



SCOTTISH BORDERS  
BUSINESS  
EXCELLENCE  
AWARDS 2019

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ENTRY GUIDE

DEADLINE FOR ENTRIES 16TH AUGUST 2019

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EVENT SPONSOR





# SCOTTISH BORDERS BUSINESS EXCELLENCE AWARDS 2019

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The Scottish Borders Chamber of Commerce's prestigious **BUSINESS EXCELLENCE AWARDS** recognises outstanding business performance within the Scottish Borders.

These awards are a fantastic way to raise awareness of the business community of the region as a whole, and the individual business who make success an everyday goal.

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## KEY DATES

**ONLINE ENTRY SUBMISSION  
DEADLINE**

Friday 16th August 2019

**FINALISTS ANNOUNCED FROM  
30th August 2019**

**JUDGES' INTERVIEWS**

2nd - 12th September 2019

**AWARDS CEREMONY**

7th November 2019



# SCOTTISH BORDERS BUSINESS EXCELLENCE AWARDS 2019

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## JUDGING CRITERIA

Judges will be assessing entries on the following key areas.

To help you, please ensure you have reflected these in your entry submission.

1. Clearly defined aims and objectives.
2. A concise explanation as to why applicants have entered a particular category.
3. Key points as to the applicant's credentials and why they feel they should be a category winner.
4. Where applicable any growth achieved (turnover, profit, market share or employee numbers for example) should be clearly set out.
5. Where applicable any other notable areas (customer experience, developing a young or diversified workforce, employee development, stakeholder engagement or innovation for example) should be clearly set out.
6. Applicants will be shortlisted based purely on the entry submission with no additional material being sought.
7. Shortlisted applicants will be invited to attend informal interviews. Presentations are not required.
8. Judges are not able to provide feedback on any entry submission.



# BEFORE YOU SUBMIT YOUR ENTRY - IMPORTANT INFORMATION

## STAGE 1

You can enter the Business Excellence Awards by completing a simple online application form at: [www.borderschamber.com](http://www.borderschamber.com)

You will be asked to submit basic information about your business, including the name of the individual who would be attending the second stage, judges' interviews, should you make it through the first stage.

Remember, you can select as many of the award categories as you feel relevant for your business within the one form.

You will be asked to submit your entry, in no more than 500 words, including why your application should progress to the second stage. Remember, make this relevant to all of the award categories you have selected.

Your written submission may be used by the Scottish Borders Chamber of Commerce in their marketing for the Business Excellence Awards and, should you make the final, will be issued to the event Master of Ceremonies for use in the audience address.

If you have any questions regards your online submission, please email: [bordersbusinessawards@borderschamber.com](mailto:bordersbusinessawards@borderschamber.com)



# INTERVIEW DATES

Finalists will be advised of a definite day and time for interview by **30th of August 2019**

All interviews will be held from **2nd - 12th September 2019**

Morning interviews will take place at **9:00, 9:45, 10:30, 11:15 and 12:00**

Afternoon interviews will take place at **1:30, 2:15, 3:00, 3:45 and 4:30**

All interviews will be held at **Ednam House, Kelso**

## MULTIPLE APPLICATIONS

Businesses are able to apply for multiple categories BUT must be prepared to attend an interview in each category in which they are shortlisted as it is not possible to have multiple categories judged at the one time - this is to ensure the integrity of the judging process by having all shortlisted applicants being interviewed by the same set of judges.

## MONDAY 2nd SEPTEMBER (morning)

Tourism & Hospitality Business of the Year Award - Bruce Stevenson

## MONDAY 2nd SEPTEMBER (afternoon)

Agricultural Business of the Year Award - NFU Mutual Borders

## WEDNESDAY 4th SEPTEMBER - (morning)

High Growth/Turnover Award  
- Douglas Home & Co

## WEDNESDAY 4th SEPTEMBER - (afternoon)

Innovation in Business Award - SBC

## FRIDAY 6th SEPTEMBER (morning)

Social Enterprise of the Year Award  
- SBSEC

## FRIDAY 6th SEPTEMBER (afternoon)

Supporting Young Workforce Award  
- DYW Borders

## TUESDAY 10th SEPTEMBER (morning)

Manufacturer of the Year Award  
- Reiver Recruitment

## TUESDAY 10th SEPTEMBER (afternoon)

Community Impact Award  
- Live Borders

## THURSDAY 12TH SEPTEMBER (morning)

Micro Business of the Year Award  
- NS24

## THURSDAY 12TH SEPTEMBER (afternoon)

SME of the Year Award - Business Gateway

It is not possible to reschedule any of the interview dates/times.



# BEFORE YOU SUBMIT YOUR ENTRY - IMPORTANT INFORMATION

## STAGE 2

All applicants will be screened by an independent panel who will create a shortlist of applicants who, in turn, will be invited to attend a discussion with the judging panel on a nominated day. The judging panel will comprise of two or three members, two of whom (including the Chairman) will be independent.

Category sponsors may choose to nominate a member of the judging panel in the category which they sponsor.

The discussion will last no more than 30 minutes and is an opportunity for the applicant to elaborate on their application, providing information on why they have entered that category and why they feel they should win.

The interviews will all be held at the Ednam House Hotel in Kelso and will be very informal. Upon arrival, an area will be set aside for applicants to relax with tea and coffee being provided.

At the end of each category discussion the judges will have a brief discussion and award a score to each applicant.



# SCOTTISH BORDERS BUSINESS EXCELLENCE AWARDS CATEGORIES 2019

## 1. TOURISM & HOSPITALITY BUSINESS OF THE YEAR AWARD

**Sponsored by Bruce Stevenson Insurance Brokers**

Open to all tourism and hospitality (including food/beverage establishments) businesses operating within the Scottish Borders. The judges will be looking for the business who has shown dedication to the promotion of the Borders as a tourism destination, commitment to an exceptional visitor experience, business development and collaboration as well as encouraging and nurturing the young workforce.

## 2. AGRICULTURAL BUSINESS OF THE YEAR AWARD

**Sponsored by NFU Mutual Borders**

The criteria for the Agriculture award this year are designed for a multi-generational operation which is looking to future proof their business. This may be through diversification/innovation, developing new ideas and efficiencies but they should be looking to protect and take forward their family business through these uncertain times. They should be able to demonstrate a shared vision for the business across the generations and outline a strategy which will result in increased profitability with an associated funding plan.

## 3. HIGH GROWTH/TURNOVER AWARD

**Sponsored by Douglas Home & Co**

Open to all businesses in the Scottish Borders irrespective of size or sector, this award will be presented to the business which, in the view of the judging panel, can best demonstrate successful business performance over the past 12 months. "Performance" will be judged by financial growth, profit growth, product range and return on recent financial investments in the business

## 4. INNOVATION IN BUSINESS AWARD

**Sponsored by Scottish Borders Council**

Open to all businesses in the Scottish Borders irrespective of size or sector, this award will be presented to the

business which, in the view of the judging panel, can best demonstrate successful use of innovation in business over the past 12 months. Judges will be looking for businesses from any sectors who can lay claim to being innovative and successful in their activities. Forward planning will also be taken into account as aspiration is a key motivator to innovation.

## 5. SOCIAL ENTERPRISE OF THE YEAR AWARD

**Sponsored by Scottish Borders Social Enterprise Chamber**

The "3rd sector" is fast becoming a major factor in the supply of regional services and this award is being given to a social enterprise body that has demonstrated a commitment to the sector in which they operate. Eligible organisations would include voluntary charities/Trusts, Community Trusts etc. The judges will be looking for evidence of stakeholder engagement and social impact in addition to innovation in developing funding sources.

## 6. SUPPORTING YOUNG WORKFORCE AWARD

**Sponsored by Developing the Young Workforce Borders**

Open to all businesses in the Scottish Borders irrespective of size or sector, this award will be presented to the business which, in the view of the judging panel, can best demonstrate it delivers on the likes of the following: diversity in age profile of workforce, equality for workforce, comprehensive learning and development programme (including a modern apprentice programme) and a mentoring programme, career development planning and succession planning

## 7. MANUFACTURER OF THE YEAR AWARD

**Sponsored by Reiver Recruitment**

With manufacturing being of great importance to the Scottish Borders economy, this award is given to the manufacturing business which, in the opinion of the judges, has increased turnover and market share from the

sale of goods. Sustainability can only be achieved through good market research and product development and the judging panel will be interested in these areas of the business activity and plans for growth in existing or new markets.

## 8. COMMUNITY IMPACT AWARD

**Sponsored by Live Borders**

The award will be made to the organisation that can best demonstrate community impact and engagement in sport, culture or health promotion leading to improvements in lifestyle and wellbeing. Organisations will need to demonstrate to the judging panel the level of investment made in any such programme, the levels of participation and measures showing how successful the programme(s) have been.

## 9. MICRO BUSINESS OF THE YEAR AWARD

**Sponsored by NS 24 Ltd**

The judges recognise that micro businesses can have many strengths but are unlikely to fully encompass all the facets of larger entities. Applicants should demonstrate their particular focus and what makes them special, maybe in respect of innovation, customer service, growth or staff - just as a few suggestions.

## 10. SME OF THE YEAR AWARD

**Sponsored by Business Gateway Borders**

Open to all businesses based in the Scottish Borders which have eleven to 249 employees and can show a strong financial performance. This award will be made to the SME that has introduced an innovation, idea or design which has made a significant contribution to the business within the last 12 months. The judges will be interested in innovation that has improved an existing product, or an initiative that has led to the development of new products or services. The judging panel will also be interested in how the innovation is embraced within the culture of the business.



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## ENTER NOW

[bordersbusinessawards@borderschamber.com](mailto:bordersbusinessawards@borderschamber.com)

[www.borderschamber.com](http://www.borderschamber.com)

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