

Staff suggestion scheme for Uttlesford

Report to Finance and administration committee

20th September 2007

Schedule 2

Procedure to be followed in staff suggestion scheme

The information below would be made available to staff both on the intranet and on printed forms:

Step 1

You have an idea.

Step 2

Submit your idea by using the intranet or a paper form.

Step 3

The scheme co-ordinator receives the form and sends you a receipt, within five working days, plus confirmation of the date the evaluation panel will meet to consider your idea.

Step 4

The scheme co-ordinator sends your suggestion to the service to which it relates for comment.

Step 5

The evaluation panel meets to discuss feedback relating to the suggestion and completes the evaluation form. It then decides whether to approve the suggestion for implementation.

Step 6

Feedback is provided and you will receive an award, if appropriate.

Step 7

If your suggestion is put into practice the evaluation panel will monitor its implementation.

Rules of the scheme:

1. Be constructive, ie no griping or grumbling.
2. Your suggestion must not be personal to an individual or set of individuals.
3. Your suggestions must be original and not repeat a previous proposal. All submitted suggestions will be logged on the intranet and monthly lists will be distributed to council sites around the borough.
4. You can develop and submit a suggestion on your own or as part of a group (a maximum of four people within a group).
5. Suggestions can be submitted anonymously – but you will waive your right to an award.

Award and Recognition

The award structure will be linked to the point system used on the evaluation form.

Awards will be made to employees as soon as possible following the evaluation panel meeting. A list of award winners will be provided for directors to announce at late opening/team meetings.

Employees achieving awards will be featured in Utterings together with details of their suggestions.

The points scored on the evaluation form equate to:

Point banding	Award
1 – 10	Utlesford ?mug ?umbrella ?
11 – 20	£25
21 – 30	£50
31 – 40	£100
41 – 50	£250

For any ground breaking ideas an extra cash prize will be awarded!

What to do next

For more information or to request an application form please contact: [scheme co-ordinator]

Alternatively visit our intranet site by clicking on [. . .]