

BRIGHT IDEAS PROCEDURE REVIEW

Report of the Chief Executive

1. SUMMARY

The Board has agreed that all Derby Homes key policies will be reviewed at least every three years. This report reviews the Bright Ideas procedure. No significant amendments were required.

2. RECOMMENDATION

To approve the revised Bright Ideas procedure.

3. MATTER FOR CONSIDERATION

- 3.1 This procedure has been reviewed by the Bright Ideas Panel. In the old procedure it was a concern that only ideas received within each quarter were considered for the quarters awards. If the ideas suggested in a quarter were of lower quality only, these ideas would be considered for the quarterly award. Therefore, the panel felt it was more prudent to select from all the ideas received in the year, the best 4 ideas, 3 for a runners up prize and one for the idea of the year. Other changes made were either clarifications or grammatical changes.
- 3.2 The Performance Manager has had opportunity to suggest further amendments before submitting to the Committee.
- 3.3 The reviewed procedure and the tracked changes to the document can be seen in Appendix 1 of this report.

4. EQUALITIES IMPACT ASSESSMENT

An Equalities Impact Assessment has been carried out and the detail is attached in Appendix 2 of this report.

5. FINANCIAL AND BUSINESS PLAN IMPLICATIONS

- 5.1 Since June 2010 there have been 12 ideas that have received an implementation award.
- 5.2 The savings made from these ideas has not yet been calculated and will be incorporated into the work of the Business Transformation Team.

6. POLICY REVIEW IMPLICATIONS

This is a key policy of Derby Homes and is included in the Key Policy Review Schedule. In accordance with minute 10/51 this policy will be reviewed no later than 3 years from the date of this meeting.

The areas listed below have no implications directly arising from this report:

- Consultation
- Legal and Confidentiality
- Personnel
- Environmental
- Health & Safety
- Risk

If Board members or others would like to discuss this report ahead of the meeting please contact the author, or Phil Davies, Chief Executive, phil.davies@derbyhomes.org – Phone: 01332 888528

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Background Information: None

Supporting Information: None



Bright Ideas

BRIGHT IDEAS - SUGGESTION SCHEME

RULES: GUIDELINES

The Scheme is open to all members of staff below Senior Management Team level, customers and contractors, operatives and office staff involved in the Derby Homes contract.

A customer is defined as any tenant, leaseholder or occupant of a property managed by Derby Homes.

The suggestion must relate to the activities carried out by Derby Homes Ltd.

Where a suggestion is put forward by more than one employee the award will be shared between them.

The definition of a Bright Idea is:

'When an employee would be required to seek permission from a more senior member of staff to implement an idea they believe would bring about an improvement for the organisation and / or customer'

OR

'When a customer has an idea that is not a request for service but would bring about an improvement to the organisation'

The Awards:

Monthly Encouragement Award: £10 Voucher

This award is paid to the submitters of quick win ideas that are assessed to have merit, is innovative and shows a commitment to continuous improvement. Payment of the encouragement award will be limited to a maximum of 3 a year to anyone person, customer or contractor.

Monthly Improvement Award: £25 Voucher

This award is paid when an idea has been implemented following approval from the Bright Ideas panel. **For this award to be paid the submitter must inform the Bright Ideas administrator that their idea has been implemented.**

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Idea of the Quarter: £200 Voucher

~~Each quarter the improvement awards will be assessed for the Idea of the Quarter and one will receive the quarterly award where it is shown that is has been implemented satisfactorily.~~

~~Idea of the~~ Year: up to £2000

The idea of the year will be chosen from all ideas implemented in that year. The panel will award 3 runners up prizes of £200 and one overall prize of up to £2000, assessed from the 4 quarterly winners for the annual award. If the winner is a member of staff or a contractor the award will be paid through payroll. Customers can choose to be paid by cheque or when appropriate through their rent account. Awards will be offset against any housing debts owed to Derby Homes or Derby City Council.

The annual award will equate to 10% of savings made up to a maximum payment of £2000.

All decisions made are at the discretion of the Bright Ideas panel and are not open to appeal.

Suggestions can be made on the intranet, ~~website~~ or Bright Ideas Post Cards and forwarded to:

- Derby Homes Performance Team. Floor 2, South Point, Cardinal Square, 10 Nottingham Road, Derby DE1 3QT.
- ~~They will acknowledge receipt of the form within 7 days and confirm the date when the suggestion will be considered.~~

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Judging Panel:

The panel will meet on a monthly basis and will consist of a Board Member, Tenant Representative, a member of the Performance Team, a member of the Executive Team and 2 members of staff, ~~one of which will be employed by a contractor of Derby Homes.~~

They will meet monthly to evaluate ideas and monitor progress of ideas previously recommended for implementation.

The panel will also be responsible for assessing and making encouragement, implementation and annual awards~~awards for the Idea of the month, quarter and year.~~

An executive member of Derby Homes or a appropriate senior manager will ensure that the idea is implemented.

All awards will be published in Home Pages staff newsletter, Derby Homes News and the intranet / internet.

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Equality Impact Assessment form

1) Name the Strategy, Policy, and Procedure or Function being assessed.

Bright Ideas Suggestion Scheme

2) What are the aims of the strategy, policy, procedure or function being assessed?

Whose need is it designed to meet?

Are there any measurable elements such as time limits or age limits?

To gather ideas on potential service improvement and savings from employees, tenants and contractors

3) Who has been consulted?

Bright Ideas panel which has senior managers, staff and tenants represented.

4) Identify potential impact on each of the of the diversity 'groups' by considering the following questions. There may be other questions you need to think about which are specific to the strategy, policy, procedure or function you are assessing.

- Might some groups find it harder to access the service?
- Do some groups have particular needs that are not well met by the current service, policy, procedure or function?

- What evidence do you have for your judgement (e.g. monitoring data, information from consultation / research / feedback)?
- Have staff / residents raised concerns and or complaints?
- Is there any local or national research to suggest there could be a problem?

Please use the table below to record your findings / answers

Strand	No Impact	Negative Impact	Positive Impact	Comments / Evidence
Age	x			
Disability	x			An officer can gather the information verbally.
Gender	x			
Race	x			
Religion & Belief	x			
Sexual Orientation	x			
Transgender	x			
Marital Status	x			

5) Does the strategy, policy, practice or function promote equality of opportunity?

- Does it link to Derby Homes Core objectives
- Can any positive impacts be promoted as best practice

Yes

6) If 'adverse Impacts' are identified is it?

- Legal (i.e. not discriminatory)
- What is the level of impact?

7) Are there any changes you could introduce which make this strategy, policy, procedure or function, work better for this group of people? Detail the actions planned and any further research or consultation required and how the actions will be monitored.

No

8) If actions / suggestions for improvement have been identified, what should the positive outcome be for Derby Homes customers?

Promotion of Bright Ideas

9) Do you consider a full Equality Impact Assessment is required or do the actions identified and planned meet the adverse impacts identified?

No

Monitoring

Review / New EIA (date or Timeframe)	3 years
Name of person/s completing this form	Julie Eyre
Date assessment completed	16.06.11
Name (and signature) of manager approving EIA	Julie Eyre