

## **REVIEW OF EMPLOYEE RECOGNITION SCHEME**

**Submitted by:** Executive Management Team

**Portfolio:** Finance and Resources

### **Purpose of the Report**

To obtain approval for proposed revisions to the council's employee awards scheme 'We Couldn't Have Done It Without You'.

### **Recommendation**

**That the revised Scheme attached at Appendix A be approved.**

#### 1. **Background**

- 1.1 The Employee Recognition Scheme was introduced in 2010.
- 1.2 At a meeting of the Employees Consultative Committee (ECC) in November 2010, the trade unions raised some concerns about the nomination/voting processes, in particular concerning advice/guidance to staff regarding voting. The ECC recommended that a trade union representative be invited to sit on the judging panel but this recommendation was not subsequently adopted.
- 1.3 At its meeting in October 2011, the ECC discussed the Scheme again and a vote was recorded with a majority (4 trade union members and one elected member) indicating they did not accept the Scheme due to the Committee's previous recommendation not being implemented.
- 1.4 The Chief Executive attended the next ECC meeting in January 2012 to present a report on the composition of the judging panel and the process for deciding the winners. The Committee resolved to receive the report and that in future, feedback regarding the Committee's recommendations be fed back from the Executive Management Team (EMT) on a more regular basis.
- 1.5 The trade unions subsequently submitted a further item to the June 2012 ECC meeting requesting that a member of Committee (either a trade union member or an elected member) be allowed to sit on the judging panel to ensure fairness and transparency ... to understand how the process works ... and that the elected person could then be involved in any reviews and amendments so as to be able to report back to the ECC. The ECC resolved that the matter be deferred pending the Staffing Committee being formally constituted.
- 1.6 At its meeting on 17 October 2012 the ECC recommended the Chair sit on the judging panel for the 2012 awards, monitor the subsequent review of the process and feed back to the Committee. In the event, the then Chair of the ECC, Councillor Taylor, was invited to attend the judging panel as an observer.
- 1.7 Councillor Taylor subsequently confirmed that, in his view, there were no problems at all with the process but he has recommended that in future, the Chair of the ECC also be a panel member.

- 1.8 Following last year's awards, it was considered that it should be clarified that senior managers (EMT and Wider Management Team members) should not be eligible to be nominated for awards.
- 1.9 A revised Scheme incorporating Councillor Taylor's recommendation and clarification regarding EMT/WMT nominations (see tracked changes) is attached at Appendix A.
- 1.10 There are seven categories of awards. The total number of nominations received/votes recorded over the last two years are as follows:

Total nominations received	2011	2012
The Person that Makes Me Smile	24	30
Employee of the Year	29	22
Customer Excellence Award	17	33
Leadership Award	30	24
Behind the Scenes	29	38
Trainee or Newcomer of the Year	11	14
Team Award	22	36
Total votes recorded The Person that Makes Me Smile	102	197

## 2. **Issues**

- 2.1 The revised Scheme was discussed at a meeting of the Head of Human Resources, the Chair of the ECC and the trade unions on 15 August 2013. At the meeting the trade unions accepted that members of EMT and WMT should not be eligible for awards.

However, with regard to Councillor Taylor's recommendation that:

*The Chair of the Employees Consultative Committee (ECC) be included on the Judging Panel*

The trade unions were of the view that this should be the Chair of the Employees Consultative Committee or *their nominee*. (The nominee to be a member of the ECC – either an elected member or a trade union representative.

- 2.2 Further changes proposed by the trade unions as follows:

- The trade unions' view is that some staff who are nominated for awards do not wish to be considered for an award and that the Scheme should incorporate provision for individual employees who have been nominated to be able to opt not to be considered for an award.
- The trade unions are also of the view that the current arrangement that the winner of 'The Person that Makes me Smile' award is invited to be a member of the judging panel can be intimidating and stressful for the employee involved. They suggested that it should be made clear that they are not obliged to attend.

- 2.3 Your Officers are supportive of the further changes to the Scheme proposed by the trade unions, which were also subsequently endorsed at the ECC meeting on 16 September 2013 and these have also subsequently been incorporated into the revised Scheme at Appendix A. During the meeting the trade unions indicated that whilst not seeking to actively oppose

the Scheme, they had recently put forward its removal as a potential budget saving. The Committee has also requested a further review of the Scheme to be carried out in 2014.

3. **Legal and Statutory Implications**

3.1 None.

4. **Equality Impact Assessment**

4.1 Apart from senior managers, all employees are eligible to be nominated for awards.

5. **Financial and Resource Implications**

5.1 The total annual cost of the awards and awards ceremony is around £1,200. However, there is a resource requirement in relation to time spent by HR and Communications staff in organising and promoting the voting, panel and awards ceremony.

6. **Major Risks**

6.1 None.

7. **Earlier Cabinet/Committee Resolutions**

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

8. **List of Appendices**

Appendix A – Current Employee Recognition Scheme with proposed revisions highlighted