



West Yorkshire  
Fire & Rescue Service

## Suggestion Scheme Policy

### **NOT PROTECTIVELY MARKED**

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# Revision and Signoff Sheet

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31/10/2017	Beverley Croft-Nicholson	2.0	Additional wording to sections 2.1 and 2.2
05/11/2018	Beverley Croft-Nicholson	2.1	Suggestion form links changed to word version
26/01/2021	Beverley Croft-Nicholson	2.2	Contact info updated

## Reviewers

Name	Version Approved	Position	Organisation	Date
Beverley Croft-Nicholson	1.0	Corporate Services Clerk	WYFRS	05/09/2013
Alison Davey	2.0	CS Manager	WYFRS	31/10/2017
Beverley Croft-Nicholson	2.1	CS Assistant	WYFRS	05/11/2018
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## Distribution

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# 1 Introduction and Rules

The Staff Suggestion Scheme provides every Authority employee the opportunity to contribute to the success of the Service. It provides a recognised channel through which staff may submit their original ideas as a means of gaining personal recognition and an opportunity to receive an award.

The scheme is administered by the Corporate Services department under the direction of the Corporate Services Manager. All Authority employees are eligible to participate with the exception of Principal Officers.

An award for a suggestion submitted jointly or by a group of people will be divided equally.

## 2 Procedure

Suggestions should be submitted electronically using electronic form [CS-FRM902](#) (for internal use only) located in the Forms section of the Intranet site.

The electronic Form [CS-FRM902](#) should be completed and saved, for your own records, before emailing to your Line Manager who will annotate and forward via email to the Corporate Services department, via the Suggestions inbox at: [Suggestions.suggestions@westyorkshire.gov.uk](mailto:Suggestions.suggestions@westyorkshire.gov.uk).

### 2.1 Eligibility

Suggestions will be eligible for consideration if they are original ideas that may improve any aspect of the Authority's activities.

These may include suggestions that:

- Contribute and/or support the Service Plan/Annual Action Plans.
- Enhance internal/external communication.
- Increase internal/external engagement.
- Enhance WYFRS reputation.
- Improve services to the communities WYFRS serve.
- Develop and improve partnerships and collaborative working.
- Develop and improve compliance and assurance.
- Reduce costs and improve efficiency
- Eliminate or reduce waste.
- Prevent accidents by improving safety precautions.
- Improve working conditions.
- Improve procedures, processes or equipment.

Suggestions will not be considered where:

- There is no definite suggestion.
- The suggestion is the subject of a current project, development or design work.
- A similar or identical suggestion has previously been submitted.

The Line Manager is responsible for determining whether the suggestion falls within the applicant's normal duties. It is quite feasible that a suggestion may relate to their department's work but is outside their recognised duties.

Where the scope of the duties of an employee is not clearly discernible, the following criteria will apply:

- Could the suggestion have been implemented without reference to the Staff Suggestion Scheme?
- Would the contributor be open to criticism for not having made the suggestion part of his/her normal work?

If the answer to either of the above two questions is "yes", the suggestion will not be eligible for an award. Hence, suggestions must be out of the scope of the employee's own duties and responsibilities.

Submission of a suggestion made by an employee surrenders the idea to the Authority.

## **2.2 Validity**

Each suggestion submitted will be dated and referenced upon receipt. Should a duplicate idea be received on the same date, any award will be shared equally.

An initial assessment of suggestions will take place to ensure that they comply with the criteria specified above. All valid suggestions will then be passed for further assessment to the relevant department.

Where appropriate a copy of the suggestion will be sent to other interested parties, i.e. representative bodies, for their comments.

All assessments and any subsequent implementation of a suggestion should consider current policy/procedures to ensure compliance/adherence is maintained in all areas (e.g. health and safety, information governance, risk management, equality and diversity). It is acknowledged that a suggestion may also lead to further development of policies/procedures/activities.

## **2.3 Implementation**

Following assessment, the suggestion may be passed to a department investigator who will be responsible for implementing the idea or investigating its feasibility.

Information regarding the implementation or adoption of any suggestion must be reported to the Corporate Services Manager in order for records to be updated.

## **3 Awards**

The Department Head will consider each suggestion on its own merits and will decide if an award is appropriate. The Corporate Services Manager, in consultation with the Department Head, will decide the level of an award given to recommended suggestions.

Awards will be at three levels - £30, £50 and £75 and will be paid by cheque. All original suggestions, whether implemented or not, will receive a standard award in appreciation of the interest shown.

In addition, an annual award of £150 along with a certificate signed by the Chief Fire Officer will be presented to the employee whose suggestion has been deemed to be of the greatest value (not necessarily financial) to the Authority.

However, the recommendation of any award does not imply that the suggestion will be implemented.

### **3.1 Special Award for Outstanding Suggestions**

An award of £1000 is available for the submission of any suggestion that has a significant impact upon the organisation.

This award will not be presented automatically every year; it will only be considered when a suggestion delivers one of the following benefits. It should:

- Significantly improve the level of service provided,
- Substantially improve the health and safety of the working environment, or
- Result in a major financial saving

This award will provide a method of rewarding personnel who have made an outstanding contribution to the work of the organisation which is well above their normal role and level of responsibility.

Please note that when a suggestion is submitted which comes under one of the categories above, it will not automatically receive the payment; it will only enable it to be considered by the Management Team. It is the Management Team who will make the final assessment on whether the suggestion should attract the special award.

## **4 Unsuccessful Suggestions**

Originators of unsuccessful suggestions will be notified to that effect and will qualify for the standard award only.

Should an unsuccessful suggestion be subsequently implemented within one year of the suggestion being made, the employee should contact the Corporate Services Manager to request re-assessment.

### **4.1 Re-submission**

Suggestions may only be submitted for re-assessment if they are accompanied by additional reasons for re-consideration. Suggestions will not be assessed more than twice.

## **5 Presentation and Publicity**

Awards will be presented to employees at their place of work. The cooperation of all employees in any publicity that the Authority considers appropriate would be appreciated.

As a measure of success, reports will be produced periodically detailing the number of suggestions submitted by departments/stations/individuals and the number of suggestions implemented.

## **6 Contact Information**

Any queries or comments regarding the Suggestion Scheme should be directed to the following:

Corporate Services Manager  
Corporate Services  
West Yorkshire Fire and Rescue Service Headquarters  
Telephone: 01274 682311 – Extension 660165  
E Mail: Suggestions.[suggestions@westyorkfire.gov.uk](mailto:suggestions@westyorkfire.gov.uk)