



Human Resources – Reward & Wellbeing

AWARDS FOR EXCELLENCE 2020

(Incorporating the previous Annual Accelerated /
Discretionary Increment Recognition Awards)

BRUNEL UNIVERSITY LONDON

Contents

1. Introduction	2
2. Scope.....	3
3. One off Payment	3
4. Accelerated and / or Discretionary Increment Process	3
5. Criteria.....	3
6. Nomination process	4
7. The Awards for Excellence panel	4
8. Process	5
9. Time Scales.....	5
10. Equality Impact Assessment	6

1. Introduction

As outlined in Brunel’s Reward & Recognition Strategy, the Reward and Wellbeing Team promote the opportunity for Employees to receive recognition as nominated by their Line Managers, through **AWARDS FOR EXCELLENCE**.

This opportunity is initiated in 2020 following an invitation from the Director of Human Resources (HR) for managers to nominate any member of their team that they believe should be considered for recognition of outstanding and excellent contribution either within their role or to the benefit of the University.

Awards for Excellence may recognise employees in two methods:

- a) A one off payment between £500.00 and £5,000.00
- b) An accelerated and/or discretionary increment (for employees on the salary pay spine only)

This is the highest Award within the overall Recognition Scheme, and employees are reminded they are also able to recognise contribution through the [Reward Portal](#), which provides opportunity for nominations for Appreciation (Thank you) and Recognition (£25 voucher) Awards

2. Scope

This process is applicable for all employees, although only employees appointed on the Spinal salary scales would be eligible for an increment.

3. One off Payment

Awards for Excellence is to enable recognition for employees for making an outstanding contribution toward the achievement of the Brunel 2030 mission.

Awards for Excellence will be made in the form of a lump sum between £500 and £5,000 (for exceptional impact) depending on the views of the Awards for Excellence Panel on the impact and importance of the work in relation to the achievement of the Brunel 2030 goals.

In the event of a successful award, a further amount of 35% is added to the one off payment to mitigate the costs of Income Tax and National Insurance

4. Accelerated and / or Discretionary Increment Process

An accelerated increment is an additional increment within the salary scale of the current grade. A discretionary increment is an increment into the discretionary points at the top end of the relevant salary scale for the role where an employee is already paid at the top of the normal incremental progression of the salary scale. These discretionary points are highlighted on the scale with * denoted.

To receive an accelerated or discretionary increment the Panel considers the ongoing contribution within the employee's role that will be carried forward and is considered above and beyond the normal remit of the role (i.e. sustained excellent performance).

5. Criteria

The criteria for the Awards for Excellence are summarised below:

Academic staff

Teaching

Research

Contribution to the Student Experience

Leadership

External Impact

Professional Services and Support staff

Outstanding Customer Service

Excellent support to Teaching, Learning, the Student Experience, Leadership or External Impact

Development of new or improved services

Innovation

The nominations are made in recognition of a team member's outstanding contribution in terms of sustained excellent performance or for one –off projects or work outside the normal role expectations.

The minimum length of service for employees to be considered for an award is 6 months but 12 months is more typical, further the employees must have passed any probation period.

Evidence submitted must be recent and relevant (historical data will not be considered).

The employee nomination form will be used as the primary data set to inform the panel's discussion. However, the panel will also need to know whether or not:

- the employee has recently been promoted, or rejected for promotion
- there is any formal disciplinary action that is 'live'
- the employee has already had time off in lieu (TOIL) or overtime
- the employee has received an 'acting-up' or any other such allowance
- the employee has been awarded a discretionary or accelerated increment or one off payment within the last 2 years.

In the situations listed above, it is likely to be deemed inappropriate to offer an Award.

6. Nomination process

The Nomination process is confidential, and line managers submitting nominations do not inform the nominee of their nomination.

Confidential Nominations are made by the Line Manager via the [Rewards@Brunel](#) Portal, on the Awards for Excellence (Manager's area) section.

The line manager should ensure to identify the core value in their nomination that they believe the nominee has achieved and how this has made a difference to the Brunel community. These core values underpin the University Value of 'Focused on Excellence'

The nomination should outline the reasons for proposing the award and give one or two examples of how the nominee has acted beyond the 'call of duty'. The panel can only make their decisions based on the information given on the nomination submission.

The relevant Dean or Director will be asked to comment in respect of all nominations from within their areas before these are considered by the University Awards for Excellence panel, which will meet twice during the year in June and December.

7. The Awards for Excellence panel

The panel will review all the nominations for Awards for Excellence in early December and early June and agree those who are to receive the Awards and the scope of the Award achieved.

This will be in respect of which method of Award, as well as the value (one off payment) or number of increment points to be awarded.

The Awards panel will consist of:

- The Provost (Chair),
- Vice Provost Staff, Students and Civil Engagement,
- Chief Operating Officer,
- Chief Financial Officer,
- a Vice Provost and Dean,
- Human Resources Director, and
- a representative from one of the recognised Trade Unions.

The Panel will be attended and supported administratively by a member of the Reward & Wellbeing Team.

The decisions of the panel will be sent for information to the next available Executive Board with an equality impact assessment. Once approved the panel decisions will be final.

The Panel has the option to further suggest that the contribution being made may indicate a sustained business requirement, which may impact on the grade of the role – and direct the manager to speak to their HR Business Partner to consider re-grading the role. This can be suggested both with and without an increment progression.

8. Process

Nominations for Awards for Excellence may be submitted throughout the year on the Reward Portal.

On a date, which will be advised approximately a month in advance, in May and November all nominations made since the previous panel will be downloaded, and these will be shared with the relevant Dean and Director for their comments.

The Panel(s) will be set up to consider the nominations during June/July and December.

The panel considers each nomination against the criteria, obtains further information if required and agrees whether the nomination is to be approved or rejected.

Once the panel has completed their decisions, a letter is provided to the line manager nominating the employee who then informs the team member of the award. Line managers will also be informed should any nomination(s) be rejected and any remedial advice – such as suggestion to submit a Recognition or Appreciation Award. The panel will provide the reason for a nomination being rejected.

It is strongly recommended that line managers nominate their team members in confidence so that expectations are not raised unfairly during the initial part of the process. To assist the panel in making fair and consistent comparisons, only nominations on the correct form will be considered by the Panel. There are Frequently Asked Questions included on the Reward Portal for additional information and any further questions can be directed to the [Rewards](#) email address for response.

9. Time Scales

The process is open all year round, and the panels occur twice a year

All line managers are expected to be informed of the panels' decision(s) during July and January.

Letters will be provided to the line managers to issue to the members of their team in September and January to confirm the outcome for approved one off payments and/or accelerated/ discretionary increments.

Accelerated/ discretionary increments will be paid with effect from 1 October or 1 February following the panel along with any natural increment due for academic and professional services staff up to the salary scale maximum.

10. Equality Impact Assessment

The process as outlined ensures decisions are able to be made without any unconscious bias through the benefit of a panel. To this end, reporting of the total number of nominations and approvals will be detailed for the information of the Equal Opportunities and HR Committee (EO&HR) for equality impact assessment at the earliest opportunity following the sitting of the panels.

Process Flowchart

