



APPENDIX 1

personnel/employee suggestion scheme

EMPLOYEE SUGGESTION SCHEME

The Employee Suggestion Scheme comprises of:

PART 1 – Guidance Notes

PART 2 – Application Form

EMPLOYEE SUGGESTION SCHEME

PART 1 – Guidance Notes

Introduction

- 1.1 Comhairle nan Eilean Siar has developed the Employee Suggestion Scheme to encourage and reward employees who come forward with ideas which can improve performance and/or generate financial savings.

Objective

- 2.1 The objective of the Scheme is to identify efficiencies and generate financial savings.
- 2.2 Areas where potential improvements may be made include:
- better or more efficient use of resources
 - improved and/or simplified processes and procedures
 - a more productive working environment
 - more user-friendly use of forms/paperwork for the Comhairle and/or customers
 - streamlined services to customers, improving customer card or reducing errors and complaints, and
 - reducing waste

Eligibility to Participate in Scheme

- 3.1 The Scheme is open to all Comhairle nan Eilean Siar employees on equal terms, whether submitting suggestions as individuals or in teams.
- 3.2 Councillors and the general public are not eligible to participate.

Eligibility for Award

- 4.1 To be eligible for an award the following criteria must be met:
- (i) the suggestions must be outside the scope of the employee's normal duties,
 - (ii) the suggestion is not made at a meeting held for the purpose of proposing suggestions,
 - (iii) the suggestion will result in improvements to service delivery and/or cost savings or has some other intrinsic merit.
- 4.2 A suggestion will not be considered for an award if:
- (i) the suggestion covers an issue that has, or is being considered by the Comhairle, or has already been suggested by someone else,
 - (ii) the suggestion relates to employee terms and conditions of employment,
 - (iii) the suggestion is actually a complaint about some aspect of the Comhairle,
 - (iv) there are no discernible benefits to the Comhairle, its employees or customers.

Process

- 5.1 Employees will complete a Suggestion Form, as detailed in Part 2 of this Scheme. Forms will be available on the Intranet and for employees with no access to the Intranet, forms can be sent direct to them upon request.
- 5.2 Completed forms should be returned to the Organisational Development Manager who is the Scheme Manager.

- 5.3 Every suggestion submitted will receive an acknowledgement of thanks from the Scheme Manager. The Scheme Manager will undertake an initial sift of all suggestions against the evaluation criteria.
- 5.4 The Scheme Manager will consult with each Head of Service for which the suggestions are most relevant. A decision will then be taken, in conjunction with the Service Area whether the suggestion will fail or be referred to the Awards Panel for further evaluation.
- 5.5 The Awards Panel will meet regularly to evaluate objectively suggestions against the criteria outlined in Paragraph 6.1 to determine whether they merit an award. The Awards Panel will consist of the following:
- Councillor Member of Finance Working Group
 - Trade Union Representative
 - Head of Service (from Service Area relating to suggestion)
 - Finance Officer
 - Organisational Development Manager
- 5.6 Suggestions submitted become the property of the Comhairle and successful suggestions remain the property of Comhairle nan Eilean Siar. However, if a suggestion is received which has applications outwith the Comhairle, the Intellectual Copyright for such suggestions will remain with the suggestor unless a legal agreement can be reached with the Comhairle on how the benefits of the suggestion can be shared.

Evaluation Criteria

- 6.1 Suggestions will be considered against the following criteria:
- cost saving and/or benefit generated
 - originality of suggestion
 - degree of impact upon the Comhairle/Service/Area
 - cost and feasibility of implementation
 - efficiency
 - effectiveness, and
 - improvements in quality

Rewards for Successful Suggestions

- 7.1 An encouragement award of £25 is suggested for all ideas submitted that are worthy of merit, but that are not able to be implemented. Ideas that are taken up to produce savings could be awarded from £50 up to £250, depending on the amount of savings generated. In addition to these prices, an annual award ceremony is suggested to further reward ideas which have significant financial benefit. This could award 10% efficiency savings, measured over a five year period, up to a maximum of £5,000. Awards will be made through payroll and are tax-free.

Inland Revenue Guidelines

- 8.1 Awards under suggestion schemes made to employees where the following conditions are satisfied:
- (a) the employer has established a scheme under which suggestions are made; the scheme is open on the same terms to all the employees, or to a particular class or description of them
 - (b) the suggestion for which the award is made relates to the activities carried on by the employer
 - (c) the suggestion is outside the scope of the employee's normal duties. The test is whether, taking account of his or her experience, the employee could not reasonably have been expected to put forward such a suggestion as part of the duties of the post

- (d) the suggestion is not made at a meeting held for the purpose of proposing suggestions
- (e) awards other than encouragement awards (see (i) below) are only made following a decision to implement the suggestion, and are made directly to the employee or employees concerned
- (f) the decision to make an award other than an encouragement award is based on the degree of improvement in efficiency and/or effectiveness likely to be achieved, measured by reference to the prospective financial benefits and the period over which they would accrue, and the importance of the subject matter having regard to the nature of the employer's business
- (g) the amount of an award does not exceed:- 50% of the expected net financial benefit during the first year of implementation, or 10% of the expected net financial benefit over a period of up to 5 years subject to an overriding maximum of £5,000. Where an award exceeds £5,000, the excess is not covered by this exemption
- (h) where an award is made jointly to two or more employees, the amount exempted at (g) above is divided between them in proportion to the amount paid to each
- (i) any encouragement award is of £25 or less. An encouragement award is one which is made in respect of a suggestion which has some intrinsic merit and/or reflects meritorious effort on the part of the employee in making the suggestion.

Review of the Scheme

- 9.1 The Organisational Development Manager will review the operation of the scheme after the first six months and again after 12 months of operation. This will involve examining the number and scope of the suggestions made, the extent to which positive suggestions have been implemented and the savings or efficiencies arising from the suggestions.
- 9.2 The Organisational Development Manager will report to the Corporate Management Team.

**PART 2****COMHAIRLE NAN EILEAN SIAR EMPLOYMENT SUGGESTION SCHEME**

Do you have any bright ideas that could lead to improvements in service provision or methods of working?

If so, then we'd like to hear about them.

Ideas for consideration should have real benefits for the Comhairle and typically lead to savings or more efficient use of Comhairle nan Eilean Siar resources.

Complete the following form and send to Norma Morrison, Organisational Development Manager, Council Offices, Sandwick Road, Stornoway, Isle of Lewis, email: nmorrison@cne-siar.gov.uk

Name:		Job Title:	
Service:		Area/Location:	
E-mail address:		Telephone:	
Payroll Reference Number			
Please use this space to describe your idea (<i>continue on a separate page if necessary</i>)			
Please describe how this idea will save money or bring about efficiencies for the Comhairle			
What value of savings are suggested (<i>please provide evidence if possible</i>)?			
Signed:		Date of submission:	

All suggestions received will be acknowledged and considered by a 2 stage evaluation process. Where your suggestion is implemented and leads to tangible financial benefits, you will receive payment in line with Inland Revenue Guidelines. For detailed information about the Scheme, please refer to the Scheme Guidance.