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:

<table>
<thead>
<tr>
<th>Corporate Outcomes or Other Policy/Priority/Strategy</th>
<th>Financial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good Quality of Life</td>
<td>□</td>
</tr>
<tr>
<td>Good Value for Money</td>
<td>□</td>
</tr>
<tr>
<td>Effective Partnership Working</td>
<td>□</td>
</tr>
<tr>
<td>Effective Management</td>
<td>□</td>
</tr>
<tr>
<td>Employees and Members with the Right Knowledge, Skills and Behaviours</td>
<td>□</td>
</tr>
</tbody>
</table>

Decision(s) would be outside the budget or policy framework and require full Council approval

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
<table>
<thead>
<tr>
<th>Human Rights</th>
<th>There will be an impact on equality (see categories above) or human rights implications – see paragraph</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal</td>
<td>Power:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other considerations:</td>
<td></td>
</tr>
<tr>
<td>Background Papers:</td>
<td>Organisational Development files</td>
<td></td>
</tr>
<tr>
<td>Person Originating Report:</td>
<td>Pauline Matheson, Business Analyst  tel: 01832 742215  <a href="mailto:pmatheson@east-northamptonshire.gov.uk">pmatheson@east-northamptonshire.gov.uk</a></td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td>13 August 2010</td>
<td></td>
</tr>
<tr>
<td>CFO</td>
<td>MO</td>
<td>CX</td>
</tr>
</tbody>
</table>

(Committee Report Normal Rev. 21)
Staff Reward and Recognition Scheme

Recognising and rewarding achievements
If you would like to receive this publication in an alternative format (large print, tape format or other languages) please contact us on 01832 742000.
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 Introduction</td>
<td>5</td>
</tr>
<tr>
<td>2.0 Scope</td>
<td>5</td>
</tr>
<tr>
<td>3.0 Outcomes</td>
<td>5</td>
</tr>
<tr>
<td>4.0 Employee of the quarter</td>
<td>5</td>
</tr>
<tr>
<td>4.1 Nominations</td>
<td>5</td>
</tr>
<tr>
<td>4.2 Judging</td>
<td>5</td>
</tr>
<tr>
<td>4.3 Criteria</td>
<td>5</td>
</tr>
<tr>
<td>4.4 Prize</td>
<td>6</td>
</tr>
<tr>
<td>5.0 Spontaneous recognition</td>
<td>6</td>
</tr>
<tr>
<td>6.0 Long service awards</td>
<td>6</td>
</tr>
<tr>
<td>7.0 Review</td>
<td>6</td>
</tr>
</tbody>
</table>

### Appendices:
- Appendix A – flowchart | 7 |
- Appendix B – provisional timetable | 8 |
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:

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Links to corporate outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>motivated employees</td>
<td>Effective management</td>
</tr>
<tr>
<td>improved employee satisfaction</td>
<td>Councillors and staff with the right knowledge, skills and behaviours</td>
</tr>
<tr>
<td></td>
<td>Good reputation</td>
</tr>
</tbody>
</table>

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

Nomination form completed on Eunice

Form sent to dedicated mailbox

Nominations collated by HR Administrator

CMT and Line Manager notified of nominations within one week of receipt

Well done email sent to nominees from CMT

Nominees short listed at quarterly Xchange meeting

Employee of the quarter chosen by CMT

Invitations to tea with CMT sent by HR Administrator

Prize and certificates awarded at Tea

Photos taken for Eunice and InHouse
**Provisional timetable**

<table>
<thead>
<tr>
<th>Deadline for nominations</th>
<th>Xchange meeting to shortlist</th>
<th>CMT select winner</th>
<th>Tea with CMT</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 October</td>
<td>26 October</td>
<td>2 November</td>
<td>9 November</td>
</tr>
<tr>
<td>24 December</td>
<td>18 January*</td>
<td>25 January</td>
<td>1 February</td>
</tr>
<tr>
<td>1 April</td>
<td>12 April*</td>
<td>19 April</td>
<td>26 April</td>
</tr>
<tr>
<td>24 June</td>
<td>5 July*</td>
<td>12 July</td>
<td>19 July</td>
</tr>
</tbody>
</table>

*meetings yet to be scheduled*