



VIP Awards

Employee Recognition Awards

Guiding Principles

Introduction:

The VIP Awards, which is our Employee Recognition Awards scheme provides an opportunity for employees to be recognised for their exceptional contributions and outstanding practice. The scheme also offers other benefits to the organisation including supporting the embedding of our new values, promoting good work externally and increasing employee morale.

This Guiding Principles document been created to show transparency and provide detailed information on the key stages of the Employee Recognition Awards process.

Categories:

VIP stands for 'Values In Practice' – with the awards aimed at recognising work which reflects and embodies Our Values:



There are 3 categories for nominations:

1. Creativity
2. Customer Focus
3. Working Together

Triannual Nominations:

1. Nominations can be made by all employees and any member of the public.
2. Nominations can be received at any time throughout the process and will remain open throughout the year.
3. Nominations can be submitted online, via paper form or via video:
 - a) Online: www.orkney.gov.uk/VIP Awards
 - b) Paper Nomination forms will be located across a number of local venues.
 - c) Submit your video nomination to OD@orkney.gov.uk.
 - In your video, please tell us the name of the person you are nominating and where they work. We also want to know why you are nominating the person for an award and do give as much detail as possible.
 - You should also tell us which award category (Customer Focus, Working Together and Creativity) best fits your nomination.
 - Finally, don't forget to provide your contact information so we can follow up with you if required.
4. The employee you are nominating must still be in employment with Orkney Islands Council (OIC) at the point of submitting a nomination or the final VIP Award ceremony.
5. Any nominations received via paper forms or videos will be transcribed and added by Organisational Development to the online VIP Awards form. This is to make sure that all nominations are held in the same place and can be analysed as necessary. Paper nominations and video entries will be scanned / saved into a secure folder held by Organisational Development. Original copies will be securely destroyed in line with OIC data protection policies and procedures.
6. All permanent, temporary and relief employees can be nominated, but agency workers are excluded from nomination.
7. Where an agency worker has been directly nominated, their nomination will be redirected to the Orkney Islands Council Compliments process. The agency worker will receive a VIP Awards thank you card from the relevant Corporate Director.
8. The scheme is based on the impact an employee, or a team has had on another person or to the organisation and on that basis, an employee cannot nominate themselves. Our awards are not designed to reward employees for working over and above their contracted hours, it's about exceptional outstanding practice.
9. Nominations will be downloaded from the VIP Awards form once a window closes, and they will be saved into a secure folder held by Organisational Development.
10. Names of nominees and other identifiable information will be removed by Organisation Development from each nomination before being sent to the Selection Panel to ensure there is no conflict of interest.
11. Nomination information will be shared with the Selection Panel via a dedicated Teams channel.
12. All nominees will undergo checks to ensure they are not subject to any current investigations relating to conduct. If the checks cannot be satisfied the nomination cannot be processed.
13. For Team Nominations, the team / service manager will be asked to lead on behalf of the team, they will be responsible for representing the department and they will

undergo the necessary compliance checks. If they win the award, they must accept the award on behalf of the team, not personally and are expected to use the prize fund for the benefit of the team.

14. Thank you cards signed by the relevant Corporate Director will be given to all nominees by their manager.

Triannual Selection:

1. The Selection Panel will review nominations 3 times per year (typically in quarter one, quarter two and quarter four. (Note: The VIP Awards Event takes place in quarter three).
2. The Selection Panel will aim to have representation from each directorate (mix of all levels of post holders) plus facilitator.
3. The Selection Panel will receive nominations and will complete a prioritisation in advance of panel meeting.
4. Nominations will be reviewed against a criteria for each category.
5. Nominations with highest scores will be reviewed by the panel through discussion to determine 2 finalists for each category.
6. In recognition of their Triannual Award, finalists will receive a certificate from their Corporate Director.
7. The finalists from each Triannual Award process will be entered into the Annual Award selection process.
8. Finalists will be asked by Organisational Development, whether they are happy to have their name published as part of the awards communications/celebrations that will be published internally and externally including on our OIC social media channels.
9. After each Triannual Awards, a communication will be issued to all employees to highlight the finalists, why they were selected and how to make future nominations (subject to the finalists consent).

Annual Awards:

- 1 Finalists of the Triannual Selection will be the nominees for the Annual Awards.
- 2 Annual Selection Panel will comprise of the Corporate Leadership Team with 2 members of the triannual panel plus a representative from Organisational Development.
- 3 The Annual Selection panel will endeavour to meet in May each year to review annual nominations.
- 4 Attendees:
 - a) All Triannual Award finalists plus their managers
 - b) Corporate Directors
 - c) Chief Executive
 - d) Leader
 - e) Convener
 - f) Depute Leader
 - g) Chair of ELH, D&I and rep of IJB

- 5 The winner of each category will be given a Kirkwall BID (or other local shop voucher) to the value of £50. Team winners will also receive £50 per head up to a maximum value of £250. Where the maximum value has been reached, the Team Manager will work with the team to agree how this will be used, some examples include equal distribution of the prize money, used towards team lunch or a donation to a favourite charity.
- 6 Chief Executive to host and invite Corporate Director to present certificates, trophies, and prizes.

Data Capture:

- 1 Any data collected will be stored securely and not used or shared with any third party, or for any other purpose, in line with GDPR guidelines.
- 2 We are collecting contact details for the purpose of reaching people who place a nomination and should we need further details to support a nomination.
- 3 If you would like further information regarding this, please contact the Organisational Development team at OD@orkney.gov.uk.

Questions and Feedback:

Any further questions or feedback? If you think we have missed anything in this guide, or have any further questions regarding the induction process, please get in touch at OD@orkney.gov.uk.

Appendix 1 – Triannual and Annual Awards Process

