**Silver Awards**

(Made through Payroll – nominations can be considered and made throughout the year)

**College/Service confirms award in writing to nominee**

**& sends copy of letter to Employee services team for placing on HR file**

**Spreadsheet sent to Payroll with details of any cash awards due for that pay period.**

**Spreadsheet of all approved awards completed by College/Service**

**PVC/Director of Service informed and information passed back to nominator**

**Nomination considered by PVC/Director of Service and or by Senior Management Team**

No

Yes

**Written case produced and passed to PVC/Director of Service**

**Nomination Made by Line Manger**