

Staff Thanks and Recognition Scheme (STaRS)

Individual Awards for excellence or exceptional effort

The Individual Award is designed to recognise and reward those employees who have performed well in all the key areas of their jobs AND have consistently demonstrated exceptional performance or effort, significantly above that which might reasonably have been expected for their grade.

The Scheme is not designed to reward those who work long hours for whom overtime or a review of the size of their role would be more appropriate; those whose role has grown such that they are required to work 'above' their grade in these cases a job re-evaluation, a temporary acting up allowance or a restructuring of the role should be considered.

The ethos of the scheme is not to award an 'Employee of the Month', rather it is intended to recognise employees when deemed appropriate. This may mean that more than one nomination is successful in a month or that there are none at all.

A ½ day annual leave will be awarded to show appreciation along with the opportunity to attend a quarterly recognition reception.

Nominations will be sent to Corporate Management Team (CMT)/ Head of Service Team (HoST) to discuss monthly and agree award winners. Nominations will require the nominator to address the following

- What has the nominee done to deserve this award
- What benefits has the nominee's contribution brought to the organisation

A nomination form has been designed to support the process and nominations can be made through a number of channels including:

- Email to Personnel mailbox
- Suggestion boxes in staff areas

People Services will collate the nominations and forward to HoST to discuss and determine outcomes. If HoST require additional information the manager of the nominated person will be called upon to provide this.

People Services will forward a letter of congratulations to the manager of successful nominees who will deliver the good news and award additional half days leave. Managers will notify People Services of those employees wishing to attend a quarterly recognition reception.

An individual cannot be awarded more than one extra half days leave in any 12 month period unless they receive a nomination for something that is totally unrelated to previous nominations. In this instance HoST will consider the nomination on its own merit.

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Team Awards for Excellence or Exceptional Effort

The Team Award is designed to reward teams in a similar vein to that of the Individual Award. The award, a maximum of £200 must be spent on improving or enhancing their work environment e.g. physical improvement such as new blinds or equipment to enhance the work area e.g. coffee machine. Team members will also be invited to attend a quarterly recognition reception. .

All nominations will be made by HoST and presented to CMT to discuss and agree award winners.

The awarding of Team Awards will be based on the following criteria:

- Contribution to delivery of Key projects and/or other key initiatives
- Contribution to delivery of priorities.
- Contribution to and/or support of the development of other people
- Achievement of cashable/non cashable savings to the Council
- Contribution to involvement of public in service development
- Successful implementation of service improvements/transformation

A nomination form has been designed to support the process and forms should be completed by the teams Head of Service and emailed to the Personnel Mailbox.

People Services will collate the nominations and forward to CMT to discuss and determine outcomes. If CMT require additional information the relevant Head of Service will be called upon to provide this.

People Services will forward a letter of congratulations to the manager of successful teams to deliver the good news. Managers or project leads will in turn notify People Services of those employees wishing to attend a quarterly recognition reception.

As a budget has been set aside for this award a maximum of 12 teams will be rewarded in any 12 month period.

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Staff Suggestion Scheme

The Staff Thanks and Recognition Scheme has been extended to incorporate the Staff Suggestion Scheme.

All suggestions put forward will be considered by the Chief Executive in the first instance, those considered to have merit will then be considered by Corporate Management Team (CMT) monthly.

Suggestions that are implemented will be rewarded in the same manner as Individual and Team Awards within this scheme i.e.

- An individual submitting a suggestion that is implemented will be awarded a 1/2 day annual leave and invited to attend one of the quarterly recognition receptions
- A team submitting a suggestion that is implemented will be awarded a maximum of £200 to spend on improving their work environment and invited to attend one of the quarterly recognition receptions

Staff putting forward suggestions can choose to remain anonymous; however, suggestions received in this manner that go on to implementation cannot be rewarded.

All suggestions should be made using the appropriate form and then submitted to the Chief Executive in the following manner:

- Putting into a sealed envelope addressed to the Chief Executive and putting into a Suggestion Box – these can be found in the Staff Rooms in the Municipal Buildings, Geoff Moulder Leisure and St John's Depot
 - Email to Phil Drury
 - Internal mail to Phil Drury

Staff Suggestion Forms are available from the All Staff notice board on Alfresco or People Services.

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Long Service Awards

With effect from 1 January 2015, recognition of long service will be marked by the following awards:

10 years service – a letter of congratulations, a certificate and an invitation to attend a recognition reception

15 years service – an award up to the value of £100, a letter of congratulations, a certificate and an invitation to attend a recognition reception

25 years service – an award up to the value of £250, a letter of congratulations, a certificate and an invitation to attend a recognition reception

40 years service – an award up to the value of £500, a letter of congratulations, a certificate and an invitation to attend a recognition reception

The award must be in the form of

- Tangible moveable property, or
- Any other benefit except:
 - A payment
 - A cash voucher
 - A credit token

The exclusion of payments and cash vouchers rules out cash and cheque payments, National Savings Certificates, premium bonds and so on.

People Services will:

- notify the relevant Head of Service 8 weeks prior to the anniversary date;
- provide brief details of the employees service history to the relevant Head of Service along with an addressed letter of congratulation to the employee 4 weeks prior to the anniversary date;
- produce the award certificate and purchase gift for the employee at least 2 weeks prior to the anniversary date;
- co-ordinate the recognition reception, invite guests and organise hospitality.

Heads of Service will:

- meet with the employee on the anniversary for a low key presentation of the letter of congratulation, certificate and, if over 10 years service award, the gift of choice. The employee is welcome to invite a guest to this presentation.
- provide feedback to People Services of employees wishes to inform the preparations of the recognition reception;
- prepare details for presentation script

Employee's wishes will be taken into consideration in respect of the recognition reception, hosted by the relevant Heads of Service and Director and or Leader of the Council.