes within the school catering industry. We are encouraging anyone who has seen amazing dedication, or who has witnessed someone go above and beyond in their role, to send in their nominations for the Unsung Hero Award.

The winner will receive a trophy, framed certificate and a prize of £500.

The recipient of this award will have demonstrated a unique contribution to the school catering industry, whether this individual works within the school, is a supporter of school meals or provides or supplies to the industry.

The consequences or outcomes of this individual's contribution will have demonstrated added value, new initiatives or a unique situation that benefited the school catering service in some way.

This award is about raising the profile of an individual who under normal circumstances would go unrecognised.

Submission requirements

- Up to a maximum of 1000 words (word count to be shown)
- Support material not to exceed 4 x A4 sheets, which should include two or more independent testimonials that could come from a recipient of a school meal, parent, teacher, co-worker or catering manager. To also include a maximum of 6 supporting images.
- Digital photograph of the person or team being nominated
- 50 word overview of the entry

Judging criteria

Marks will be given for each element of the criteria identified above and with compliance to the submission requirements.



2021 Winner

Roll of Honour

2021	Pawel Micinski, BAM FM
2020	Donna Amiteye, Norse Group
2019	Jacqui Richie, Devon Norse
2018	Rose Rawcliffe, Morecambe Bay CP School
2017	Larissa Wells, Villa Real School, Taylor Shaw

LACA 'Green' Menu & Marketing Award 2022

Environmental and dietary issues are becoming increasingly important to the school lunch service and our customers. This award seeks to recognise how service providers are not only changing their menus and service in response to changing trends but, as importantly, what they are doing in terms of marketing, to communicate the changes in a positive and educational way to the pupils and parents alike.

Winners will receive a trophy, a framed certificate and a prize of £500.

The winning school or service provider will be able to demonstrate:-

- How you have changed menus to reduce the carbon footprint using methods such as:
 - o reduction in use of processed and red meat
 - o increased promotion of plant based course options
 - o increased use of more locally sourced produce
 - o food waste reduction
 - o Energy reduction strategies
- The Marketing strategy created to 'sell in' the benefits/ changes
- Any Educational involvement you have had with stakeholders to further improve their understanding as to why such changes are being made
- If available how the changes have impacted on the uptake of meals and/or the perception of the service

Testimonials from pupils, parents and staff as to the positive impact of the menu changes and the educational benefits would be useful to support the nomination.

The judges will assess entries based on the above criteria and submissions should meet the following requirements.

Submission requirements

- Up to a maximum of 1000 words on paper (word count must be shown)
- Up to maximum of 6 photographs or graphics may be included within the submission
- Support material not to exceed 6 x A4 sheets
- A single video is allowed as support information
- Digital photograph of the nominated team
- 50 word overview of the entry

Judging criteria

Marks will be given for each element of the criteria identified above and with compliance to the submission requirements.



2021 Winner

Roll of Honour

2021	Nottingham Catering, Nottingham City Council
2019	HC3S
2018	HES Catering Services
2017	CATERed
2016	North Ayrshire Council
2015	Chartwells Marketing Team
2014	ISS Facility Services – Education
2013	Caerphilly County Borough Council
2012	Good Fresh Food Team, Hertfordshire Catering
2011	Bolton School Meals
2010	Solutions SK, Stockport
2009	Metrofresh, Wigan Metropolitan Borough Council
2008	North Lincolnshire Council
2007	Nottinghamshire County Council
2006	Manchester Fayre
2005	Cardiff Catering
2004	North Tyneside Council
2003	AVF Consultancy and InDzine
2002	Knowsley Contract Services
2001	Shire Catering
2000	Manchester Fayre

The Nan Berger Memorial Award 2022

This award is in recognition of Nan Berger and of her exemplary work in the field of innovation, accreditation and/or collaboration which has led to a successful result either with increased meal uptake or raising the profile of the school catering service.

The winner will receive a trophy, framed certificate and a prize of £500.

What has an individual or team achieved that is different and makes them stand out from the rest? We are looking for innovative ideas that have been introduced and may include collaboration/partnership working, which has helped to achieve business objectives and in addition raised the profile of the school catering service.

The nomination will have to demonstrate how this has impacted on increased sales and/or helped to achieve a specific accreditation (ie FFL, ISO, IIP etc)

Submission requirements

- Up to a maximum of 1000 words (word count to be shown)
- Support material not to exceed 6 x A4 sheets
- Digital photograph of the nominee
- 50 word overview of the entry

Judging criteria

Marks will be given for each element of the criteria identified above and with compliance to the submission requirements.

Nan Berger OBE FIOH (1914-1998)

As an appreciation of Nan and her commitment to LACA and the school meals service, the LACA National Board felt it appropriate that the membership of LACA had a greater understanding of how she played a key role in our transition and shared our ambitions to see the school meal service thrive.

Nan worked for many years in association with the IOH and was a founder member of LACA. Nan had a great dedication to the cause of nutritious school meals for all pupils, and in 1990 published a book on the service, setting out the complete history, how it was formed from the early days of temporary kitchens and the structures and economics of school meals. As an editor she also enabled our first handbook to be published. Nan received an OBE in 1948 for the work she did on behalf of the government in the statistics department of the Ministry of Fuel and Power.



2021 Winner

Roll of Honour

- 2021 Caerphilly Catering Team, Caerphilly CBC
- 2019 Chartwells
- 2018 Manchester Fayre
- 2017 Derbyshire County Council
- 2016 GS Plus Ltd
- 2015 Chartwells Nutrition & Isle of Wight Teams
- 2014 Plymouth Education Catering Services
- 2013 Torfaen County Borough Council
- 2012 BAM FM & PKL Group
- 2011 Rhondda Cynon Taf County Borough Council
- 2010 Carmarthenshire County Catering Service
- 2009 Nottinghamshire County Council
- 2008 Kirklees Catering Service
- 2007 Suffolk County Catering Training Team
- 2006 Tameside MBC, Primary School Catering
- 2005 Warwickshire County Caterers
- 2004 Support Function Team, Scolarest
- 2003 Education Contract Services, Bradford Metropolitan District Council

Roger Davis Outstanding Achievement Award 2022

Sponsored by Hobart UK

This prestigious award represents the highest accolade that can be bestowed upon an individual within education catering. It is awarded to the person who has, above all others, demonstrated outstanding levels of service and commitment and made an enormous contribution to local authority catering.

The winner will receive a trophy, framed certificate and a prize of £500.

The recipient of this award will have exceptional leadership qualities and the respect and admiration of colleagues from across the industry. The individual will have sound business acumen, extensive experience in his or her field, a reputation for sharp commercial judgement and impressive personal abilities.

The winner of this award may have successfully overseen or steered his or her organisation through a major industry change, a milestone event or introduced new techniques, policies or strategies which have taken their business to new heights of growth, profitability and success. He or she will have displayed an astute sense of people management which has motivated and inspired staff regardless of changing or challenging business circumstances.

This category is open for individuals to not only nominate colleagues they believe are worthy of being presented with this award but to put themselves forward if they feel that their work or achievements should be considered.

Submission requirements

- Up to a maximum of 1000 words (word count to be shown)
- Support material not to exceed 6 x A4 sheets
- Digital photograph of the nominee
- 50 word overview of the entry

Judging criteria

Marks will be given for each element of the criteria identified above and with compliance to the submission requirements.



2021 Winner

Roll of Honour

2021	Michael Hales, Juniper Ventures
2019	Mark Davies, ISS Education
2018	Brad Pearce, CATERed
2017	Judith Gregory, Education Catering – Cardiff Council
2016	Ken Campbell, North Ayrshire Council
2015	Pat Fellows
2014	Sandra Weigel, Carmarthenshire County Council
2013	Lousie Kerton, Bridgend Borough Council
2012	Rosemary Griffiths, Pembrokeshire County Council
2011	Carole Moseley
2010	Sue Eakers, Cardiff Council
2009	Tom Seery, ISS Caterhouse
2008	Nigel Argyle
2007	Sandra Russell
2006	Michael Hales
2005	Arnold Fewell
2004	Roger Sheard
2003	Bill Kennedy

LACA Apprentice/Trainee Award 2022

The apprentice/trainee of the year award will be presented to an individual who, in the view of judges, has successfully carried out a recognised training course or programme. The nominee will have to illustrate what the impact of the training outcomes are following the programme and how the learning has been successfully implemented and embraced by colleagues, the workplace and ultimately improving client satisfaction.

The winning individual will receive a framed certificate, trophy and a prize of £500.

Training has always been recognised as critical by LACA as the basis of a successful organisation which can demonstrate that an effective training programme is available to staff to enable their development within the workplace, industry and ultimately to further their career.

The introduction of the Apprenticeship Levy by the Government has enabled any team member to consider their own personal development and career path. This award applies to any member of staff employed within the school catering industry.

Submission requirements

- Up to a maximum of 1000 words (word count to be shown)
- No more than 6 pictures or graphics
- Support information not to exceed 6 x A4 sheets and to include evidence of client surveys, staff surveys or client feedback
- Digital photograph of the nominated person
- 50 word overview of the entry

Judging criteria

Marks will be given for each element of the criteria identified above and with compliance to the submission requirements.



2021 Winner

Roll of Honour

- | | |
|------|---|
| 2021 | Jovaras Rinkevicius, Derbyshire County Council Catering |
| 2019 | Hannah Wright, Leicestershire Traded Services |
| 2018 | Stephen Tomlinson, Absolutely Catering |

Arnold's Award 2022

Introduced in 2019 in memory of Arnold Fewell and supported by his family to remember Arnold, who achieved incredible things in engaging young people in school meals and healthy lifestyles, whilst increasing sales.

As a driving force in school meals marketing, Arnold's number one focus was to make sure pupils had fun whilst learning about healthy eating and lifestyles. This award looks to recognise teams or individuals who have gone that extra mile or done something different to promote school food, cooking or children's wellbeing.

The winner will receive a framed certificate, trophy and a prize of £250 and will be selected by Arnold's family, in association with the Chair of LACA

Entries can be from individual schools or Academies, local authority or contract catered managed sites or from suppliers and associations linked to the school meals sector. Those entering should clearly demonstrate how the programme nominated supports children's learning about food, health and wellbeing in a fun way, whilst promoting important lifestyle messages and driving sales.

Submission requirements

- Up to a maximum of 1000 words (word count to be shown)
- No more than 6 pictures or graphics
- Support information not to exceed 6 x A4 sheets
- Digital photograph of the nominated team
- 50 word overview of the entry

Judging criteria

Marks will be given for each element of the criteria identified above and with compliance to the submission requirements.



2021 Winner

Roll of Honour

2021	Chartwells Nutrition Team
2019	Premier Foods

LACA Region of the Year 2022

This award aims to recognise the great work done in the regions at the grassroots level of the Association.

The winning region will receive a trophy, a framed certificate and £500 to be donated to the charity chosen by the winning regional chair.

Nominations for this award should be submitted by the regional committee and are required to demonstrate the successful operation of the region throughout the year.

The award will be presented to the region that has most effectively met the judging criteria:

- Interesting and original events and meetings programme
- Demonstration of innovative and engaging support to welcome new members at regional level, including demonstration of the development and effectiveness of the membership lead role on the regional committee
- Recruitment and retention of members
- Raising the profile of LACA

Submission Requirements

- Up to a maximum of 1000 words (word count to be shown)
- Supporting evidence not to exceed 6 x A4 pages to demonstrate how you met or exceeded the evaluation criteria
- 50 word overview on the entry

Roll of Honour

2019	North East and Scotland
2018	Yorkshire & Humber
2017	North East & Scotland
2016	Wales

LACA Outstanding Supplier of the Year Award 2022

This award is in recognition of a LACA Partner or Associate Member who has consistently maintained the highest level of support and service excellence to the education catering sector.

The winner will receive a trophy and a framed certificate.

The winning supplier will not only have demonstrated a fundamental appreciation of the requirements of local authority catering and exceptional commitment but a significant degree of loyalty, active involvement and an immeasurable contribution to the future development and growth of education catering.

The activities of a key member of the organisation may be equally considered suitable criteria for this award, through individual support to local authority catering above and beyond their job role.

The winning supplier may be a dynamic force in the market place that regularly handles challenges with positive and workable solutions. Other winning attributes to be considered would be a friendly, helpful sales team, excellent customer service and efficient business sales and distribution systems.

This award is open for school meal providers to nominate a supplier/manufacturer company or one of its departments, divisions or individual employees. The category is also open to suppliers and manufacturers themselves to put forward their own company, a department or an individual for consideration.

Submission requirements

- Up to a maximum of 1000 words (word count to be shown)
- Support material not to exceed 6 x A4 sheets
- Where possible please provide a copy submission on memory stick
- 50 word overview of the entry

Judging criteria

Marks will be given for each element of the criteria identified above and with compliance to the submission requirements.



2021 Winner

Roll of Honour

2021	Bidfood
2020	Quorn Foodservice
2019	Bidfood
2018	Pasta King
2017	YPO
2016	Radnor Hills
2015	Cool Milk
2014	Premier Foods and Unilever Food Solutions
2013	E&R Moffat
2012	Premier Foods
2011	Falcon Foodservice Equipment
2010	McCain Foods (GB) Ltd
2009	Crown Foods
2008	UK Foodhall
2007	E & R Moffat
2006	RHM Foodservice
2005	Pure Organics
2004	Green Gourmet and Natural Soft Drinks
2003	Roger Kellow, Hobart UK

NOMINATION FORM

Your name:
Job title:
Establishment name:
Address: Postcode:
Tel no:
Email:

LACA membership No. _____

Please complete this section if you are nominating an individual
Your candidate's name:
Job title:
Establishment name:
Address: Postcode:
Tel no:
Email:

Please complete this section if you are nominating a team
Team name:
Please give main point of contact for the nominated team
Name:
Establishment name:
Address: Postcode:
Tel no:
Email:

Nominate online at www.laca.co.uk

or via email to laca@dewberryredpoint.co.uk

For any queries regarding the awards call 0845 108 5504 or email laca@dewberryredpoint.co.uk

**Closing date for submissions:
12 noon, Friday 29th April 2022**

Please complete this section if you are nominating a supplier
Company name:
Department:
Main contact at company:
Job title:
Address: Postcode:
Tel no:
Email:

I am nominating this candidate / team / company (delete as appropriate) for the following category:

- LACA Catering Business of the Year 2022
- LACA Primary School Catering Team of the Year Award 2022
- LACA Secondary School Catering Team of the Year Award 2022
- LACA Education Catering Marketing Award 2022
- The Nan Berger Memorial Award 2022
- The Roger Davis Outstanding Achievement Award 2022
- Arnold's Award 2022
- LACA Apprentice/Trainee Award 2022
- LACA Unsung Hero Award 2022
- LACA Region of the Year Award 2022
- LACA Outstanding Supplier of the Year Award 2022

The judging process:

- Each award is shortlisted by two members of LACA's National Steering Group, for which their own authority has not participated.
- The first check is against the Submission Requirements – if an entry is non-compliant at this stage it is eliminated from the process.
- Each compliant entry is then read and judged against the criteria outlined in the award. The criteria are then weighed and scores given with comments made regarding the submission.
- At the second stage of judging the sponsor of the award will judge the top three scored entries using the same approach as in the first stage. The winner will then be determined by the highest score achieved.

When making a nomination it is important that you:

- Complete the entry form carefully and correctly for each entry
- Read the submission requirements carefully and ensure that these are fully complied with
- Submit your entry by the closing date:
12 noon, Friday 29th April 2022

Please send this completed form with your submission and support material as detailed in the award's criteria. Photocopies of this form are acceptable as are downloaded forms from the website www.laca.co.uk Alternatively please call 0845 108 5504 for more copies.

Send your nominations and supporting information online - visit www.laca.co.uk