

**Staff Suggestion Scheme Policy**

1. **Introduction**

The Staff Suggestion Scheme is intended to give every employee the opportunity to contribute to the success of the University. It provides the opportunity for staff to submit their original ideas to gain personal recognition and the opportunity to receive an award.

The scheme is administered by Human Resources under the direction of the Reward, Recognition and Engagement Manager. All employees are eligible to participate.

1. **Eligibility**

Suggestions will be eligible for consideration if they are original ideas that may if implemented improve any aspect of the Universities activities.

These may include suggestions that:

* Enhance the student experience
* Generate new business and income
* Improve existing services to its customers
* Improve the efficiency and effectiveness of what we do
* Introduce cost-savings without any adverse impact on quality
* Improve the University’s operational or strategic practices
* Enhance sustainability
* Improve the working environment including health and safety

Suggestions will not be considered where:

* The suggestion is the subject of a current project, development or design work
* A similar or identical suggestion has been previously submitted
* The suggestion is within the scope of the employees own duties and responsibilities

The scheme administrator will be responsible for investigating whether a suggestion falls within the employees normal duties. However, it is feasible that a suggestion may relate to the department’s work but is outside the scope of the employee’s recognised duties.

1. **Procedure**

Suggestions should be submitted electronically using the form located in the Staff Suggestion Scheme pages of the Intranet.

All suggestions will be acknowledged by the scheme administrator within one week of receipt.

Should a duplicate idea be received on the same date, any award or recognition will be shared equally.

An award for a suggestion submitted jointly or by a group of people will be divided equally and jointly recognised.

**4. Assessment**

An initial assessment of suggestions will take place to ensure that they comply with the eligibility criteria specified above.

All valid suggestions will then be passed for further assessment to the stakeholders of the relevant area. Where appropriate a copy of the suggestion will be sent to other interested parties for their consideration.

The suggestion may also be passed to a departmental investigator who will be responsible for investigating its feasibility or implementing the idea.

The relevant stakeholders will consider each suggestion on its own merits and report on the suggestions suitability for implementation. The Suggestion Scheme Review Group will decide which suggestions are recommended for implementation.

1. **Implementation**

The target time for reaching a decision from the point of submission of a suggestion will be 60 days.

Information regarding the recommendation or implementation of any suggestion must be reported to the Reward and Recognition Officer in order for records to be updated.

Wherever possible the staff member responsible will be encouraged to contribute to the implementation of their successful idea.

**6. Awards**

An award of a £50 voucher will be made to any employee whose suggestion is recommended for implementation.

All original suggestions whether recommended for implementation or not, will receive a personal thank you in appreciation of the interest shown.

**7. Recognition**

Information on all ideas that are implemented by the University will be published at regular intervals through the staff bulletin*.*

As a measure of success, reports will be produced periodically for the University Board detailing the number of suggestions submitted and the number of suggestions recommended for implementation.

1. **Contact Information**

Any queries or comments regarding the Suggestion Scheme should be directed to the Benefits & Wellbeing Business Services Assistant.