

Employee Suggestion Scheme Officer Feedback Form



Guidance to officers:

Stage 1: A suggestion must be considered on its own merit. Is the suggestion a new idea which your service/department has not considered previously?

If you have already considered this and a project has been started/cannot be started please provide brief information as to what is happening/not happening.

Stage 2: Is the suggestion viable? You must consider the benefits to service users/the Council as to whether the suggestion is suitable to be implemented.

Stage 3: As the responding officer it is your responsibility to ensure that this can be implemented within 6-12 months, subject to approval by the Panel.

You must consider the costs involved in implementation and how you would implement this suggestion.

Stage 4: All implemented suggestions are awarded a cash reward of £25 to £500 dependent on the financial benefit to the Council. It is suggested that you as officer providing feedback recommend the amount of the award. Please note there is no central budget for suggestion scheme awards therefore you will be required to pay for this award from your directorate budget.

Stage 5: Do you recommend that this suggestion be implemented? You have been chosen as the expert in this field therefore before the panel can make the final decision they will rely upon the information provided on this form to make that decision.

Stage 6: Your feedback is presented to the next available monthly panel, usually held in the last week of the month. The panel decision is final.

You will be informed as to whether the panel wish to implement your suggestion at this stage you need to make the necessary provisions to implement the suggestion with 6-12 months, this includes the allocation of resources and inclusion in your service plan.

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Suggestion Number:	987
Details of suggestion: On line Member On Line Chats (as you do when actors/famous people/personalities do after a tv show, etc. Maybe carry it out once a month – or use it as part of member surgeries?	
Benefits of implementing the suggestion: Would enable groups such as young people, elderly, disabled, etc (those who cannot engage easily with the members) to have discussions on line, about their concerns and ask questions, raise issues. It will also be an interesting way of encouraging civil participation and assist in people becoming more politically aware.	
Has the suggestion been previously considered either as a suggestion or in discussions within your service/team?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, what was the outcome?	
Is the suggestion viable?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
If the suggestion is implemented how will this be financed?	

If the suggestion is to be implemented, how do you plan to implement this? <i>Please give a brief overview.</i>	
Do you recommend that the suggestion be implemented? <i>This is your commitment to implement this suggestion within 6-12 months.</i>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no, <i>please state your reasons</i>	
Please state the award that you would recommend be given between £25 and £500 and provide the cost centre and nominal.	
Amount	Cost Centre and Nominal
Do you have any other additional comments that you would like the Panel to consider before making a decision?	
This suggestion was taken to the Member Development Panel for feedback who asked that it first be considered by the Employee Suggestion Scheme Panel.	