



POLICY	Issue: 2.0
EMPLOYEE SUGGESTION SCHEME	Date: 15/09/2009

Policy Statement

The Constabulary is committed to continuous improvement and realises that one way this can be achieved is through operating an Employee Suggestion Scheme. Moreover, the promotion of a creative and innovative culture across the organisation supports a key strategic business driver and provides support for liP accreditation.

A Suggestion Scheme is a recognised programme that provides **all** employees (inclusive of secondees and temporary staff) with an opportunity to formally present suggestions for improvement and thus ensures that good ideas are not lost. Employees have a wealth of talent and knowledge that can assist the organisation in improving the way that it operates and may additionally introduce cost savings. Employees need to know that they can put forward ideas that will be evaluated objectively, and that they are recognised as a vital and valued part of an organisation (Constabulary Core Value: Investment in People).

The CNC Suggestion Scheme will be centrally administered by the Corporate Development Department at Headquarters and its operation will be overseen by the Suggestion Scheme Panel. A regular overview will be submitted to the Constabulary Co-ordinating Group, who will act as overarching Scheme owners on behalf of the Deputy Chief Constable.

The CNC Suggestion Scheme has two main elements:

- Local Suggestions – ideas that relate to the immediate working unit/department and will be processed locally and recorded centrally.
- Constabulary-Wide Suggestions: Ideas that relate to wider issues (the majority of suggestions) will be submitted to the Local Ideas Co-ordinator who then forwards them to the Suggestion Scheme Co-ordinator at HQ.

Line Managers should acknowledge and support employees' commitment to improving performance through innovation and creativity by ensuring that, via the PDR system, individuals are encouraged to use the Suggestion Scheme and, additionally, to record evidence of suggestions made in the appropriate way.

Aims of the Policy

The primary aim of the Suggestion Scheme is to encourage employees of the CNC to submit suggestions that will result in performance improvements or a reduction in operating costs for the organisation, in support of the key business driver of continuous improvement.

The Suggestion Scheme also seeks to assist in the promotion of a creative and innovative culture across the organisation, which supports a key strategic business

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driver and provides support for IIP accreditation. This aim will be achieved through a marketing campaign that will raise the profile of the Scheme in the organisation.

This policy is enacted by the following management system documents:

Document Reference CNC/PP/0399: Suggestion Scheme Procedure

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