

# **Explanatory Notes and Terms and Conditions of the MacQueen Award: Excellence in Practice, Leadership, Education and Research**

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## **MacQueen Award: Excellence in Practice, Leadership, Education and Research**

### **1: The MacQueen Award**

The MacQueen Award: Excellence in Practice, Leadership, Education or Research is an annual award made by the CPHVA Education and Development Trust (Trust). These awards recognise excellence in practise (in the designated field) that demonstrates innovation and new ways of working in public health. These awards are given in rotation, such that the award for practise is given in alternate years, e.g. Practice, Leadership, Practice, Education, Practice, Research, Practice, etc.

From 2012, the Trustees have introduced a second prize for these prestigious awards. The **first prize winner** receives £4000 (£1000 for personal use and £3000 for professional use), and the **second prize winner receives** £2000 (£500 for personal use and £1500 for professional use) in recognition of their personal achievement and to enable further development of the project, as well as dissemination / publication of their work. In addition, the winners will normally receive a conference ticket and reasonable reimbursement of travel costs and hotel accommodation to attend the Unite/CPHVA Annual Professional Conference (see note 5).

These Awards are given at the discretion of the Trustees subject to the applications being judged as appropriate quality by the selecting panel.

The Trustees have delegated the administration of the MacQueen Awards to the Professional Advisory Committee (PAC) which reports to the Trustees. PACs membership includes five CPHVA members; a trustee and a named UNITE Professional Officer (Gavin Fergie).

### **2: Presentation of award**

- 2.1. The winners of the MacQueen Award are announced, and the Awards presented at the CPHVA annual professional conference by the Chair of the Trustees.
- 2.2. If a winner is unable to attend or is based overseas, then the presentation of the award may be made to another named individual subject to the Trustees agreement.

### **3: Eligibility**

- 3.1. All CPHVA members are eligible and welcome to apply for the MacQueen Awards.
- 3.2. Previous winners are not eligible to re-apply within 5 years.
- 3.3. To avoid any conflict of interest, PAC members and Trustees are ineligible to apply for any awards serviced by the committee.

#### **4: Application & Selection process**

- 4.1. The Awards are advertised in the Community Practitioner and Trust web-link in January of the awarding year.
- 4.2. Applications are in electronic format only.
- 4.3. Electronic application forms are available from the Chair of PAC.
- 4.4. Applications should be from individual members.
- 4.5. Team applications will not be considered.
- 4.6. Applicants are not allowed to submit multiple applications.
- 4.7. Applications must be accompanied by a signed, supporting, independent statement from the applicant's manager or equivalent.
- 4.8. Short listing is completed in the fortnight after closing date.
- 4.9. All UK based short listed candidates are invited to interview. Candidates are required to give a presentation to the judging panel.
- 4.10. For overseas based short listed candidates, the interview may be varied. They will be required to submit a 10-minute video on their project. The judging panel will then follow up either via a video or teleconference or email.
- 4.11. The Chair of the judging panel or the named Professional Officer will inform the candidates of the outcome within one week of interview.
- 4.12. The winners are strongly advised that there should be no press releases or internal bulletins about the award until after the announcement at the UNITE / CPHVA Professional Conference.
- 4.13. After the Awards announcement and presentations at UNITE / CPHVA professional conference, John White, Trust Chair, will contact the employer to advise them of the award and use of the money.

#### **5. Reimbursements for MacQueen Award Winners**

- 5.1. The first prize winner receives a full Conference ticket for that award year.
  - 5.1.1. The second prize winner receives a day pass for the Conference for that award year.
- 5.2. For United Kingdom MacQueen Winners
  - 5.2.1. The United Kingdom (UK) covers England, Northern Ireland, Wales, Scotland, the Channel Islands and the Isle of Man.
  - 5.2.2. The CPHVA Education and Development Trust will pay for standard public transport expenses (on submission of claim form and receipts).
  - 5.2.3. Public transport excludes UK internal flights unless these have been agreed with the Trustees via PAC.
  - 5.2.4. Both the first and second prize winners will receive reasonable hotel expenses for one night.
  - 5.2.5. Winners are to make their own hotel arrangements.
- 5.3. For overseas MacQueen Winners
  - 5.3.1. Special arrangements for presentation of award / conference expenses may apply to overseas applicants at the discretion of the Charitable Trust.

**6: Award money**

**(a) The first prize of the MacQueen Award of £4000.00 has two components:**

**i. £1000 is for the personal use of the winner.** The winner may use this money as s/he wishes. No conditions are attached to this component.

**ii. £3000 is allocated to further develop / support the project or a related project.** A related project is one that has developed or emerged from the original work for example through its evaluation.

**(b) The second prize of the MacQueen Award of £2000.00 has two components:**

**i. £500 is for the personal use of the winner.** The winner may use this money as s/he wishes. No conditions are attached to this component.

**ii. £1500 is allocated to further develop / support the project or a related project.** A related project is one that has developed or emerged from the original work for example through its evaluation.

**6.1. Stewardship of award money allocated to further develop / support the said project**

6.1.1 This component of the Award money (see (6(a)ii and 6(b)ii above) must be used within 2 years of the award.

6.1.2 Three months after the Award, the winner will be asked to provide the Trustees (via the PAC Chair) a brief outline of how she / he will be furthering the project and provide a budget outline for these activities.

6.1.3 At the end of the two years (or sooner if the work is concluded) as part of the following up past winners project being conducted by PAC, you will be asked to provide a summary account of the expenditure (see 8: Audit of winners).

**6.2. What happens if the winner has not used the award money in the two years following the Award?**

6.2.1. If the winner has not used all or part of the award money at the end of the two year period, then a once only opportunity is provided to negotiate an extension to the time period by making a written application to the Trustees via the PAC Chair.

6.2.2. If the winner is unable to identify an alternative focus, then there is a possibility of unspent monies being reclaimed at the Trust's discretion.

**6.3. What happens if the project is concluded and some funds are unspent?**

6.3.1. The winner should notify the Trustees (via the PAC Chair) if any funds are left unspent after the said project or related project is concluded.

6.3.2. The winner is advised to submit a short outline to show how the money could still be used to benefit public health by focusing on an alternative project.

6.3.3. If the winner is unable to identify an alternative focus, then there is a possibility of unspent monies being reclaimed at the Trust's discretion.

**6.4 What happens if the project becomes unviable such that it cannot be delivered?**

6.4.1. If the said project or related project becomes unviable such that it cannot be delivered, then the winner may apply to the Trustees (via the PAC Chair) to explain why and show how the money could still be used to benefit public health by focusing on an alternative project.

- 6.4.2. If the winner is unable to identify an alternative focus, then there is a possibility of unspent monies being reclaimed at the Trust's discretion.
- 6.5. What happens if the winner ceases work?
- 6.5.1. Should the winner cease work in the two year period following the award but is continuing to work with the project until its completion , then it does not have any impact on the award money.
- 6.5.2. Should the winner cease work and is not involved in the continuation of the project, then there is a possibility of unspent monies being reclaimed at the Trust's discretion.
- 6.6. What happens if the winner changes employer?
- 6.6.1. Should the winner change employer or sector of employment (within the two year period), but is transferring the project to the new employer, then she / he is able to use the award money as per plan.
- 6.6.2. If the winner is unable to transfer the project, then she /he may apply to the Trustees (via the PAC Chair) to explain why and show how the money could still be used to benefit public health by focusing on an alternative project in that setting.
- 6.6.3. If the winner is unable to identify an alternative public health focus, then there is a possibility of unspent monies being reclaimed at the Trust's discretion.

## **7: Responsibilities of the Award Winner**

- 7.1.1 Concurrent session at Professional Conference  
The winner of the first prize of MacQueen Award is scheduled to give a presentation in a relevant concurrent session (Practice, Research. Leadership or Education) at the professional conference. The date, time and venue are included in the published conference programme
- 7.1.2. If a winner is unable to attend the conference then s/he should inform the Trustees via the Chair of PAC (ASAP).
- 7.2. Publication
- 7.2.1. Both the first and second winners are required to write for publication and submit a paper to either Community Practitioner or other relevant journal within six months of receiving the award.
- 7.2.2. Academic support to write for publication is provided by a nominated PAC member should this be needed.
- 7.3 Raising awareness of the CPHVA Education and Development Trust  
The Trustees recommend that the MacQueen Award winner raise awareness of the Trust and the awards through publications, presentations and other modes.

## **8: Audit of MacQueen Award Winners**

- 8.1. The Trustees require that MacQueen Award winners are followed up after two years.
- 8.2. Winners will be contacted by a PAC member and arrangements made to either conduct a telephone interview or complete a standardised questionnaire.
- 8.3. The purpose of following up winners is to ascertain:
  - a) The impact of the award on the winner's career

- b) How the project has been taken forward in the two years following the award.
- c) The difference the award has made to practice
- d) Receive a summary of how the professional component of the award money has been used.

9: **Terms and Conditions of the Award**

- 9.1. Winners are required to sign both copies of the enclosed statement to indicate that they have read and accept the terms and conditions detailed in this document.
- 9.2. One copy should be retained by the winner and the second returned to Vina Mayor, Trustee.

[http://www.unitetheunion.org/sectors/health\\_sector/professional\\_groups\\_assoc/cphva/cphva\\_ed\\_development\\_trust.aspx](http://www.unitetheunion.org/sectors/health_sector/professional_groups_assoc/cphva/cphva_ed_development_trust.aspx)

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