**Process for Employer Based Clinical Excellence Awards in the 2013 round**

This document sets out the process that will be followed by PHE in relation to applications for Employer Based Clinical Excellence Awards in the 2013 round.

This process aims to be open, fair and transparent and has been agreed by the Local Negotiating Committee. It is run under the framework of the ACCEA Guidance, which should be read alongside this document by all applicants. Where there are differences in internal process, this document takes precedence.

**The awards**

Clinical Excellence Awards (CEA) are given to recognise and reward contribution to the NHS[[1]](#footnote-1) that is “over and above” that normally expected. They are awarded for quality and excellence, while quantity of work is rewarded through programmed activity payments.

The CEA scheme is intended to fully support the NHS. It aims to ensure recognition of exceptional personal contributions made by individual consultants that show a commitment to achieving the delivery of high quality care and service, also to the continuous improvement of the NHS.

Employer Based Awards (EBA) are to measure achievement within the parameters of an individual’s employment and recognise excellent service over and above the normal delivery of job plans, including the quality of delivery of contractual duties. In essence EBA are performance related pay awards for consultant medical staff, linked to personal achievements and achievements for the employing organisation. They are funded by the employer.

**PHE’s role in administering the awards for 2013**

PHE will be administering both the local and national parts of the CEA scheme on behalf of all medical and dental consultants employed by us, and public health consultants employed by local authorities and universities. This involves making recommendations for new ‘employer based’ or “local awards” as well as ranking applications for national awards which will ultimately be assessed by ACCEA.

For the local authorities and the universities this is a supporting role that PHE is undertaking to enable these non NHS bodies to fulfil their statutory obligation to be able to continue this condition of service for their medical consultants affected by the Health and Social Care Act 2012. This also forms part of our professional support to remove barriers for medically qualified public health professionals to move between the NHS, PHE, local government and academia as well as encouraging high professional standards

**EBA funding**

EBA cover awards at levels 1-9. Their values range from £2,957 to £35,484 and are funded by the employer.

PHE will fund all EBA, they award, granted in the 2013 round to include those consultants working in universities (where there is an agreed liability on PHE) and local authorities.

**Investment criteria**

PHE will operate under the investment criteria in the ACCEA guidance. That is 0.2 per eligible consultant.

**Eligibility**

PHE will use the same eligibility criteria described by ACCEA in its guidance.

**Application form**

Each section of the application form must be completed and further information on how to do this can be found in the 2013 Guide to Employer Based Awards produced by ACCEA.

Applicants can choose to complete ***one*** extended form for domain ***3 or 4 or 5*** if they feel they have been particularly active in any of these domains. This is completed instead of the relevant field in the main application form A and must be submitted at the same time as the main application form.

**Citations**

Citations from external bodies will be accepted. These will need to be submitted to PHE along with your application form.

**Submitting your application to PHE for consideration**

Applications for consideration by PHE will need to be ***submitted*** to [cea2013@phe.gov.uk](mailto:cea2013@phe.gov.uk) ***by Friday 16 August 2013. Applications received after this date will not be considered.***

This application form must be submitted fully completed including the employer statement. This should be provided by the line manager in the employing organisation and include the domain scores on their assessment of your contributions. Failure to have the form fully completed will mean that the application cannot be progressed further.

**Panels: Set up, recruitment and meetings**

PHE will divide the work into the four regional boundaries: London, Midlands and East, North of England, and South of England. This approach has been approved by ACCEA.

The panels will consist of 12 members including the regional directors for the relevant region acting as the chair. Panel members will break down evenly into the groups which ACCEA recommend should make up a panel:

* four lay members (persons with an interest but no qualifications in healthcare)
* four professional members (medically qualified consultants and academics)
* four employer members (trust or local authority chief executives, university principals, public health directors, medical directors or HR directors)

Recruitment to the panel will be held in conjunction with the BMA/BDA, regional directors, PHE’s medical director, the Local Government Association and the Medical Schools Council.

All 12 panel members are required to complete the scoring. Further information on scoring can be found later in the document.

Consideration of the application forms will take place in a half day meeting (national applications for the region will be considered in the afternoon of the same day). All panel members are invited to and welcome to attend. However, there may be many reasons why not all panel members can attend. ***PHE will consider a panel quorate if six, which must include two representatives from each of the member groups, of the 12 panel members are present.***

**Scoring**

The role of the committee will be to consider the applications put before them. They will score each domain within the application form using the 0, 2, 6, 10 system as described by ACCEA:

* + 0 = No commitment in this domain
  + 2 = Delivers contractual expectations
  + 6 = Some aspects of delivery are over and above contractual expectations
  + 10 = Excellent

These scores will be collated by PHE and made available to all members on the day of the considerations.

**Allocation of points**

Unless there are exceptional circumstances;

* no applicant will be awarded more than two points from their current award
* no applicant will be awarded further points if they received an award last year

**Notification of results**

Results of the 2013 round will be made available one week after the panel meetings have taken place.

All candidates will be contacted and notified of the outcome of their own application and a list of successful candidates will also be made available on the PHE intranet.

**Appeals process**

Applicants will have four weeks from the results being announced to appeal. This is in line with ACCEA guidance. Further information on grounds for appeal can be found in the 2013 Guide to Employer Based Awards published by ACCEA.

PHE will undertake to investigate and respond to the appellant within four weeks of the appeal being received. Where this is not possible, appellants will be kept informed of progress throughout the process.

Every attempt will be made to resolve the appeal informally. Where this is not possible a panel of people previously uninvolved in the case will be set up to review the appeal. This panel will consist of three members, one from each of the types of panel members.

The panel would proceed on the basis of paperwork but any requests for an oral hearing will be considered.

An upheld appeal will not automatically translate into an award being made. Where an appeal is upheld, a further process for determining whether an award should be made or not will be needed. This will normally be some form of rescoring exercise.

If the appellant remains dissatisfied, once the appeal PHE has concluded, they can choose to appeal to the national chair of ACCEA. If this route is chosen, the decision of the ACCEA chair is final.

1. For these purposes the definition of what constitutes NHS is as defined by the Health Service ACT 2006 ie it includes public health [↑](#footnote-ref-1)