

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

The Scheme is open to all members of staff below Senior Management Team level, customers and contractors working for Derby Homes.

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'

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.

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 it has been implemented satisfactorily.

Idea of the Year: up to £2000

The idea of the year will be 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.

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.

Judging Panel:

The panel will meet on a monthly basis and will consist of a Board Member, Tenant Representative, 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.

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

BRIGHT IDEAS

Employee Suggestion Scheme

1. Personal Details

Name	Job Title
Work Tel Number	Work Location

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

What's the problem?

What's the solution?

3. 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 disclose my name if it decides to publish details of my suggestion.

Name:

Date: