

**BRIGHT IDEAS
EMPLOYEE SUGGESTION SCHEME
RULES: GUIDELINES**

The Scheme is open to all permanent members of staff and temporary staff who have been employed for over six months.

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

The suggestion must not be made at a meeting held for the purpose of proposing suggestions.

To receive an award the suggestion must be outside the employee's normal duties.

- The test is whether, taking into account the employee's experience, the employee could not reasonably have been expected to put forward such a suggestion as part of their duties.

The Awards:

Encouragement Award:

- Such an award is one, which is made in respect of a suggestion, which though not implemented, has some intrinsic merit and/or reflects merited effort on the part of the employee making the suggestion.

The award will be £25.

Improvement Award:

- Such an award is one that will be piloted and/or implemented and promises/shows improved service to tenants and leaseholders, or efficiency for the company.

The award will be £75.

Achievement Award:

- Such an award is one paid out at 12 months after the piloting/implementation of an award based on an evaluation of the improvement in service or efficiency achieved as a result.

The award will not exceed £200.

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

Award winners can choose to have award in cash, through payroll, or by Gift vouchers

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Suggestions must be made on the attached form and forwarded to:

The Performance Team at Cardinal Square. They will acknowledge receipt of the form within 7 days and confirm the date when the suggestion will be considered.

Judging will be done on a quarterly basis:

March, June, September, December. All forms received prior to the 1st of each of these months will be considered

Judging Panel to consist of:

One Board member, two members of Senior Management Team, one representative of DACP/Tenant, one member of staff from each of North and South Area and one from Cardinal Square. One trade union representative will have observer status. Quorum for the Panel will be three. There will be two advisors to the Panel: Communications and Customer Involvement Manager and the Business Development Officer

Evaluation Procedure:

The following factors:

- **Better service to public**
- **Better working practices**
- **Ease of implementation**
- **Benefits to employer / employees**
- **Link to Derby Homes Business Plan and objectives**

will be used to decide an award.

Any suggestion considered suitable for an Improvement or Achievement Award will be looked at as a priority for piloting and/or implementation by the Senior Management Team.

All awards will be published in Derby Homes staff newsletter/email system.

BRIGHT IDEAS

Employee Suggestion Scheme

PLEASE COMPLETE ALL SECTIONS TO THIS FORM

1. Personal Details

Name	Job Title
Work Tel Number	Work Location

2. Suggestion Details. (Please show how your suggestion will benefit Derby Homes).

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3. What do you think the financial/staffing implications of developing and implementing your suggestion might be? This section MUST be completed

Costs involved in piloting/implementing suggestion : £

Detail :

Estimate (show breakdown) of potential savings £

Detail :

4. Signature

In submitting this suggestion, I agree to accept and abide by the rules of the suggestion scheme, which I have read and understood.

I accept that there is no right of appeal if my suggestion is turned down.

Derby Homes may / may not disclose my name if it decides to publish details of my suggestion.

Name:

Date:

5. Instructions

- a) Only put one idea on each application.
- b) Please write neatly, attach all drawings etc, if appropriate.
- c) Send completed form to:

[DH-UG-Performance-Improvement](#)

or

**The Performance Team
Cardinal Square
10 Nottingham Road
Derby DE1 3QT**