



## **AWARDS FOR EXCELLENCE POLICY AND PROCEDURE**

Update: April 2024

## Contents

1. Introduction .....	3
2. Scope.....	3
3.1 One off Payments .....	3
3.2 Accelerated and/or Discretionary Increments .....	3
4. Brunel Values .....	4
6. The Awards for Excellence Panel .....	5
7. Procedure.....	6
9. Equality Impact Assessment.....	6

## **1. Introduction**

The Awards for Excellence scheme allows managers to nominate members of their team(s) for an award to recognise outstanding and excellent contribution.

Nominations will be considered twice per year by the Awards for Excellence Panel.

## **2. Scope**

The Award for Excellence Scheme is open for all employees, except those where their salary is considered by the Remuneration Committee.

Nominations will be considered twice per year by the Awards for Excellence Panel with recognition being awarded via one of the below ways;

- a) a one -off payment between £500 and £5,000;
- b) a team award where an equal value between £500 and £5,000 for each member of the team;
- c) an accelerated or discretionary increment (for employees on the salary pay spine only).

## **3. Type of Award**

### **3.1 One off Payments**

One off payments are awarded to reflect time limited pieces of work.

They are made in the form of a lump sum between £500 and £5,000.

For team awards, team members will receive an award of equal value.

One off payments will be made via Payroll and subject to the normal deductions for Income Tax and National Insurance.

### **3.2 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. These discretionary points are highlighted on the relevant salary scales with \* denoted.

Accelerated or discretionary increments are awarded to recognise ongoing outstanding contribution of the employee in their role and is considered above and beyond the normal remit of the role (i.e. sustained excellent performance) but still remains within the grade expectations.

If the nomination relates to a piece of work that is already being remunerated by an acting-up or additional responsibility allowance the nomination may be unsuccessful.

Where the nomination has been made to recognise a sustained role requirement that increases the substantive expectations of the role, a re-grading request may be more appropriate and the Re grade Policy needs to be followed

#### 4. Brunel Values

All nominations should demonstrate at least one of the University's values:

- **Open**  
We are welcoming and believe in academic freedom and the power of diversity. We are transparent in our decisions and deliver on what we say.  
We promise you're all welcome here.
- **Courageous**  
We seek and take on ambitious challenges. We are brave and committed to thinking differently  
Nothing stops us from going after our goals.
- **Inventive**  
We are purposeful in an ever-changing world. Collaborating and innovating to reach our full potential and to change lives – and the world – for the better  
We celebrate breakthroughs and strive for the best.

#### 5. Nomination Criteria

One off payment awards are considered across three levels. Nominators will need to demonstrate at least one of the below Nomination Level criteria. The panel will determine the award value for the nomination following consideration of equality and affordability.

Additional/Discretionary Increment nominations should demonstrate that the individual is consistently contributed and performed above and beyond the expectations of their role, carrying out responsibilities on an ongoing basis which are in addition to the expectations of the role.

All nominations should consider the employee's contribution to the College, Directorate or University plans.

The minimum length of service for all employees to be considered for an award is 12 months.

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

The employee Nomination Form located in the *Your Rewards portal* and will be used to inform the panel's discussion. The panel will also consider if the employee has;

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

In the situations listed above, it may be deemed inappropriate to offer an award.

Nomination Level Criteria:

Nomination Level Criteria Examples	Award Value
<p>Level 1</p> <ul style="list-style-type: none"> <li>• Successfully taking on some additional responsibilities for a limited period of time i.e. short-term cover (up to 6 months) to cover staff shortages which is not paid elsewhere.</li> <li>• Achieved particularly challenging goals or objectives to ensure critical deadlines are met</li> <li>• Creating and contributing to a climate that encourages innovation, challenging the way things are done and being receptive to new ideas.</li> <li>• Demonstrated behaviours in line with University Values which help to achieve outcomes as part of a team, such as exceptional team or service performance, an exceptional approach to customer service or the student experience</li> </ul>	<p>£500 - £1500</p>
<p>Level 2</p> <ul style="list-style-type: none"> <li>• Successfully taking on a range of additional responsibilities and duties for 6 - 12 months which are not paid elsewhere</li> <li>• Consistently meeting, or exceeding, objectives and success criteria or agreed deadlines. Sustained performance that exceeds the normal expectations for the role concerned.</li> <li>• Provision of outstanding leadership to teams and individuals, such that the quality of delivery of that team / section is measurably improved</li> <li>• Individual outcomes and behaviours in line with University Values such as exceptional team or service performance, and an exceptional approach to customer service or the student experience, aligned to the University Values.</li> </ul>	<p>£1500 - £3000</p>
<p>Level 3</p> <ul style="list-style-type: none"> <li>• Providing innovative high level input, commitment and delivery on a College/Service wide initiative or project outside of the normal remit of the role</li> <li>• Examples of sustained excellence (in excess of one year), demonstrating positive impact and wider contribution to the University, which is significantly above the normal expectations for the role</li> <li>• Leading and demonstrating outcomes and behaviours in line with University Values which achieve outcomes such as exceptional team or service performance, an exceptional approach to customer service or the student experience.</li> </ul>	<p>£3000 - £5000</p>

**6. The Awards for Excellence Panel**

The Awards of Excellence Panel is comprising of the following roles:

- Chief Operating Officer

- Deputy Vice Chancellor
- Director of Human Resources or Associate Director of HR – Employment Services
- Representative from one of the recognised Trade Unions.

The panel will be attended and supported by a member of the Employment Services Team in Human Resources.

## **7. Procedure**

Nominations for Awards for Excellence may be submitted throughout the year, via the Nomination Form on the *Your Reward Portal*. The nominations will be considered twice a year, typically in April and September. The panel will meet after each round of nominations closes.

The decision of the panel will be communicated via a letter provided by the HR Rewards team to the line manager and the employee shortly after the panel's meeting.

All Awards for Excellence payments and or increments will be actioned in the payroll month following the panel's meeting.

The panel will consider each nomination against the policy criteria (Section 5) and the Brunel Values. The panel could request further information from the nominator and will agree collectively the remuneration value of the award and whether the nomination is to be approved or rejected.

It is strongly recommended that line managers nominate their team members in confidence so that expectations are not raised unfairly. To assist the panel in making fair and consistent comparisons, only nominations on the correct form will be considered by the panel.

## **9. Equality Impact Assessment**

An equality Impact Assessment report will be sent to the HR and Equality, Diversity and Inclusion Committee (HREDI) and the Remunerations Committee at the earliest opportunity following the sitting of the Panel.