



Please make sure that you are completing the correct entry form.

Healthy Eating Workplace of the Year Sponsored by Northamptonshire County Council

Entry Form

Closing dates for entries – 14th August 2017

Please answer all questions as fully and accurately as possible.

If you need any help to fill in this form – please contact Rachel or Anna on 01933 664437.

This category is designed to recognise those workplaces which show the greatest commitment to, and take the most innovative steps towards, developing a healthy eating food offering for its staff. Its selection of foods is nutritionally balanced and allows its staff to make fully informed food choices, thereby actively promoting healthy eating. For simplicity, we are using the term ‘canteen’ to describe your workplace catering facilities

1. Business Contact Details		
Business Name		
Reg. Company No		
Contact Name		
Position		
Business Address (incl. postcode)		
Telephone Number		
Mobile Number		
Email		
Website		
Twitter		
Number of staff (permanent and temp)		
Number of staff using canteen		
Canteen opening hours		
Are your catering services outsourced? (If you have answered yes, please complete box 2 below)	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
2. Details of your Catering Services Provider		
Business Name		
Reg. Company No		
Contact Name		
Position		
Business Address (incl. postcode)		
Telephone Number		
Mobile Number		
Email		
Website		



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3. Brief description of the business

Please describe the business in no more than 100 words

4. Brief description of the canteen

Please describe your canteen in no more than 100 words including details of where your meals are prepared and served

5. Healthy eating policy

Please describe your (host) company policy on healthy eating options in no more than 100 words



6. Sample menu

Please provide a sample menu, highlighting your healthy eating options. If this is a cyclical menu, please send two menus within the cycle. In no more than 100 words, please explain how your offering is nutritionally balanced

7. Allergen information

Please detail your level of food allergy awareness, explain the methods you have in place and the records you keep to identify the allergens in your dishes and how you communicate that to diners; include copies of any documentation and signs you may have on display in the venue to that effect, as appropriate.

8. Healthy eating promotion

How do you promote healthy eating options and how do staff understand which options are the most healthy?

9. Value for money

Please explain your pricing policy for your healthy eating options and how it compares with the rest of the menu



10. Local suppliers

Please give a list of local suppliers (a local supplier is a supplier which is based in Northamptonshire or which is based within 30 miles of your business). If you do not use local suppliers or locally-made ingredients, please say why not (there might be a very good reason!).

11. Supporting Information

Please ensure that you provide copies of sample menus and drinks menus which are current at the time of your entry. In addition, you may also provide **up to ten sides of A4** containing other information in support of your entry (for example previous menus / marketing material / press coverage etc). If you wish us to refer to your internet site, please provide **printed** copies of up to five key pages (but this comes out of your allocation of ten additional pages). However, we cannot return any material.

12. Mandatory supplementary evidence

	Yes	No
Have you submitted all mandatory supporting evidence (listed below)?		
• A brief description of the business (no more than 100 words).		
• A brief description of the canteen (no more than 100 words)		
• Examples of promotional material (see limit on the amount).		
• Copies of any signs in respect of allergen warnings etc		
• Copies of your current food and drinks menus.		
• List of local suppliers		

If you have answered 'no' to any of these questions your entry will be invalid.

Key Dates

Closing Date	14 th August 2017
Shortlisting	Date in Sept (tbc)
External panel visits	Date in Oct (tbc)
Awards Dinner	Date and venue tbc



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Data Protection

We comply fully with current data protection legislation and only hold your information in relation to the business of Carlsberg UK Northamptonshire Food and Drink Awards and for food and drink related matters. We will share details of you entry with the category sponsors and with Northamptonshire Trading Standards and your local Council’s Environmental Health Department. You have the right to request that your information is removed from our records. If you do not wish to receive further emails from us, please let us know, and you will be removed from our mailing list.

Declarations	Yes	No
The details provided on this form and all supporting evidence are correct to the best of my knowledge and are submitted in accordance with the published Northamptonshire Food & Drink Awards 2017/18 rules.		
I agree to the details of my entry being passed to the category sponsors, to Northamptonshire Trading Standards and my local council’s Environmental Health Department.		
I confirm that the canteen holds a Food Hygiene Rating Scheme score of 3 (Generally Satisfactory) or above.		
I authorise Northamptonshire Trading Standards and my local Council’s Environmental Health Department to disclose to the organizers and judges of Northamptonshire Food & Drink Awards any relevant significant history, complaints, or breaches of relevant Regulations or law.		
I agree to participate in awards-related publicity.		
Neither I nor anyone connected with my company has attempted to or will attempt to influence the organizers, judges, or promoters, or in any way bring the Awards into disrepute.		
I confirm that this entry complies with the letter and the spirit of the rules and the competition.		
I’m happy to receive emails relating to Food and Drink in Northamptonshire, including the Northamptonshire Food and Drink Awards		
Please send me emails about my entry into this competition only.		

Signed: _____ **Date:** _____

Entries can be submitted by hand, post, fax, or completed online.

All supporting information and postal entries should be returned to:
The Mallows Company, Arch Villa, 23, High Street, Bozeat, Northamptonshire, NN29 7NF
Fax: 01933 664556 Tel: 01933 664437.
Email entries to: rachel@themallowscompany.com



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Healthy Eating Workplace of the Year

Entry

Entries will be verified by the organizers to ensure compliance with the Terms and Conditions, and with the spirit of the Awards. Organizers will use their best efforts to assist all entrants to comply with the Terms and Conditions but cannot be held responsible if for any reason an entry has to be disqualified or rejected. Details of entries will be passed to Northamptonshire County Council's Trading Standards Department and the relevant Borough Council's Environmental Health Department to disclose to the organizers and judges any relevant significant history, complaints, or breaches of relevant Regulations or law. The organizers will determine what action to take as a result of any such disclosure.

Longlisting

All entries will undertake a 'phone interview with a nominated person from the company and/or catering company (as appropriate) to ascertain the further following information:

- How your healthy eating options are driven, either by you as a company or the food service company and the motivation behind those choices
- How you promote your healthy eating offering to your staff
- If your healthy eating offering is supported by any other wellbeing offering for staff such as exercise or other initiatives (although you will not be judged on these factors)
- Your use of local or seasonal produce and/or whether that is celebrated on the premises

Shortlisting

An expert panel of judges will then select their 3-5 finalists shortlist based on the results of the interview alongside the nomination (as appropriate) and the entry form and each entrant will then be advised whether they are a finalist.

An external nutritionist (or similar expert) will then visit each of the 3-5 finalists to secure further information from catering staff and/or HR and/or FM and for further feedback from canteen users.

External Panel

External judges will visit each of the selected finalists and will use the results of those visits, as well as the results from the shortlisting, before selecting a winner and runner-up (or runners-up). The results will be announced at the Awards Dinner (see key dates) and all finalists will receive two free tickets to the event (per company).

Publicity

Please note, the details of those entries which were not successful in being shortlisted will not be made public; only the details of the 3-5 finalists (and subsequently those of the winner and runner-up or runners-up) will be made public via our promotional material, social media and via the Awards' website – www.northamptonshirefoodanddrink.co.uk

You can also follow the Awards on twitter at @foodawardsHQ or on facebook at www.facebook.com/foodawards



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Eat Out Eat Well

In partnership with Northamptonshire County Council and Environmental Health Northamptonshire, the Carlsberg UK Northamptonshire Food and Drink Awards are supporting Eat Out Eat Well (EOEW) – an award scheme which has been developed to reward caterers who make it easier for their customers to make healthy choices when eating out. The level of award is based on a scoring system that takes into account the type of food on offer, cooking methods and how it is marketed and promoted to customers.



There are 4 levels – bronze, silver, gold and platinum. The higher the score, the higher the level of award. To qualify for a gold or platinum award, key members of staff need accredited/recognised training in nutrition.

Participants in this category of the Carlsberg UK Northamptonshire Food and Drink Awards are politely encouraged to participate in EOEW as a further opportunity to promote best practice. More details are available by visiting www.eatouteatwell.org or the EOEW section of your Local Authority's website.

Please note, a venue's desire not to participate in EOEW does not affect its status within the Awards.



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