

# Long Service Award Policy

## Policy reference – HR014

SUMMARY	To provide a policy in recognition of long service and experience and to grant an award to employees with sufficient relevant NHS service.
AUTHOR	Human Resources
VERSION	3.0 FINAL
EFFECTIVE DATE	July 2018
APPLIES TO	All employees of the CCG
APPROVAL COMMITTEE	CCG Remuneration Committee
REVIEW DATE	July 2021

***This policy has been aligned to Greater Huddersfield and North Kirklees CCG's in light of shared staff working across the CCG's.***

**THIS POLICY HAS BEEN SUBJECT TO AN EQUALITY IMPACT ASSESSMENT**

**VERSION CONTROL SHEET**

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Status/Approval Body</b>	<b>Circulation</b>
0.1	21.01.2014	Angela Kilmartin	Draft	Circulated to SMT
0.2	14.07.2014	Lorna Lester	Draft	Amended following SMT and SPF feedback
1.0	08.10.2014	Lorna Lester	Final	Approved at Remuneration Committee
2.0	Oct 2016	Rebekah Drury	Final	Amended as part of policy review and following SMT discussion.
2.1	12.03.2018	Tazeem Hanif	Draft	Revised policy aligned to GH/NK CCG's submitted to SMT for comment – policy approved.
2.2	25.04.2018	Tazeem Hanif	Draft	Policy agreed electronically by Trade Unions at the Social Partnership Forum
3.0	19.07.2018	Tazeem Hanif	Final	Policy approved by the Remuneration Committee, in line with the electronic policy approval process.

## Contents

1. POLICY STATEMENT .....	4
2. SCOPE .....	4
3. RESPONSIBILITY.....	4
3.2. Line Managers .....	4
3.3. Employees .....	4
3.4. Human Resources .....	5
4. EQUALITY STATEMENT.....	5
5. ACCOUNTABILTY .....	5
6. IMPLEMENTATION AND MONITORING .....	5
7. ELIGIBILITY.....	6
8. VALUE OF THE AWARD.....	6
Appendix 1 - Long Service Award Application.....	7
Appendix 2 - Equality Impact Assessment .....	8

## **1. POLICY STATEMENT**

- 1.1 This document sets out the Clinical Commissioning Group (CCGs) standard Long Service Awards Policy and procedures. This is an award in recognition of long service and experience and may be granted to employees with sufficient relevant NHS service.
- 1.2 A long service award is an additional benefit (not contractual) afforded to employees by the CCG. The award demonstrates that the CCG values its employees and recognises the loyalty and commitment of long serving employees.

## **2. SCOPE**

- 2.1 This policy will apply to all employees directly employed by the CCG.

## **3. RESPONSIBILITY**

- 3.1. Good working relations are vital for the CCG to operate successfully and provide services. There is a joint responsibility for management, Trade Unions and employees to accept the responsibility of working together on issues in good faith and with the shared intention of facilitating good working relations.

### **3.2. Line Managers**

The key responsibilities for line managers include:

- Responsibility for ensuring that the policy is disseminated to staff;
- Responsible for leading the resolution of queries relating to their employee's eligibility for an award;
- Responsible for discussing with the employee, how they wish to receive the award. For instance, whether they wish to have the award publicly presented to them at an organisational meeting or event, or whether they wish to have the award presented to them privately. Upon receipt of the vouchers, the line manager is then responsible for making arrangements for the award to be presented as agreed with the team member. Basic factual information about the individual's NHS career history is available from the long service award application.

### **3.3. Employees**

It is the responsibility of the employee to ensure that they:

- Complete the Long Service Award application form (appendix 1) and provide any supporting evidence that may be required to enable the resolution of queries relating to eligibility for an award. The signed form needs to be passed HR to process;
- Only accept a long service award if they have not previously accepted recognition from a previous NHS employer;
- Are aware vouchers awarded carry an expiry date and therefore must ensure they are redeemed prior to this as the CCG will not reissue any expired vouchers.

### **3.4. Human Resources**

The key responsibilities for Human Resources are:

- Identifying eligibility for the long service award and informing line managers;
- Providing support and guidance to employees on verifying which periods of service may be aggregated and what periods of absence may account for breaks and therefore not count towards aggregated service;
- Processing the application on behalf of the individual;
- Providing the details to CCG Finance so that they can purchase and order the vouchers;
- Ensuring that the voucher details are logged and a written record kept when they are issued;
- Providing a certificate to the line manager, for presentation with the vouchers.

## **4. EQUALITY STATEMENT**

- 4.1 In applying this policy, the CCG will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, sex, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, carers and sexual orientation. A consistent Equality Impact Assessment is used for all policies and procedures.

## **5. ACCOUNTABILITY**

- 5.1 The Chief Officer is accountable for the policy.

## **6. IMPLEMENTATION AND MONITORING**

- 6.1 The Remuneration Committee is responsible for the formal approval of this policy. Following approval, the policy will be disseminated to staff via internal communication methods and available through the staff intranet.
- 6.2 The policy and procedure will be reviewed periodically by the HR Team in conjunction with Trade Union representatives. Where review is necessary due to legislative change, this will happen sooner.

## **7. ELIGIBILITY**

- 7.1 Employees with 25 years of service with the NHS, of which the last 12 months service must have been continuous with the CCG or its predecessor bodies, are counted. NHS Service should be aggregated, but need not be continuous and this is irrespective of whether the employee is part time or full time. Working for the General Practice is not considered NHS service.
- 7.2 Employees with 40 years of service with the NHS, of which the last 12 months service must have been continuous with the CCG or its predecessor bodies, are eligible for a long service award. NHS Service may be aggregated to total 40 years, need not be continuous, other than previous 12 months. Working for the General Practice is not considered NHS service.
- 7.3 As part of the application stage employees must declare that they have not previously received recognition in the form of a financial long service award from a previous NHS Employer. Checks may be carried out with previous employers.

## **8. VALUE OF THE AWARD**

- 8.1 Employees qualifying for a long service gift will be entitled to receive a voucher. There will be no cash alternative to the voucher.
- 8.2 A gift voucher to the value of £250 entitlement made to employees, whether full or part- time, at the date of completing 25 or 40 years' service with the NHS, and must have completed 12 months continuous service with the organisation or its predecessor organisations. The above voucher shall be net of tax.

## Long Service Award Application

Long Service Award Application Form				
<b>Nominees Details:</b>				
Last Name: <input style="width: 80%;" type="text"/>		First Name: <input style="width: 80%;" type="text"/>		
Title: <input style="width: 80%;" type="text"/>		Job Title: <input style="width: 80%;" type="text"/>		
Employee Number: <input style="width: 80%;" type="text"/>		Base & Contact Number: <input style="width: 80%;" type="text"/>		
Have you ever received a long service award from another NHS organisation?				
				<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Managers Details:</b>				
Last Name: <input style="width: 80%;" type="text"/>		First Name: <input style="width: 80%;" type="text"/>		
Title: <input style="width: 80%;" type="text"/>		Contact Number: <input style="width: 80%;" type="text"/>		
Employment History				
Date Employment Commenced	Date Employment Ceased	Years & Months Service	Organisation Employed by	Job Title
		<b>Total Number of Completed Years &amp; Months Service</b>		
<b>Please supply details of any specific skills/ awards/ qualifications the nominee has been awarded</b>				
I confirm that the information supplied is accurate and I have not received a long service award from another NHS organisation.				
<b>Employee's Signature:</b> <input style="width: 80%;" type="text"/>		<b>Date:</b> <input style="width: 80%;" type="text"/>		
I confirm that I support the above long service award application and to the best of my knowledge the information supplied is accurate and the nominee has not received a long service award from another NHS organisation.				
<b>Managers Signature:</b> <input style="width: 80%;" type="text"/>		<b>Date:</b> <input style="width: 80%;" type="text"/>		
<b>Please Print Name:</b> <input style="width: 80%;" type="text"/>				

## Equality Impact Assessment

<b>Title of policy</b>	Long Service Award Policy		
<b>Names and roles of people completing the assessment</b>	Tazeem Hanif – HR Business Partner Kym L Brearley, Equality and Diversity Advisor		
<b>Date assessment started/completed</b>	March 2018	04.04.2018	
<b>1. Outline</b>			
<b>Give a brief summary of the policy</b>	This policy provides recognition of long service and experience and grants an award to employees with sufficient relevant NHS service.		
<b>What outcomes do you want to achieve</b>	To recognise and award staff for long service.		
<b>2. Analysis of impact</b>			
This is the core of the assessment, using the information above detail the actual or likely impact on protected groups, with consideration of the general duty to; eliminate unlawful discrimination; advance equality of opportunity; foster good relations			
	<b>Are there any likely impacts? Are any groups going to be affected differently? Please describe.</b>	<b>Are these negative or positive?</b>	<b>What action will be taken to address any negative impacts or enhance positive ones?</b>
<b>Age</b>	Yes – impact on employees aged 40 years and below. Employees eligible for long service must have a minimum of 25 years of service with the NHS (aggregated). The minimum employment age is 16 therefore employees must be at least 41 years old before they become eligible.	Negative	As this policy is designed precisely to reward long service of 25 years and above, this negative impact can be justified as a proportionate means of achieving a legitimate aim.
<b>Carers</b>	Yes – this group may take careers break and therefore unable to fulfil the eligibility criteria at the earliest opportunity.	Negative	The policy allows for aggregated and not continuous NHS service
<b>Disability</b>	No		
<b>Sex</b>	Yes – this group may take careers break and therefore unable to fulfil the eligibility criteria at the earliest opportunity.	Negative	The policy allows for aggregated and not continuous NHS service
<b>Race</b>	No		



<b>Religion or belief</b>	No		
<b>Sexual orientation</b>	No		
<b>Gender reassignment</b>	No		
<b>Pregnancy and maternity</b>	Employment breaks following birth, adoption or maternity leave may make it harder to fulfil the eligibility criteria	Negative	The policy allows for aggregated and not continuous NHS service
<b>Marriage and civil partnership</b>	No		
<b>Other relevant group</b>	No		
<b>If any negative/positive impacts were identified are they valid, legal and/or justifiable? Please detail.</b>			
		Mitigating actions are identified for most equality groups who are adversely affected. For age, the adverse impact can be justified as a proportionate means of achieving a legitimate aim. The policy is applicable to all employees and adheres to the NHS Litigation Authority Standards, statutory requirements and best practice. The policy makes all reasonable provision to ensure equality of access to all employees. There are no statements, conditions or requirements that disadvantage any particular group of people with a protected characteristic.	
<b>4. Monitoring, Review and Publication</b>			
<b>How will you review/monitor the impact and effectiveness of your actions</b>	Should any concerns be raised, employees in receipt of the long-service award can be equality monitored to check if there are any adverse trends and take action as appropriate.		
<b>Lead Officer</b>	Tazeem Hanif	<b>Review date:</b>	July 2021
<b>5. Sign off</b>			
<b>Lead Officer</b>	Kym L Brearley		
	<b>Date approved:</b>	04.04.2018	