



LONG SERVICE AWARD POLICY

Policy reference – HR20

SUMMARY	To provide a policy in recognition of long service and experience and to grant an award to employees with sufficient relevant service
AUTHOR	Human Resources
VERSION	Version 3 - FINAL
EFFECTIVE DATE	17 th July 2017
APPLIES TO	Single shared management policy revised, amended and applicable to all NHS Airedale, Wharfedale and Craven, Bradford City and Districts CCGs employees
APPROVAL BODY	Senior Management Team of the CCG
RELATED DOCUMENTS	Not Applicable
REVIEW DATE	July 2020

CCGs working together

Airedale, Wharfedale and Craven CCG
Bradford City CCG
Bradford Districts CCG

THIS POLICY HAS BEEN SUBJECT TO A INITIAL EQUALITY IMPACT ASSESSMENT

VERSION CONTROL SHEET

Version	Date	Author	Status	Comment
Draft	13.08.2014	Alison Ewart	HR Lead	Consultation with Trade Unions via the Collaborative Social Partnership Forum (SPF)
Final	13.08.2014	Alison Ewart	HR Lead	Updated with comments from the SPF and Ratified
Final	Oct 2014	Alison Ewart	HR Lead	SMT
Revised	August 2015	Tazeem Hanif	HR Lead	Amendments made to the policy and taken to the West Yorkshire HR Policy Sub Group on 25.08.2015 to consult on changes.
Final	02.12.2015	Tazeem Hanif	HR Lead	Ratified at the Social Partnership Forum
Draft	28.06.2017	Tazeem Hanif	Draft	<p>AWC CCG and Bradford City and Districts policies merged to reflect single shared management arrangements.</p> <p>Change in logo, front sheet 8.1 and section 9</p> <p>Amended policy consulted with Trade Unions at the HR Policy Workshop and comments incorporated.</p>
Final	17.07.2017	Tazeem Hanif	Final	Ratified at SMT

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1. PURPOSE

- 1.1 This document sets out the organisations 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 service.

2. SCOPE

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

3. EQUALITY STATEMENT

- 3.1 In applying this policy, the organisation 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, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation. An Equality Impact Assessment is used for all policies and procedures.

4. ACCOUNTABILITY

- 4.1 The Chief Officer is accountable for this policy.

5. IMPLEMENTATION AND MONITORING

- 5.1 The Senior Management Team is responsible for formal approval and monitoring compliance with this policy. Following ratification the policy will be disseminated to staff via the intranet.
- 5.2 The policy and procedure will be reviewed periodically by the Senior Management Team in conjunction with Human Resource and Trade Union representatives where applicable. Where review is necessary due to legislative change, this will happen immediately.

6. RESPONSIBILITIES

- 6.1 Good working relations are vital for the organisation 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.

6.2 Employees

- 6.2.1 It is the responsibility of employees to ensure that they:
- Only accept a long service award if they have not previously accepted recognition from a previous NHS employer.
 - Provide evidence of previous NHS service if required.
 - Are aware vouchers awarded carry an expiry date and therefore must ensure they are redeemed prior to this as the organisation will not reissue any expired vouchers.

6.3 Line Managers

- 6.3.1 It is the responsibility of line managers to ensure that they:
- Disseminate the policy and procedure to staff
 - Lead the resolution of queries relating to their staffs eligibility for an award.

6.4 Human Resources Team

- 6.4.1 The Human Resource representative will provide advice and support on all aspects of this policy to ensure application and support, including:
- Identifying eligibility for the Long Service Award on a quarterly basis and informing line managers.
 - Processing the application on behalf of the individual.
 - Providing the details to the 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.

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 organisation 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.

Employees with 40 years of service with the NHS, of which the last 12 months service must have been continuous with the organisation or its predecessor bodies, are counted. NHS Service should be aggregated, but need not be continuous (staff may qualify for both the 25 years' service and 40 years' service provision).

- 7.2 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.
- 7.3 The CCG will also recognise reckonable service for the purposes of this policy in addition to continuous service.

8. VALUE OF THE AWARD

- 8.1 Staff qualifying for a long service gift will be entitled to receive a voucher. There will be no cash alternative to the voucher. A gift voucher to the value of £250 entitlement made to employees, whether full or part- time, at the date of completing 25 years' service or a gift voucher to the value of £500 may be made to employees with 40 years' service, with the NHS and must have completed 12 months continuous service with the organisation or its predecessor organisations. The above shall be net of tax and purchased via <https://www.love2reward.co.uk/gift-vouchers/>

9. CONSULTATION, APPROVAL AND RATIFICATION

- 9.1 The HR Policy Workshop which is composed of management, staff side and HR representatives considers all draft HR policies and guidance. All members have the opportunity to make comments and suggestions on the document content which is debated within the group and amendments made and agreed.
- 9.2 The CCGs Senior Management Team and/or other relevant Committees ratify the final HR policies. The role of the Staff Partnership Forum is to discuss and minute the policies and procedures that are submitted to the HR Policy Workshop.

Long Service Awards

(To be completed by the employee)			
Name:			
Job Title:			
Payroll Number:			
Directorate:			
NHS Start Date:		CCG Start Date:	
<p>Declaration: I confirm that I have not previously received any recognition in the form of a financial long service award form a previous NHS Employer.</p> <p>Print Name:.....</p> <p>Signed:.....</p> <p>Dated:.....</p>			

Line Manager Name:	
Budget Holder Name:	
Budget Holder Signature:	
Date:	

(Finance Use Only)

Date vouchers ordered:

By (full name):

Date vouchers received:

Value of vouchers:

Received by (full name):

Method of issue:

Issue date:

Finance signature:

Print full name:

Date:

Equality Impact Assessment

Title of policy	Long Service Policy	
Names and roles of people completing the assessment	Alison Ewart, HR Business Partner Nadeem Murtuja, Senior Associate E&D	
Date assessment started/completed	01/02/14	July 2020

1. Outline

Give a brief summary of the policy	This policy provides recognition of long service and experience and to grant an award to employees with sufficient relevant service
What outcomes do you want to achieve	To recognise and award staff for long service.

2. Evidence, data or research

Give details of evidence, data or research used to inform the analysis of impact	The impact assessment is informed and supported by a holistic performance framework for equality and diversity across the suite of HR policies. After an initial screening the review has advised an impact assessment is not required for the policy.
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3. Consultation, engagement

Give details of all consultation and engagement activities used to inform the analysis of impact	Consultation has taken place with management sub groups of the CCG's and staff.
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4. Analysis of impact

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;
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eliminate unlawful discrimination; advance equality of opportunity; foster good relations

	<p>Are there any likely impacts?</p> <p>Are any groups going to be affected differently?</p> <p>Please describe.</p>	<p>Are these negative or positive?</p>	<p>What action will be taken to address any negative impacts or enhance positive ones?</p>
Age		Positive	
Carers	Yes – this group may take employment breaks and therefore unable to fulfil the eligibility criteria at the earliest opportunity	Negative	The policy allows for aggregated and not continuous NHS service
Disability			
Sex		Positive	
Race	No		
Religion or belief	No		
Sexual orientation	No		
Gender reassignment	No		
Pregnancy and maternity	Employment Breaks following maternity leave may make it harder to fulfil the eligibility criteria at the earliest	Negative	The policy allows for aggregated and not continuous NHS service
Marriage and civil partnership	No		
Other relevant group	No		
<p>If any negative/positive impacts were identified are they valid, legal and/or justifiable?</p>		<p>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</p>	

Please detail.	all employees. There are no statements, conditions or requirements that disadvantage any particular group of people with a protected characteristic.
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5. Monitoring, Review and Publication			
How will you review/monitor the impact and effectiveness of your actions	Concerns can be monitored against the protected groups to check if there are any trends and take action as appropriate.		
Lead Officer	Tazeem Hanif	Review date:	July 2020

6. Equality and Diversity Sign off			
Equality Lead Officer	Nadeem Murtuja		
		Date approved:	April 2014

7. Sign off			
Lead Officer	Fiona Jeffrey		
Director	Associate Director of Corporate Affairs	Date approved:	September 2015