



meeting	ADMINISTRATION COMMITTEE	
date	1 FEBRUARY 2006	agenda item number

REPORT OF THE DIRECTOR OF ENVIRONMENT

ENVIRONMENT DEPARTMENT SERVICES AWARDS EVENING

Decision Recommended

- 1 Approval be given to hold a further event celebrating the success of the input by individuals and teams in delivering excellent services to schools.

Background

- 2 On the 1st July 2005, The Environment Department hosted an event to reward employees of the Department who were engaged in delivering services to schools and other departments within the County Council. The event was held at County Hall and was attended by 200 people; these included Head Teachers, County Councillors, Senior Officers, sponsors and 140 nominated employees.
- 3 Nominations for awards from the selected group were of an exceptionally high calibre and clearly demonstrated the high regard from our customers (head teachers and clients) for staff from the Department. Each nominated person received a certificate of achievement and the category winners were awarded framed certificates.
- 4 The evening included a three course dinner, supplied by the in-house Catering Group, celebrity comedian Geoff Whiting and a disco. Post-event evaluation confirmed that the positioning and itinerary of the event was successful and enjoyed by all attendees. More importantly, it was perceived as the strong recognition of the value added by employees in carrying out their duties on a daily basis.

Proposals

- 5 Following the success in 2005 year and over the previous three years, it is proposed to arrange an event on the evening of Friday 30 June 2006 with the express aims of:-
 - (i) Recognising employees (both individuals and teams) for their exceptional contributions to their work, school, Department or to Nottinghamshire County Council.

- (ii) Providing an opportunity to acknowledge and recognise staff from the Environment Department.
- (iii) Fostering an environment of shared success and commitment.
- (iv) Highlighting behaviours and activities that benefit schools as well as showcases employees as role models.

Categories

7 Six category awards will be selected for teams or individuals to be nominated:-

- Catering
- Cleaning
- Landscapes
- School Crossing Patrols
- Building Direct
- Projects Award (covering design, single site projects, team initiatives such as road safety and other contributions made by the Department)

Criteria for nominations

8 The selection criteria will consist of three areas and will be based on:-

- Personal/Team Qualities - dependability, support and adaptability
- Customer Service – innovation, knowledge and courteousness
- Performance – dedication to job, professionalism and reliability

Funding & Administration

9. As last year, some funding from suppliers of goods and services to the Department will be sought, with sponsorship packages including attendance by up to two sponsors at the event and the use of the contributing company's logo. All other funding for the event will be contained within existing budgets held by the Property Services Division. The net cost of the event to the Department will be in the order of £6k.
10. It is proposed that the administration arrangements will be as last year. Project managed by a representative from each group being supported by the Customer Service Group. The Environment Management Team is in support of the event, together with the Cabinet Members for Resources and Environment & Sustainability.

Statutory and Policy Implications

11. This report has been compiled after consideration of implications in respect of Finance, Equal Opportunities, Personnel, Crime and Disorder (Community Safety), the Local Member and those using the service. Where such implications are material, they have been brought out in the text of the report.

PETER WEBSTER
Director of Environment

Director of Resources' Financial Comments

As detailed in paragraph 9, external sponsorship will be sought to part fund the event. The remaining costs of £6,000 will be contained within existing Property Division budgets. [CPS 12.1.06]

Legal Services' Comments

Authorising hospitality to be offered by the County Council is a matter delegated to the Administration Committee. [JA 12.01.06]

Background Papers Available for Inspection

None

Electoral Division(s) Affected

All

PS Adminawards2006