

ANNUAL STAFF AWARDS

This scheme will enable staff to nominate colleagues for an award.

There will be judging criteria for each award which will be considered by a panel consisting of CEO, Executive Director, Service Manager (HR) and the Leader (each Council).

The proposed categories with judging criteria are as follows:

Category	Award	Judging Criteria
Inspirational Colleague		•
	This award will recognise an employee who inspires others with their positive and enthusiastic attitude in the workplace. This award is open to all employees	<ul style="list-style-type: none"> • Inspires others to achieve greater things • Injects positivity in the workplace through the way they go about their work • Motivates those around them to go that extra mile
Leader of the Year		
	This award will recognise a fantastic leader who is a positive role model to all. This award is open to employees at any level or have leadership responsibility.	<ul style="list-style-type: none"> • Demonstrates success in developing and leading a team • A positive role model who encourages others to achieve the best they can. • Improvement in people management KPI's such as sickness, turnover, appraisal and training

Customer Service Excellence		
	<p>This award will recognise someone who consistently goes above and beyond to deliver exceptional customer service.</p> <p>This award is open to all employees</p>	<ul style="list-style-type: none"> • Demonstrates a friendly, knowledgeable and professional approach to customers • See's the customer problem as 'their problem' • Works with others across functions to resolve customer issues.
Unsung Hero		
	<p>This award will recognise an individual who demonstrates flexibility, reliability and enthusiasm to provide an outstanding, but often unseen contribution.</p> <p>This award is open to all employees</p>	<ul style="list-style-type: none"> • Works diligently in the background. • No job is too much trouble • Exceeds the expectations of their colleagues or customers when dealing with issues • Valued member of the team who provides support and is seen as 'the rock'.
Rising Star		
	<p>This award will recognise an individual member of staff who has created or grasped an opportunity to substantially develop and grow in their role within the last 12 months.</p> <p>This award is open to all employees</p>	<ul style="list-style-type: none"> • Substantial results achieved in a short space of time • Personal development in the role • Demonstrates ambition and drive
Exceptional Team Member		
	<p>This award will recognise an exceptional team member whose contribution knows no bounds.</p>	<p>An exceptional team member who:</p> <ul style="list-style-type: none"> • Fosters an excellent team spirit.

	This award is open to all employees	<ul style="list-style-type: none"> • Demonstrates flexibility in their role and has a 'can-do' and pro-active attitude. • Is co-operative, helpful and supportive. • Puts the interests of the team first.
Innovation in the Workplace		
	<p>This award will recognise an individual who has introduced innovative practice within their work area.</p> <p>This award is open to all employees.</p>	<ul style="list-style-type: none"> • Demonstrates innovative practice • Is open to new ways of doing things • Demonstrates a flexible approach to work • Persists in overcoming obstacles to achieve innovation
Team of the Year		
	<p>This award will recognise a team who have made a significant and positive impact.</p> <p>This award is open to all teams</p>	<ul style="list-style-type: none"> • Continually strives for excellence, • Consistently provides exceptional support to other teams and/or employees • Demonstrates excellent team-working

The winners of each category will receive a £250 cash award, a certificate, personalised letter from the CEO and recognition at the staff awards ceremony.

Further work will need to be completed to develop an electronic way for staff nominations to be submitted through the scheme. Corporate communications support will be needed to develop an attractive way to promote the scheme. It is intended that this scheme will launch this year and nominations will be for 2015/16 onwards.