
REPORT TO THE MEETING OF THE EXECUTIVE 18 FEBRUARY 2009

PORTFOLIO: OVERALL STRATEGY & POLICY DIRECTION

REPORT FROM THE CHIEF EXECUTIVE

**SUBJECT: INTRODUCTION OF A NEW STAFF PERFORMANCE
REWARD SCHEME – CELEBRATING SUCCESS**

1 DECISION BEING RECOMMENDED

- 1.1 To introduce a new staff reward scheme, as outlined in the appendix with the first rewards to be presented to staff by the Chairman, Leader and Chief Executive on the Friday afternoon in the Old House or Lawn prior to the Chairman's Summer Reception on Saturday, 4 July.

2 REASONS FOR RECOMMENDATION

- 2.1 The Council has operated a staff performance reward scheme for a number of years. However, it is an individual rather than team award at present and is currently reliant upon nominations via Heads of Service. Nominations are considered quarterly and thus the impact of such awards tends to be dissipated, lacking profile or celebration. There are five criteria against which to assess the nomination, with a £50.00 reward for each criterion met, up to a maximum of £250.00. In the current financial year, some 12 awards have been made at a cost of £1300.00.
- 2.2 The main purpose of the revised scheme is to improve its profile in terms of celebration and recognition, to open up the reward system to teams, as well as individuals, and to make the whole process more transparent and accessible to all staff.
- 2.3 It is felt that by fixing a rewards presentation at the Old House or on the Lawn, just prior to the Chairman's Summer Reception, and involving the Chairman and the Leader, it will be possible to raise the visible profile of the event and actively demonstrate how the Council values and recognises the performance of staff, both individually and in a team context.

3 RISK IMPLICATIONS

- 3.1 Staff Rewards events in other Authorities has sometimes attracted adverse publicity and thus caused reputational damage to the Council concerned. However, the relative scale and proportionate nature of what is proposed hopefully strikes a reasonable balance between performance, reward and recognition on the one hand and securing best value for the public purse on the other. In these times of recession it remains important for the Council to

continue to encourage all staff to perform to the optimum of their ability, whether in an individual or team context.

4 RESOURCE IMPLICATIONS

- 4.1 Whilst the exact costs of the scheme will be dependent on the number of individuals covered under the team award it is not anticipated that the total costs of the scheme will rise much above £5000. In return, it is anticipated that the Council will continue to gain in terms of staff wellbeing, turnover and performance, which will more than offset the costs involved.

I confirm that the above recommendation does not depart from Council policy and that appropriate consideration has been given to any budgetary and legal implications.

SMT Lead Officer Signature: _____

Chief Executive

Background Papers:

None

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If you would like this report in large print, braille or another language please contact 01702 546366.



Celebrating Success – Rochford District Council Awards 2009

Objective

Rochford District Council aims to celebrate its successes and recognise and reward its staff for excellent performance and outstanding achievement in provision of services to the community it serves

The 2009 Awards will be launched in April 2009 and culminate with the winners in both categories receiving their award on the Friday prior to the Chairman's Summer reception.

Period Covered:-

The period covered will be the previous financial year, from April through to the March. Nominations will then be sought in the period April/May, with selection in June and presentation in July each year.

Categories:

Team of the Year – choose from the following team category

Team category 1 : most impact on customers (internal and external), promoting the Council's vision and fulfilling the Council's objectives

Team category 2: contribution to the organisation as a whole

2) Employee of the Year – choose from the following individual categories

Individual Category 1: outstanding performance and achievements, demonstrating the Values, promoting the Council's vision and impact on customers

Individual Category 2: contribution to the organisation as whole

Process

- Annual awards process relating to achievement in the previous 12 months (financial year)
- Individuals and teams can be nominated from all staff within RDC
- The nomination process will be an open process
- Nomination form to be completed and returned to HR
- Supporting evidence must be submitted
- Self nomination will not be permitted

Award Panel

- After the closing date every nominee will receive a letter confirming they have been nominated and confirm category and next steps in the award process
- An independent panel comprising the Leader, the Chairman, 2 members from Senior Management Team, a Union representative and HR will assess the nominations and decide on a winner in each category
- Winners to be notified and invited to a presentation by the Chairman, Leader and Chief Executive on the Friday in the Old House or Lawn prior to the Chairman's Summer reception

Awards

1) Employee of the Year
Award of additional day's leave
Cash award of £250.00
Certificate

2) Team of the Year
Award of additional day's leave for each team member
Cash award to be shared or used for team event – of £500.00
Certificate

3) All nominees to receive a letter of thanks from Chief Executive and the Leader