

Staff suggestion scheme for Uttlesford

Report to Finance and administration committee

20th September 2007

Schedule 1

Costs - Chelmsford

1. During the period April to December 173 suggestions were submitted, ie an average of 19 suggestions per month, or 228 per year – 22.8% of the staff total.
2. Of these 173 ideas, 20 were awarded £25, and 3 were awarded £50, giving a total of £650 paid out in cash prizes. There is a prize of a mug for suggestions scoring up to 10 points. The vast majority of ideas put forward have merited a mug.
3. Administration costs, including IT costs, have not been calculated separately. The scheme is co-ordinated by KE with the help of an administrative clerk. It does not require a dedicated member of staff, but KE has been keen to foster the project despite moving roles within the council.

Uttlesford: projected costs for implementing similar scheme

1. Uttlesford has 243 full time and 108 part time staff to Chelmsford's 800 and 200 staff, respectively. There would therefore potentially be a projected 80 suggestions a year, that is, 6 or 7 a month.
2. Working from Chelmsford's awards history, 11.56% of ideas were awarded £25 prizes, and 1.73% were awarded £50 prizes. Applying these percentages to Uttlesford's projected annual total of 80 ideas submitted, we would contemplate awarding 9 prizes of £25 and 1 or 2 of

£50 in a year. The annual costs for cash prizes would therefore be a projected £325.

3. About 15% of staff each year would be awarded mugs, ie about 52 people a year. Promotional awards such as mugs, mouse mats, baseball caps, fabric bags, etc can be obtained. Costs range from about £1.75 per unit with a single colour for the logo, giving a projected annual cost of about £92.
4. Total projected costs for prizes would therefore be £417, based on these assumptions.
5. There would be staffing and IT time costs, plus any design costs.