



Human Resources

## AWARDS FOR EXCELLENCE

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

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### 1. Introduction

As outlined in Brunel’s Employee Reward & Recognition Strategy, the Human Resources Directorate oversee the Awards for Excellence Scheme, which promotes employees recognition.

Managers are invited to nominate any members of their team for an award to recognise outstanding and excellent contribution either within their role or to the benefit of the University. Nominations are normally considered twice a year by the Awards for Excellence Panel.

**Awards for Excellence** may recognise employees in two ways:

- a) a one off payment between £500 and £5,000.00 or
- b) an accelerated or discretionary increment (for employees on the salary pay spine only)

Awards for Excellence provide for the highest award within the overall Employee Reward and Recognition Scheme. Employees are reminded that they can also recognise individual contribution through the [Reward Portal](#), which provides opportunity for nominations for Appreciation (Thank you) and Recognition (£25 voucher) Awards at any point of the year.

### 2. Scope

The Award for Excellence Scheme is open for all employees, although only employees appointed on the spinal salary scales would be eligible for an increment.

### 3. One off Payments

Awards for Excellence recognise employees for making outstanding contributions toward the achievement of the Brunel 2030 mission. One off payments are usually awarded to reflect time limited pieces of work.

Awards for Excellence one off payments will be made in the form of a lump sum between £500 and £5,000 (for exceptional impact) following careful consideration by 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, the payment will be made via payroll and subject to the normal deductions for Income Tax and National Insurance.

### 4. Accelerated and / or Discretionary Increments

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 relevant salary scales with \* denoted.

To receive an accelerated or discretionary increment the Awards for Excellent 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

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 12 months, 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 Manager via the [Your Rewards Portal](#), on the Awards for Excellence (Manager's area) section, right hand side of the main page.

Managers should ensure to identify the core value to be recognised within their nomination and how this has made a difference to the Brunel community. These core values underpin the [University Value](#) of 'Focused on Excellence'

Nominations 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.

Following the nomination the relevant Vice-Provost and Dean, Director of College Operations or Professional Services Director will be asked to comment / recommendations in respect of all nominations from within their areas before these are considered by the University Awards for Excellence panel

## 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),
- Chief Student and Staff Services Officer,
- Chief Financial Officer,

- Vice Provost and Dean for each college
- Vice Provost – Education
- Vice Provost - International and Academic Partnerships
- Director of Human Resources Director,
- a representative from one of the recognised Trade Unions.

The Panel will be attended and supported administratively by a member of the HR Directorate.

Other staff may be in attendance where relevant to their role for the development of reward, recognition or performance policies and procedures within the University.

The decisions of the Panel will be sent for information to the next available EOHR 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 at any time 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 panel members 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 by HR Rewards 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 Panel usually meets twice a year; once in the summer and once in the winter.

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 July and January to confirm the outcome for approved one off payments and/or accelerated/ discretionary increments.

Awards for Excellence payments and Accelerated/ discretionary increments will be actioned with effect from the month following the panel.

## **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

