



STAFF SUGGESTION SCHEME

Aims

1. To encourage employees to submit well-developed ideas which will:
 - save money or increase output, quality and efficiency;
 - promote awareness of green issues (e.g. recycling and encourage the use of green methods and materials);
 - to improve the City of London Corporation's public image and services.

Scope of the Scheme

2. The Scheme covers suggestions for organisational and procedural improvements and more efficient and effective use of employees, materials, plant, buildings and equipment throughout the organisation.
3. All employees except Chief Officers and their Deputies are eligible to submit suggestions.
4. Suggestions from employees will **only** be accepted, however, if the suggestion falls outside the parameter of their normal duties.

Awards

Basic Award

5. All eligible suggestion will be rewarded by payment of a Basic Award of £25.00. An eligible suggestion is one that is:
 - a new idea; and,
 - practical and economic and/or desirable;
 - of clear benefit to the City Corporation and / or will produce savings.
6. The eligibility of a suggestion will be determined by the Town Clerk after consultation with the appropriate department.

Interim Award

7. Any suggestion that meets the above criteria and is considered capable of further development, and whose feasibility has been investigated in detail by supporting departments will be rewarded by a further payment of an Interim Award of £150 which will be tax deductible.



Section B26

Improved Efficiency Award

8. Any suggestion that is implemented and results in financial (can be notional) savings will be rewarded by an Improved Efficiency Award of 5% of the full yearly savings, up to a maximum of £5000 (to include the Basic and Interim Awards).
9. The value of any savings shall be assessed by the Chief Officer / the Financial Services Director / Principal Management Services Officer (Town Clerk).

Improved Quality Award

10. Any suggestion which is implemented and results in a measured improvement in quality of a City Corporation service or procedure will be awarded an Improved Quality Award up to a maximum of £1000. The suggestion must fulfil the following criteria:
 - received a Basic and Interim Award under the Scheme;
 - not have already received an Improved Efficiency Award;
 - satisfied the Town Clerk that the implementation of the suggestion has brought about significant and illustrated improvements in the quality of the service.
11. The amount of the award shall be at the Town Clerk's discretion (to a maximum of £1000).
12. *An assessment would be made by whatever means available: not necessarily as an absolute exercise, which could be too costly.*

Outline procedure

Submitting a Suggestion

13. The Staff Suggestion Form should be completed for each idea submitted. All parts of the form should be completed. Suggestion forms will be available from departmental HR/Administrative Officers
14. The Suggestion should be forwarded in an envelope marked 'Confidential - Staff Suggestion' to:
Town Clerk, Guildhall, London EC2P 2EJ.
15. All suggestions will be acknowledged.
16. Employees are urged to explain their ideas as fully as possible to assist departments in their evaluation of the suggestion



Investigation

17. A copy of the [Staff Suggestion Form](#), with details of the suggester omitted, will be forwarded to the appropriate department(s) for comments.
18. The comments of the department(s) as to the merits of the suggestion and its eligibility for a Basic Award and / or consideration of further award(s) should be made to the Town Clerk within 2 calendar months. Employees will receive a response to their suggestion on receipt of these comments. Every attempt will be made to respond to suggestions as quickly as possible.

Decision

19. Based on the comments received, the Town Clerk will exercise final judgement regarding awards (a Basic Award, an Interim Award, an Improved Efficiency Award and an Improved Quality Award) to be made for a suggestion.
20. If that decision is that no award is to be made, the suggester will be notified as soon as possible. An unsuccessful suggester will be notified of the grounds for ineligibility.
21. If the suggestion has a City Corporation wide application, the Chief Officer Group will be consulted.

Payment of Awards

22. Where a Basic Award is considered appropriate, the Town Clerk will give directions for a cheque requisition for £25.00 so that the Chamberlain can arrange for the payment to be made.
23. Where a suggestion results in an interim award, £150 will be paid through the payroll. This payment will be tax deductible.
24. Where a suggestion results in an Improved Efficiency Award, payment of the percentage savings (or maximum amount) will not be made until the first year's savings have been agreed with the Chamberlain. These payments will be made via the payroll and will be subject to tax deduction.
25. When the suggestion results in a Improved Quality Award (to include environmental improvements), it will be at the Town Clerk's discretion to decide what sum should be awarded (to a maximum of £1000). These payments will be made via the payroll and will be subject to tax deduction.