



Recognition Award Scheme

Introduction

- 1 The City of London Corporation has a policy of recognising and rewarding staff for their contribution to effective and efficient service delivery. Staff graded D – J and the Senior Management Team are assessed and rewarded through the Performance Development and Contribution Framework which is based on achievements in objectives and behaviours.
- 2 Staff in Grades A – C have less autonomy to demonstrate individual performance against long term objectives and therefore the Recognition Award Scheme has been developed to reward achievements for staff in these grades for specific pieces of work or behaviour.
- 3 This scheme is not directly linked to objectives and behaviours, in the same way that the Contribution Bonus Scheme is for grades D – J, but it does use the appraisal discussion as a means of identifying and recording an outstanding piece of work or behaviour.

The Assessment Year

- 4 The period on which assessment is based will be from the 1st April in any one year to 31st March of the year in which the award is made. This is referred to as the 12 month assessment period or the Assessment Year. The assessment is made on individuals in April/May following the end of the assessment period and any award will be made in the October pay the same year.

Eligibility

- 5 There are two conditions that have to be met in order to be eligible for an award.
- 6 Firstly eligible staff must be a permanent employee of the City Corporation who has at least 6 months service by 31st March in the assessment year or must be an employee of the City Corporation on a fixed term or temporary contract which has included at least 6 months work in the assessment year and must still be employed on the 31st October the same year.
- 7 This scheme does not include any staff engaged to work on a casual basis.
- 8 Staff must be in one of the following Grade Points by 30th September in the year in which the award is paid in October.
 - The top (i.e. fourth point) of Grade A or Grade A plus or Grade A residential.
 - The top (i.e. the sixth point) of Grade B or Grade B plus or Grade B residential
 - The top (i.e. the sixth point) of Grade C or Grade C plus or Grade C residential)

Staff who are in Grades A – C but do not meet the criteria in paragraphs 6 and 8 will

have their achievements recognised through the increment process.

Staff who are acting up and therefore temporarily in a different grade, can be awarded a recognition payment providing that:

- They were eligible under paragraph 8 in their substantive grade
- The work done was while they were in their substantive grade,
- They had at least 6 months in their substantive grade within the assessment year.

9 The Recognition Award is an individual award. More than one person may be recognised for the same piece of work, but each person must meet the criteria in paragraph 6 **and** paragraph 8.

Exclusions

10 Staff who are eligible for the award may be excluded from those being considered if they :

- Terminate or have their employment terminated before 31st October in the year following the assessment year.
- Have already received a monetary award for the same piece of work
- Have received an award in the preceding year (only in exceptional circumstances will individuals receive an award in two consecutive years)
- Have an 'improvement required' assessment in any of their objectives or core behaviours under the Performance Development Framework in the assessment year.
- Have an unexpired formal disciplinary warning or be in any stage of the capability process.
- Have a first notification of concern for sickness absence or be in any other formal stage of action to address sickness absence.
- Are in receipt of a 'protection payment', for any reason.

How the Recognition Award Will Operate

11 Managers will be asked to recommend staff for an award based on their work or a piece of work in the assessment year, such recommendations will usually follow the appraisal which covers the assessment year. Recommendations for the award will be submitted to the Senior Management Team by 1st May following the assessment year, for a final decision. Awards can only be made once a year, and are paid in October, therefore the Senior Management Team has to have approved all the awards and sent the results to the HR Director by **30th June** so that these can be processed for the October pay run.

12 The amount of the award will be determined by the Senior Management Team within an upper and lower limit which will be set Corporately each year. It is expected that approximately 20% of those eligible will receive an Award.

Each department will be responsible for funding the Awards in their department within a financial restricted amount. The restricted amount will equate to:

(Number of eligible staff x 20%) x (the Mid Point between the Upper and Lower limit set)

For example 100 people eligible x 20% = 20 people

Upper Award limit £500, Lower Award limit £200 = Mid Point £350

The maximum that the department in this example can award in this year is £7000

- 13 The Award is a one off non consolidated amount which will be paid in October.
- 14 Awards should be relative to the grade and the extent to which an employee is able to perform above and beyond that grade. Therefore it is expected that there would be a spread of Awards across all three grades.
- 15 To comply with good governance, anyone who is either in a direct managerial relationship with a partner/relative or is otherwise involved in taking a managerial decision affecting a partner/relative e.g. as part of a management team considering the remuneration of that person, should disclose that fact to their departmental HR Manager.
- 16 It is expected that each department will develop their own mechanism for approving the Recognition Awards. In developing a mechanism the process has to be robust, and supported by evidence which can withstand scrutiny, and be fair in recognising exceptional performance.
- 17 The Chief Officer in any department will have the final decision on Awards and is able to agree to any number of Awards up to the department's financially restricted amount.

Achievements Considered for a Recognition Award

- 18 The objective of the scheme is for something which is done at work which is above and beyond the usual expectation of the role, sometimes referred to as 'going the extra mile'. There are no definitions of this but it could include, for example:
 - The successful delivery of a particular project or event.
 - Identifying and implementing a new idea that has a positive impact on service provision/efficiencies
 - Promoting or enhancing the Department's or City of London Corporation's reputation.
 - Generation of income or effective use of existing resources e.g. cost saving ideas.
 - Overall service maintenance or improvement activities

- Giving exceptional customer service

19 Where a manager/supervisor wishes to recommend a member of staff for an Award they must provide a statement in support of this. The statement should be a paragraph or two addressing the following questions:

- What in particular the employee did above and beyond what was expected?
- What was the impact or outcome of the employee's contribution?
- Why this employee should be considered?

20 A form is appended to this policy which is recommended for completion and forwarding to the Departmental Senior Management Team for approval of an Award.

A-C Recognition Award Recommendation Form (Appendix A)

Please complete this form for the employee that is being recommended for a Recognition Award

Department		Section	
Forename		Surname	
Number		Grade	
Job Title		Year of Appraisal	
Manager <i>(making the recommendation)</i>		Award agreed	
What is the employee's achievement that is being recommended for a Recognition Award?			
1	What did the employee do that was above and beyond what was expected?		
2	What was the impact or outcome of the employee's contribution?		