

1. **REVIEW OF EMPLOYEE RECOGNITION SCHEME**

**Submitted by:** Executive Management Team

**Portfolio:** Finance and Resources

**Purpose of the Report**

To report on the results of the 2013 awards pending a further review of the Scheme.

**Recommendation**

- (a) That the views of the staff be sought on whether the Scheme should be continued and, if so, the aspects of the Scheme that should be reviewed.
- (b) The a further report be submitted to a future meeting indicating the views received and recommending options for review.

1. **Background**

1.1 At your meeting on 2 October 2013, several revisions to the above Scheme were approved including:

- Executive Management Team and Wider Management Team members not to be eligible for awards;
- Individuals who are nominated for an award to be able to opt not to be considered for an award if they so wish;
- It to be made clear to the winner of the 'The Person that makes me Smile' award that they are not obliged to be a member of the Judging Panel;
- The composition of the Judging Panel to include the Chair of the Employees Consultative Committee (ECC) or their nominee (the nominee being either an Elected Member or a Trade Union Representative from the ECC).

1.2 The revised Scheme is attached at Appendix A for your information.

2. **Issues**

2.1 The number of nominations made by staff over the last three years were as follows:

	<u>2011</u>	<u>2012</u>	<u>2013</u>
Behind the Scenes	29	38	23
Customer Excellence	17	35	14
Employee of the Year	29	24	7
Trainee/Newcomer of the Year	11	14	18
Team	21	36	22
Leadership	30	24	15
Person who makes me Smile	23	31	19
Total	<u>160</u>	<u>202</u>	<u>118</u>

- 2.2 The number of votes cast by employees in relation to the Person who makes me Smile aware were as follows:

<u>2011</u>	<u>2012</u>	<u>2013</u>
102	101	105

- 2.3 The 2013 results were publicised in the December 2013 Core Brief and also in the Winter 2013 edition of the employee magazine 'Voice'. Employees were advised that the Scheme was to be reviewed and asked for their thoughts/feedback. No responses were received. However, comments received from two of this year's winners are reproduced below:

*"I would just like to thank you for a lovely afternoon at the Awards Ceremony. I was flattered to be nominated and overwhelmed when I won the Customer Excellence Award. I have worked for the Council for 34 years on 3<sup>rd</sup> December and I have always enjoyed my job. I feel highly honoured to work with such a fantastic team and for us to have won the team award is brilliant! Please pass on my regards to the rest of the event planning team."*

*"I have thanked my staff for putting me forward for this award. Please forward my thanks to the Leader of the Council and the Chief Executive and the Committee for voting for me to get the award. It really has been hard for me this year with both my wife's elderly parents being ill and my own parents' health problems. So to receive this Award has made me feel so proud and happy it's made my year and my Christmas."*

Council Shenton participated in the Judging Panel meeting on 19 November 2013 and will report back verbally to your meeting.

- 2.4 The results of the 2013 awards were considered at the Employees Consultative Committee on 17 January 2014. The Committee noted that the number of nominations received for 6 out of the 7 categories of award was considerably lower than the previous year and have recommended that staff should be consulted regarding the continuation of the Scheme with a view to maximum engagement in the process by use of core brief/team meetings followed up by an on-line questionnaire (with hard copies being provided for employees without access to email). Your Officers are supportive of this approach.

3. **Legal and Statutory Implications**

- 3.1 None.

4. **Equality Impact Assessment**

- 4.1 Not applicable.

5. **Financial and Resource Implications**

- 5.1 None

6. **Major Risks**

- 6.1 None.

7. **Earlier Cabinet/Committee Resolutions**

Staffing Committee	October 2013
Employees Consultative Committee	November 2010 October 2011 January 2012 June 2012 October 2012 September 2013 January 2014

8. **List of Appendices**

Appendix A – Current Employee Recognition Scheme.