

Long Service Award Policy	
Author	Assistant Director of Workforce
Corporate Lead	Director of Workforce
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Executive Summary

This document sets out Leeds Community Healthcare NHS Trust's (LCH) standard Policy for recognising long service within the NHS.

This policy applies to all staff employed by the Trust who meet the eligibility criteria.

The policy may be reviewed at the request of Management or Staff Side by giving four weeks' written notice with reasons for the review.

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1 Introduction

Leeds Community Healthcare NHS Trust (LCH) is committed to recognising that some employees have contributed to delivery of healthcare services for significant periods of time during their working lives.

2 Aims and Objectives

A certificate will be issued to employees acknowledging 5 years' service with LCH Trust. For employees who have contributed 25 and 40 years' service with the NHS, vouchers will be issued in recognition of service.

3 Definition and Eligibility

Long service is defined as:

- 5 years' service with LCH Trust
- 25 years' service with the NHS
- 40 years' service with the NHS
- Staff are eligible to receive the award whilst in employment if they have the required length of service
- The last 12 months service must have been continuous with LCH Trust
- NHS Service should be aggregated, but need not be continuous
- If a member of staff works for the NHS for the qualifying period of 25 years and then continues to 40 years' service they will be eligible for both awards
- Awards will not be given to employees who have previously received a similar payment in another organisation

4 Responsibilities

Chief Executive has the overall responsibility for recognising the contribution that employees make to the delivery of NHS Services

Director of Workforce is responsible for auditing of the process

Line Managers are responsible for implementation of the policy and are required to manage and act fairly and consistently. Management is responsible for ensuring that the policy is disseminated effectively and observed by all relevant employees.

On a monthly basis the Workforce Information team will highlight the staff who have achieved 5 years' service periods within LCH Trust. These staff will receive a certificate of acknowledgement and thanks, the presentation of which will be agreed locally.

The post-holder's line manager is responsible for leading the resolution of queries relating to their staffs eligibility for an award.

The PA to the Director of Workforce will process the application on behalf of the individual. (See appendix 1)

The PA to the Director of Workforce will ensure that the award details are logged and a written record kept when they are issued

Employees must ensure that the vouchers are redeemed prior to the expiry date, as the Trust will not reissue any expired vouchers

Employees must declare if they have previously received an award of a similar nature in other NHS employment

5 Equality Analysis

The Trust expects the same standards of conduct of all employees. Managers should bear in mind the possibility that some employees may need assistance to follow or understand rules or procedures because of language or disability factors, for example. If such assistance is needed or requested, consideration should be given to providing it.

LCH aims to design and implement services, policies and measures that meet the diverse needs of its population and workforce, ensuring none are placed at a disadvantage over others.

LCH is subject to the equality duty as set out in the Equality Act 2010 and must pay “due regard” for the need to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not

Due regard for advancing equality involves:

- Removing or minimising disadvantages suffered by people due to their protected characteristics
- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people

See appendix 2.

6 Value of the Award

- Staff qualifying for 5 years’ service will receive a certificate of thanks
- Staff qualifying for a long service award of 25 or 40 years will be entitled to receive a voucher. There will be no cash alternative to the voucher. Details of where the voucher can be used will be provided when they are issued
- A gift voucher to the value of £150 may be made to employees, whether full or part-time, at the date of completing 25 years service with the NHS.
- A gift voucher to the value of £250 may be made to employees, whether full or part-time, at the date of completing 40 years service with the NHS.

The above shall be net of tax.

7 Ratification and approval process

This policy will be approved by JNCF; it will then be ratified by the Senior Management Team (SMT).

8 Dissemination and Implementation

Dissemination of this policy will be via the Workforce Department, line managers and is made available to staff via the Trust intranet.

9 Review arrangements

The Long Service Award Policy will be reviewed after 3 years.

Appendix 1

Long Service Award

This form is to be completed for any employee who is eligible for the Long Service Award. This form should be completed by employee and line manager and forwarded to **The PA to the Director of Workforce, 1st Floor, Stockdale House, Headingley Office Park, Victoria Road, Leeds, LS6 1PF**

Name: _____

Job Title: _____

Payroll Number: _____

Directorate: _____

Line Managers Name: _____

NHS Start Date:/..../.... **Trust Start Date:**/..../....

THE EMPLOYEE IS ELIGIBLE FOR AN AWARD BASED ON

25 Years Service

40 Years service

I confirm that the information on this form is correct and I have not received an equivalent award in previous employment with another NHS organisation.

Employee Signature: _____

I confirm that the information on this form is correct and the employee is eligible for the requested long service award.

Manager Signature: _____

Print Name: _____

Tel No: _____

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HR use only

Date Vouchers Ordered: _____

By (full name): _____

Date Vouchers Received: _____

Value of Vouchers: _____

Received By (full name): _____

Method of issue: _____

Issue Date: _____

HR Signature: _____ **Date:** _____

Print Full Name: _____

Appendix 2: Equality Analysis (EA) – Relevance Screening Form

1. Name of the document	Long Service Award			
2. What are the main aims and objectives of the document	The specific aim of this policy is to reward long service in the NHS by providing a gift voucher to eligible employees			
3. Is this a key strategic document?	Yes		No	
			No	
4. What impact will this document have on the public or staff?	High	Medium	Low	Don't know
			low	
Explain:				
5. Is there any evidence, or reasons that different groups have different needs, experiences, issues and priorities in respect of this particular document?	Yes		No	Don't know
			No	
Explain:				

If you have answered **Yes** to question 3, you should move straight onto EA.

If, for question 4 you have answered **Low**, there is no need to continue to conduct an EA.

If for question 4 you have answered **Medium** and **No** for question 5, there is no need to conduct an EA.

If, for question 4 you have answered **Medium** or **Don't Know**, and have answered **Yes** or **Don't Know** for question 5 you should move on to a **Stage One** EA.

If, for question 4 you have answered **High**, you need to conduct an EA.

	Equality Analysis	None
6. Based on the result of the screening, is an EA required?		No