MEMORANDUM

From: Clare Haynes, Annette Groark – Division of Human Resources
To: All non-clinical categories of staff, grades 1 to 9 inclusive (and equivalent)
Date: 22 December 2016
Tel: 0116 252 2439

Key Points

<table>
<thead>
<tr>
<th>Heading: Annual Review 2016/2017 – Merit Award Round</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Summary: Details of the arrangements for the Annual Review 2016/17 – Merit Award Round</td>
</tr>
<tr>
<td>Of Interest to: All non-clinical categories of staff, excluding members of staff on Professorial and Grade 10 salary scales</td>
</tr>
<tr>
<td>Deadline: Academic and Research:</td>
</tr>
<tr>
<td>Professional services (non-academic/non-research) staff in grades 6 – 9 inclusive:</td>
</tr>
<tr>
<td>3 February 2017</td>
</tr>
<tr>
<td>Professional services (non-academic/non-research) staff in grades 1 – 5 inclusive:</td>
</tr>
<tr>
<td>6 March 2017</td>
</tr>
<tr>
<td>Professional services (non-academic/non-research) staff in grades 1 – 5 inclusive:</td>
</tr>
<tr>
<td>16 March 2017</td>
</tr>
<tr>
<td>Key Words: Merit Award Round</td>
</tr>
</tbody>
</table>

We are pleased to advise that details relating to the Merit Award Round for 2016/2017 are available on the Human Resources website at: [http://www2.le.ac.uk/offices/hr/pay/ann-review/merits](http://www2.le.ac.uk/offices/hr/pay/ann-review/merits).

For staff on the University’s single pay spine, additional increments (either by way of accelerated progression through the grade, or the award of discretionary points at the top of the grade) are available to reward exceptional performance over a period of time. Achievement bonuses, on the other hand, are awarded in recognition of outstanding or meritorious achievement in the 2016 calendar year, either through sustained effort or “one-off” exceptional activities.

**Eligible staff**
The scheme applies to all staff, grades 1 – 9 inclusive (and equivalent), except for those on casual contracts.

**Merit award process**
Human Resources will invite Heads of Departments/Divisions and Directors of Operations, after consulting colleagues as appropriate, to review the contributions of their eligible staff, and to submit appropriate cases for consideration. Heads of Departments/Divisions and Directors of Operations must evaluate the contributions of colleagues with care, only putting forward the names of those who meet the criteria. Heads of Departments/Divisions and Directors of Operations should, in
adhering to the criteria, take particular care to consider a colleague’s performance in all relevant aspects of work.

All departments are encouraged to participate, to ensure that relevant members of staff are appropriately rewarded and recognised for their achievements. However, please note that approximately 30% of applicants are unsuccessful, so cases should only be put forward for members of staff who have made exceptional contributions.

The recommendations will be reviewed by a Committee with a remit to examine all cases submitted for the award of merit increments and/or bonus payments, in accordance with the agreed criteria. Cases must demonstrate outstanding or meritorious contributions made to the University and must refer to actual, not anticipated, achievements.

**Process for administrative and technical posts in Colleges**

College Directors of Operations are responsible for the review and sign-off of applications from their respective Colleges.

**Corporate Services**

All applications concerning professional services staff in Corporate Services must focus on the achievement of Corporate Services objectives and goals – see the Corporate Services Plan and relevant divisional plans at: [http://www2.le.ac.uk/offices/registrarsoffice/notices](http://www2.le.ac.uk/offices/registrarsoffice/notices).

**Self-initiated submissions**

Individual members of staff may make self-initiated submissions through their Head of Department/Division or Director of Operations. Such cases, together with the comments of the Head of Department/Division or Director of Operations, should be forwarded with any other departmental cases. Any self-initiated submissions must be discussed with, and given to, the Head of Department/Division or Director of Operations in good time to meet the relevant deadline for cases to be lodged with HR.

It should be noted that where there is not support from the line manager and/or Head of Department/Division or Director of Operations for the self-initiated submission, it will not be submitted to the Committee. In these cases, detailed feedback will be provided to the staff member by the line manager.

**Forms and criteria**

The merit award forms and criteria will be available on the HR website shortly via the following link: [http://www2.le.ac.uk/offices/hr/pay/ann-review/merits](http://www2.le.ac.uk/offices/hr/pay/ann-review/merits).

The application must be completed in full; if they are incomplete, they will not be considered. **The submission deadline cannot be extended.** It is not intended that the rules should be over-prescriptive, therefore, it is open to Heads of Department/Division/Directors of Operations and individuals to develop and put forward suitable cases based on their own specific area of activities.
Achievement bonuses

Applications for a one-off achievement bonus should be on the basis of an exceptional and significant contribution over and above the normal expectations of the role.

As in previous years, the value of a unit is related to the value of the incremental gaps at the relevant points on the University’s grading structure, as follows:

- **Academic and research staff:** £1000
- **Professional services (non-academic/research) staff in grades 6 – 9 inclusive:** £1000
- **Professional services (non-academic/research) staff in grades 1 – 5 inclusive:** £500

While most cases will be based on individual achievement, there is explicit provision for group cases to be submitted where the work involved has been collaborative in nature. Any award will be apportioned between contributors.

Achievement bonus awards relate to achievements during the 2016 calendar year only.

Approved achievement bonuses will be implemented in the pay period following the decision.

In cases where individuals apply for both promotion and a bonus award, the normal expectation is that the case should be in respect of an achievement or achievements distinct from those which formed the basis for the promotion.

It is the normal expectation that only one unit is awarded per member of staff. This reflects the limited financial envelope available to the scheme.

Additional increments

Applications for an increment should be on the basis of a sustained and significant contribution over the 2016 calendar year.

Approved additional increments will be implemented in the pay period following the decision, with retrospective effect from 1 October, 2016.

Heads of Departments/Divisions may submit the names of externally-funded staff to be considered for the award of accelerated and discretionary increments. Before making such a submission, Heads of Departments/Divisions are asked to consult Principal Investigators/grant holders, who must have cleared the matter in advance with the appropriate funding body and the Research Support Office. If a case has not been cleared in advance, any approved change would be conditional upon funding being made available.
**Financial Envelope**
The total agreed budget for the annual merit award process this year is circa £135,000. We would, therefore, ask Heads of Departments and Managers to consider the number of applications they put forward in the context of the amount of money available. We are really keen to reward colleagues who have made an exceptional contribution during 2016.

**Notification of outcomes**
Unsuccessful candidates will be informed of the outcome of their application (or the application made on their behalf) in a letter, signed by the Chair of the appropriate Merit Award Committee.

<table>
<thead>
<tr>
<th>Deadlines are 5.00 pm on the following dates:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic and Research:</td>
</tr>
<tr>
<td>Professional services (non-academic/non-research) staff in grades 6 – 9 inclusive:</td>
</tr>
<tr>
<td>Professional services (non-academic/non-research) staff in grades 1 – 5 inclusive:</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Deadlines are final, and **late applications will not be accepted**.

Please submit all paperwork electronically to meritawardsuol@leicester.ac.uk, wherever possible, to reduce the risk of submissions being delayed in the internal post.