East Northamptonshire Council

Personnel Sub Committee - 31 August 2010

Staff Reward and Recognition Scheme

Summary

Members are requested to approve the new Staff Reward and Recognition Scheme.

Attachment(s)

Proposed new Staff Reward and Recognition Scheme

1.   In January 2010 an idea, prompted by the great work of staff in dealing with the ice and snow, was put forward to Bright Ideas. The idea was that there should be an 'employee of the month scheme/ commendable work award'.

2.   The Council has not previously had a formal scheme for recognising and rewarding achievements however in the current economic climate and with the recent removal of some staff benefits it is felt important that one be launched.

3.   The launch of the Staff Reward and Recognition Scheme will:
   • act as a motivator for staff
   • reinforce the Council's Knowledge, Skills and Behaviours Framework
   • improve employee satisfaction levels by acknowledging good performance
   • be of minimal cost

4.   Funding of up to £400 p/a is required to ensure the scheme is a success.

5.   Members are asked to approve the new Staff Reward and Recognition scheme.

Implications:		
Corporate Outcomes or Other Policy/Priority/Strategy		
Good Quality of Life	Good Reputation ☒	
Good Value for Money	High Quality Service Delivery ☐	
Effective Partnership Working	Strong Community Leadership ☐	
Effective Management ☒	Knowledge of our Customers and Communities ☐	
Employees and Members with the Right Knowledge, Skills and Behaviours		☒
Other:		☐
Decision(s) would be outside the budget or policy framework and require full Council approval		☐
Financial	There are no financial implications at this stage	☐
	There will be financial implications – see paragraph 4	☒
	There is provision within existing budget	☐
	Decisions may give rise to additional expenditure at a later date	☐
	Decisions may have potential for income generation	☐
Risk Management	An assessment has been carried out and there are no material risks	☒
	Material risks exist and these are recorded at Risk Register Reference - inherent risk score - residual risk score -	☐
Staff	There are no additional staffing implications	☒
	Additional staff will be required – see paragraph	☐
Equalities and	There will be no impact on equality (race, age, gender, disability, religion/belief, sexual orientation) or human rights implications	☒

Human Rights	There will be an impact on equality (see categories above) or human rights implications – see paragraph	☐
Legal	Power:	
	Other considerations:	
Background Papers:	Organisational Development files	
Person Originating Report:	Pauline Matheson, Business Analyst tel: 01832 742215 pmatheson@east-northamptonshire.gov.uk	
Date: 13 August 2010		

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(Committee Report Normal Rev. 21)

East
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Staff Reward and Recognition Scheme

**REWARD &
RECOGNITION**

Recognising and rewarding achievements

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Document Version Control

Author (Post holder title)	Pauline Matheson (Business Analyst)
Type of document (strategy/policy/procedure)	Policy
Version Number	0.1
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Document held by (name/section)	Pauline Matheson/ Organisational Development
For internal publication only or external also?	Internal
Document stored on Council website or Eunice?	Eunice
Next review date	August 2011

Change History

Issue	Date	Comments

NB: Draft versions 0.1 - final published versions 1.0

Consultees

Internal	External
e.g. Individual(s) / Group / Section	e.g. Stakeholders / Partners /Organisation(s)
Heads of Service	
SMT	
Project team	

Distribution List

Internal	External
e.g. Individual(s) / Group / Section	e.g. Stakeholders / Partners /Organisation(s)

Links to other documents

Document	Link

Additional Comments to note

Contents

1.0   Introduction

1.1   The staff reward and recognition scheme will compromise of:

- employee of the quarter
- spontaneous recognition
- long service awards

2.0   Scope

2.1   The scheme will apply to all employees of the Council.

3.0   Outcomes

3.1   The outcomes to be delivered by this scheme are:

Outcomes	Links to corporate outcomes
• motivated employees • improved employee satisfaction	• Effective management • Councillors and staff with the right knowledge, skills and behaviours • Good reputation

4.0   Employee of the quarter

4.1.   Nominations

4.1.1   Any member of staff can nominate an individual or team and nominations must be made by completing a nomination form on Eunice. The form will include reasons for the nomination.

4.1.2   Nominees will receive a 'thank you' email from CMT

4.1.3   Nominees will appear on Eunice

4.2   Judging of nominations

4.2.1   The nominations will be judged and shortlisted by the Xchange staff forum. To assist the judging a list of criteria has been produced.

4.2.2   CMT will be responsible for making a decision on the overall winner from the shortlist.

4.3   Criteria

4.3.1   Nominations will be considered for the following:

- consistently demonstrating outstanding KSBs
- demonstration of outstanding effort over and above job requirements
- significant demonstration of corporate outcomes 'living them'
- completion of a major project

- contributed to service improvement
- increase/ sustained performance
- inspirational role model
- always looks to adapt changes that improve service to customers
- achievement in a specific field for example:
    - o innovation
    - o customer focus
    - o leadership
    - o equality and diversity
- value for money
- unsung heroes

4.4 Prize

4.4.1 All nominees that have been shortlisted by Xchange will be invited to a quarterly tea with CMT in the Chief Executive's office. At this tea the Chief Executive and/ or the Chairman of the Council will present the prize to the winner.

4.4.2 It is suggested that the winner of each 'employee of the quarter' is awarded a prize of up to £100 worth of vouchers. The prize has been set at a maximum of £100 as there needs to be a sufficient incentive to encourage participation. Furthermore the prize needs to reflect the Council's appreciation of the staff effort in winning.

5.0 Spontaneous recognition

5.1 A selection of wallet sized 'thank you' notes have been designed for staff to give to one another as a way of showing appreciation.

5.2 The 'thank you' notes, produced in house, cost just over 1p each to make and are therefore very cost effective.

5.3 In order that the 'thanks you' notes retain momentum there will be different designs throughout the year including seasonal and special edition themes.
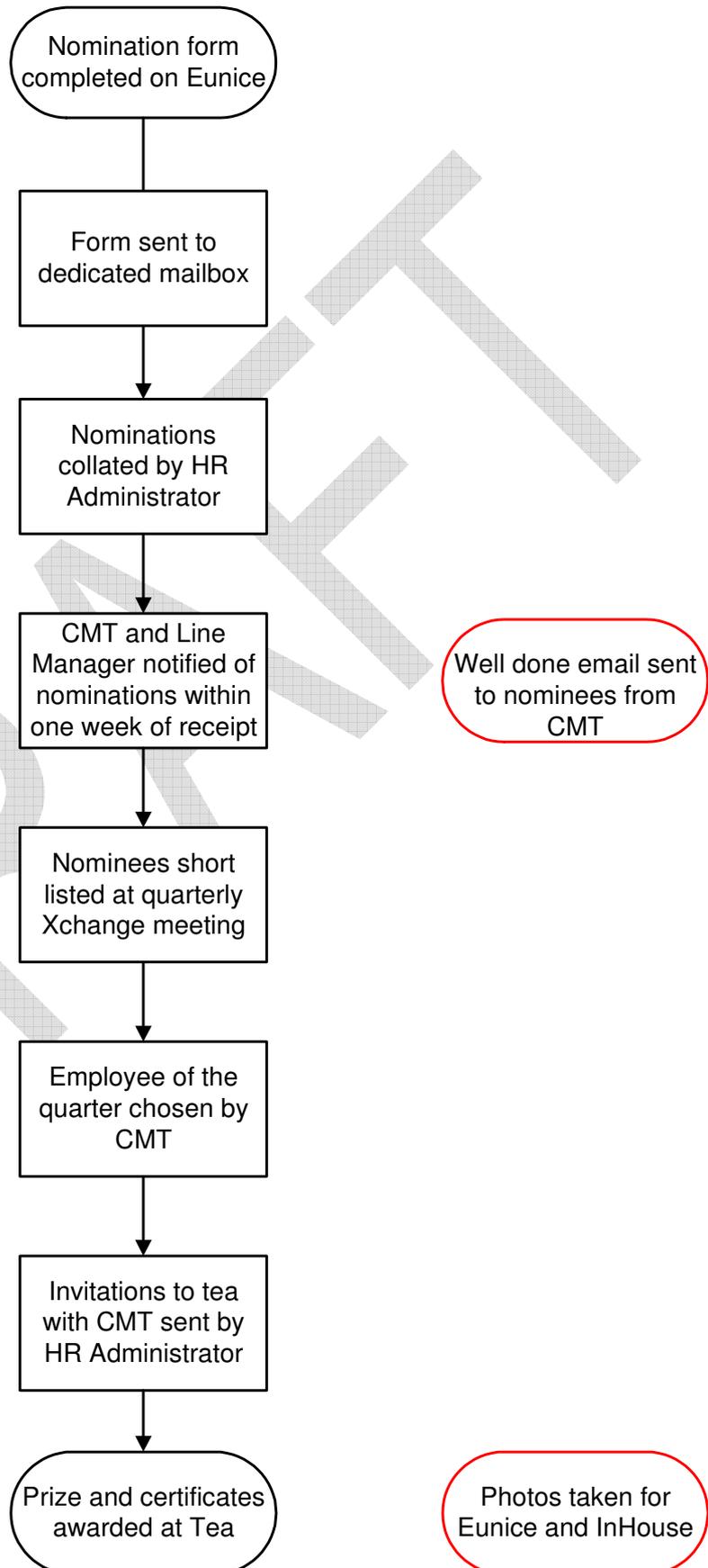
6.0 Long service awards

6.1 Recognition of long service is currently awarded for 15 and 25 years service. This is in the form of a payment of £50 for 15 years and £110 for 25 years.

6.2 For staff with 5 and 10 years service recognition will be given in the form of a mention in InHouse and a certificate.

7.0 Review

7.1 The scheme will be reviewed after the fourth round of nominations, using feedback from staff, and revised accordingly.

Staff Reward and Recognition Scheme

East Northamptonshire Council
Reward and Recognition Scheme - Version 0.1 16 August 2010
Author: Pauline Matheson, Business Analyst

Page 7 of 9

Provisional timetable

Deadline for nominations	Xchange meeting to shortlist	CMT select winner	Tea with CMT
8 October	26 October	2 November	9 November
24 December	18 January*	25 January	1 February
1 April	12 April*	19 April	26 April
24 June	5 July*	12 July	19 July

*meetings yet to be scheduled

East Northamptonshire Council
Reward and Recognition Scheme - Version 0.1 16 August 2010
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Page 8 of 9

East
Northamptonshire
Council