



Westbury Town Council

A Reward & Recognition Policy including Special Payments

To whom does it apply - This policy applies equally to every paid employee and to Councillors for information and guidance.

What is it - A gratuity given at the discretion of the Council. It is not a “right” neither is it something to be automatically expected. A gratuity given for a piece of work does not necessarily mean that it will be given next time.

This policy is **delegated** to the Clerk & Responsible Financial Officer in respect of the paid staff and to the Management Group of the Clerk. The operation of this policy should not be taken as an indication of overall performance which is the preserve of the Annual Performance Review.

Purpose - Westbury Town Council appreciates the contribution of its paid staff in the achievement of its aims and purposes and therefore implements a Reward and Recognition policy to make appropriate expression of gratitude for contributions of note that are over and above what would normally be expected.

How does it work – Employees can be nominated by their manager or by a colleague in accordance with a method prescribed by the Clerk & Responsible Financial Officer.

Recognition Means - the appropriate recognition of work to a standard that is verifiably better than satisfactory that has been either consistently delivered over a period or at the culmination of a discrete piece of work such as the delivery of a project or piece of research, the writing of an influential report or actions that keeps the office functioning during periods of absence of others.

Reward Means - an appropriate gratuity that can range from:

- a simple well done
a specific mention at a team meeting
- a bunch of flowers or book token or similar
- a Dinner for two or;
- a special payment for actions or performance that is regarded to be significant.

Special Payments - is a monetary gratuity that falls within the range of £500 and £1,500 that can be awarded following work that is significant or outstanding and paid through the payroll system, provided;

- Your work is recognised and you are nominated by another,
- Another award has not already been given for the same piece of work
- A Special Payment has not already been paid in the same financial year
- That an acting up allowance has already been paid

How will we pay for it - The cost of the scheme will be paid for from the annual salary budget. The protection of the Council Tax Payer remains paramount and in that regard, it should be used sparingly.

Guidance in using the policy – Due regard must always be given to affordability, the protection of the Council Tax Payer and sending an appropriate message when making an award.

Rewards that Cost – should be used sparingly for it to have integrity and converted. The work should be of such worth in terms of quality and impact to justify a monetary or cost award. Examples might (though not exclusively) include:

- Covering at least 30% of the work of another whilst doing all your own
- Covering at least 50% of the role of a senior that includes working differently, giving advice, taking responsibility
- Developing, using and sharing a new skill including report writing
- Taking responsibility voluntarily and seeing the task through to completion
- Consistently delivering excellent customer service

Use of the policy – a report should be presented to the next scheduled meeting of the Town Council for information only.