

Recognition Process

Final Version 2026

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1. Summary

The purpose of recognition is to celebrate the dedication, contribution and professionalism of individuals across NHS Procurement. It ensures that achievements—whether long service, exceptional commitment, or significant impact—are acknowledged openly and fairly. Recognition helps foster a positive culture, strengthen engagement within the HCSA community, and highlight the value that members bring to the profession and the wider NHS.

This document sets out the process for recognising individuals outside of the Awards programme to ensure transparency and fairness. It provides guidance and clarity for its members and trustees.

Recognition of members could be through HCSA social media, regional or national events.

2 Types of recognition

These may include but not be limited to.

- **Long-term Service** – within NHS Procurement including Logistics, Materials Management and Supply Chain
 - 20 years
 - 25 years
 - 30 years and over
 - 35 years and over
 - 40 years and over
- **Retirement**
- **HCSA Membership:** Recognition of long-term membership of the HCSA
 - 20+ years
 - 30+ years
 - 40 years and over
- **Contribution to the HCSA** i.e. National Council, Networks, Supporters and Partners,
- **Contribution to the HCSA** - Trustees and Executive who may be ending their term.
- **CIPS and other recognised bodies Membership/Graduation/Fellowship**

Types of recognition may include but not be limited to;

- Social media via newsletter, LinkedIn
- Acknowledgement at Regional/National Conferences – we will celebrate by recognising people via video montage.
- HCSA year book - we will include within the annual year book key milestones for those with 30 plus year long service/retirement.
- Special recognition award for Long-term Service/Retirement/HCSA Membership (30 years and over) - we will send a letter acknowledging the long service retirement with a HCSA medal through their National Council Rep or Line Manager.
- Long service/Retirement/HCSA Membership letter from Trustees/Chair/President

The Health Care Supply Association (HCSA) is a Charitable Incorporated Organisation (CIO) registered in England and Wales Charity Registration No. 1170161.

Registered address: HCSA, North Lodge, South Horrington, Wells, Somerset, BA5 3DZ

- 40 years plus letter from Patron with HCSA medal.
- Special Events – Recognition dinner/afternoon tea, House of Lords
- Attendance on behalf of the HCSA at conferences/overseas events – through agreed process for National Council nominations.
- Complimentary conference ticket and/or accommodation
- HCSA Trustees and Executives ending tenure – HCSA medal and a gift up to the value of £100 to be given at the Trustee meeting nearest to their tenure ending.
- National Honours List - we will acknowledge people where appropriate.
- Honorary Membership of the HCSA – as per process below.

3. Recognition Nomination Process

Nominations are accepted throughout the year commencing on the 1 April and will close on 31 March to allow time to prepare presentations and certificates for the regional or national events.

- Any HCSA Member
- National Council
- HCSA Exec
- Trustees
- President
- Patron

A recognition nomination form will be available for download through the HCSA website (Appendix 1 Nomination Form).

The following process will be adopted:

1. The nominations to be sent to the admin@nhsprocurement.org.uk, these will be reviewed by the Membership and Awards Lead for eligibility and completeness.
2. Nominations will soft close on 31st March each year for regional events recognition.
3. Membership and Awards Lead to log receipt of nomination and send acknowledgment of receipt to nominator.
4. Membership and Awards Lead to filter by recognition type for the following;
 - a. **Long Service** - regional events/social media/letter
 - b. **Retirement** - regional events/social media/letter
 - c. **HCSA Membership** - regional events/national/social media/letter
 - d. **CIPS Membership** (MCIPS) - regional events /social media
 - e. **CIPS Fellowship** (FCIPS) - regional events/national/social media
 - f. **Contribution to the HCSA** - collate for consideration at Executive for recognition type.
 - g. **Other BST** - collate for consideration at Executive for recognition type.
5. Where there may be a conflict of interest the BST will have an 'in confidence' discussion on who/how the nomination should be considered.
6. All submissions (unless there is a conflict of interest) to be noted at Monthly Executive meeting.
7. Submissions for each region to be sent to Regional National Council representative for them to work with the nominator/s to provide further information including, job description, photo/s and summary for sharing.

8. National Council Representative and Membership and Awards Lead/BST to decide on event and presentation materials (slides).
9. BST to invite nominee to regional event if appropriate.
10. Membership and Awards Lead to provide slides and timings for nominees for regional events if appropriate.
11. **Contribution to the HCSA/Other** - nominations to go to Executive for decision on recognition Type.
12. **Contribution to the HCSA/Other** – Executive to advise on recognition type and whether to put forward for internal recognition/Honorary Membership/Honours or other national recognition (for Honorary Membership Process - see Appendix 2).
13. **Contribution to the HCSA Trustees and Executive** – Financial recognition (gift) to follow SFI's. Executive and/or Executive to decide on gift (maximum value £100).
14. **National Honors** (Kings Birthday Honours) Executive to follow DHSC/NHSE processes (awaiting new guidance).

Appendix 1 Nomination Form

HCSA Recognition Nomination Form

This nomination form is to be used to nominate individuals for their work and dedication to NHS Procurement, Logistics and Supply Chain. This recognition sits outside of our national awards and is to honour those who continue to contribute but may not always attract the limelight.

Nominations are open for all members of the HCSA, nominations can be submitted throughout the year.

- **Long-term Service**
- **Retirement**
- **Long-term HCSA Membership**
- **Recognition of a Trust Award received**
- **Contribution to the HCSA Association** contribution to the HCSA i.e. National Council, Trustees, Exec. who may be ending their term.
- **CIPS and other recognised bodies Membership/Graduation/Fellowship**

Recognition may include but not be limited to.

- Acknowledgment of achievement at national, regional events through slides, social media announcements, letter of recognition, HCSA medal.
- Invitation to a HCSA Special Event
- Complimentary Conference Ticket/ and or Accommodation

NOMINATION

Name of Nominator
Nominator Email
Nominator Telephone Number
Name of Nominee.
Nominee Email (for invitation purposes)
Trust/Organisation Name
Region ☐ North ☐ South ☐ Central
HCSA Regional National Council Representative and email address (if known)

Recognition

☐ **Long-term Service** – within NHS Procurement including Logistics, Materials Management and Supply Chain

- ☐ 20 years ☐ 25 years
☐ 30 years ☐ 35 years ☐ 40 years and over

☐ **Retirement**

Please provide information on length of NHS service, contribution etc. reason for retirement.

☐ **HCSA Membership:** Recognition of long-term membership of HCSA

- ☐ 20+ years ☐ 30+ years ☐ 40+ years and over

☐ **CIPS and other recognised bodies**

☐ **CIPS** ☐ Membership (MCIPS) ☐ Fellowship (FCIPS)

Other Bodies

Name of Recognised Body

☐ Membership ☐ Fellowship Other

☐ **Contribution to the HCSA**

Wider contribution/ending/retirement of term to the HCSA which may include National Council, Trustees, Executive.

☐ **Other Recognition**

Please you this for any other recognition not covered above

Please save your nomination and use the name of the nominee in the title.

Email nomination to admin@nhsprocurement.org.uk

Internal Use Only

Appendix 2 Honorary Membership Process

Honorary membership is generally awarded to individuals for exceptional service or significant contributions to the HCSA, NHS Procurement profession, or associated fields.

General Criteria:

- **Outstanding Contribution:** A substantial contribution to the HCSA and/or NHS Procurement including Logistics, Materials Management and Supply Chain.
- **Long-Term Service:** This should be to HCSA and/or NHS Procurement including Logistics, Materials Management and Supply Chain
- **Influence and Recognition:** Individuals with a high professional profile/ leadership role or international recognition may be considered.
- **Impact on the Profession/Organisation:** The nominee's work should demonstrate a significant positive impact.
- **Active Membership:** Nominees should be current or past active membership.
- **Contribution to the Association:** In some cases, the focus is on contributions to the organisation itself.

Process

1. The nominations are expected to be chosen for consideration of an Honorary Membership through the Recognition Nomination Process using 'Contribution to the HCSA' or 'Other Recognition'.
2. Members nominating a particular candidate should ensure that the candidate fits the criteria for honorary membership. They should also provide a profile of the candidate in support of the nomination.
3. The nominations must be sent in writing on the Recognition Nomination Form to the admin@nhsprocurement.org.uk by the 31st March each year, these will then be taken through the Recognition Process.
4. Nominations not made using the nomination form i.e. by email or word of mouth will be requested/directed to submit their nomination through the Recognition Nomination Form.
5. Honorary Nominations meeting the criteria will be taken forward to the Board of Trustees for approval.
6. Approval will be by majority vote of the Board being quorate. It is expected that just one award will be made following each call, although the Board of Trustees reserve the right to either make no awards or multiple awards, depending on the quality of the nominations received.
7. The decision of the Board of Trustees will be final.
If elected, honorary members will be presented with a commemorative certificate (from 2026) and a HCSA Honorary Member badge.
8. The Honorary Member Award will be presented at the annual HCSA Conference.
9. If the nominee is unable to attend a suitable alternative presentation an option will be agreed between the Chair of the Board of Trustees as to how to present the honour.
10. Financial support will be provided by the HCSA to the honorary member to attend the annual conference if they are required to fund their own costs.
This will consist of a complimentary conference ticket and accommodation.