

# Long Service Award Policy

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#### VERSION HISTORY

Date	Version	Changes made to previous version	Consulting and Endorsing Stakeholders, Committees / Meetings / Forums etc.

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## 1. Introduction

- 1.1. NHS Coventry and Warwickshire Integrated Care Board ('the ICB') recognises that the key factor in the success of organisations, and indeed the National Health Service, is the loyalty, quality and dedication of the people who work in it. In recognition of this, the ICB is committed to celebrate with those members of staff who have reached certain NHS service 'milestones' by awarding those individuals whilst in service with the ICB. This policy and supporting procedure will ensure that this commitment is realised.
- 1.2. This policy applies to all NHS staff employed by the ICB, including those who are seconded out to another organisation, and will be applied consistently and equitably to all staff. It does not apply to staff employed by other organisations and seconded into the ICB (those staff are the responsibility of their substantive employer), agency staff or contractors (e.g. those engaged on a contract for service), or Office Holder staff not on ICB employment contracts (Board members; GPs and Member Practice Staff).

## 2. Principles

- 2.1. All employees who have accumulated aggregated service within the National Health Service, (in the employment of NHS organisations as listed in Annex 1 of the NHS Terms and Conditions Handbook; please see paragraph 4.2 below), of 20, 30 or 40 years, and who are in the employment of the ICB, may be eligible for a long service award. Staff must be directly employed by the ICB on the date of the relevant anniversary.
- 2.2. It should be noted that section 12.1 within the NHS Terms and Conditions Handbook, which covers continuous and reckonable NHS service, refers directly to 'NHS Employers', as listed in Annex 1 of the Handbook. This excludes GP Practices; therefore, for the purpose of this policy, periods of employment in any GP Practice will not count towards a Long Service Award.
- 2.3. Aggregated service is the total time spent employed by one or more NHS employers as listed in Annex 1 of the Handbook and includes authorised breaks during NHS employment e.g. maternity leave, long term sickness, or approved Career Breaks of one year or less.
- 2.4. Any service completed while on a bank contract, self-employed or via an employment agency will not count as continuous service for the purpose of this scheme. However, employees who have been previously transferred out of NHS employment (under the TUPE Regulations) to a non-NHS provider providing NHS funded services, and who later returned to NHS employment, will have their period of service with the non-NHS provider counted towards their aggregated service.
- 2.5. Applicants must not have received another award within the NHS for the same length of service. Employees who have already received a Long Service Award from an NHS employer can only apply for an award for longer lengths of service. Staff will be asked to confirm this, but random checks may also be undertaken.
- 2.6. Awards will only be granted on the anniversary of the required length of aggregated NHS service in each category i.e. if for example you reach 30 years aggregated service in December 2019, this should be identified in April 2020. If this is not identified by HR from ESR, the individual must provide the necessary information to confirm their service length to HR.
- 2.7. From the date of implementation of the policy, only one 'milestone' award will be awarded to any employee; i.e. if for example an individual has sufficient aggregated NHS service to receive a 30 years award, they will not receive a 20th and 30th anniversary award.
- 2.8. Awards are made irrespective of whether the service is full-time or part-time.
- 2.9. The Long Service Awards will take the form of non-cash gift vouchers.

## 2.10. **Award Level** - Eligible staff with 20, 30 or 40 years' service will receive:-

<b>Length of NHS Service</b>	<b>Level of Award*</b>
20 Years	£100
30 Years	£200
40 Years	£300

\*Awards will be in the form of vouchers

## **3. Roles and Responsibilities**

### **3.1. Line Manager Responsibilities**

- To ensure that the staff they manage are aware of this policy and its content, including the annual procedure for identifying staff eligible for an award.
- To check information provided by their member of staff if requested to do so, to ensure it confirms the length of service completed, and confirm this to HR as necessary.
- To ensure that no member of staff is discriminated against on the grounds of contractual status, caring responsibilities, or any protected characteristic as defined by the Equality Act 2010 e.g. ethnic origin, nationality, race, disability, gender, marital or partnership status, age, religion or belief, sexual orientation or transgender status, when applying this policy.

### **3.2. Employee Responsibilities**

- To ensure that their ESR record is up to date and contains the correct information in relation to their Continuous Service. Where this is incorrect on the system, the employee must provide evidence of previous NHS service, (e.g., pay slips; contract copies and/or other correspondence from previous employers; NHS Pensions history; HMRC information) which can be used to verify the service and enable the record to be updated on ESR.
- Prior to the end of each financial year, to advise their line manager and HR if they consider that they are eligible to receive an award.
- To provide any information if requested by their line manager or HR to support their claim for an award which will confirm their length of NHS service. This may include previous pay slips, contracts, commencement or termination letters from previous employers, and Pensions or HMRC documents.
- To make themselves aware of the content of this policy, and where necessary seek advice on any policy or procedural aspects from their line manager, HR or their trade union representative.

### **3.3. Human Resources Responsibilities**

- To assist managers and staff in the fair and consistent application of the policy.
- To provide advice and support to managers and staff as necessary in the application process for an award.

- In April each year, to check the Electronic Staff Records (ESR) system to identify individuals eligible for a Long Service Award. As necessary to obtain proof of service from members of staff who may be eligible.
- To confirm the final number of eligible staff, to enable the Corporate Affairs Team to place the order for the required number of vouchers.
- To report to the local Counter Fraud Specialist any instances of suspected supply of false or deliberately misleading information by an employee in order to gain an award that would otherwise not have been granted.

## 4. Procedure

- 4.1. From the 1st April of each year, HR will produce a report from the Electronic Staff Record (ESR) showing those staff members who have achieved 20, 30 and 40 years' aggregated NHS service during the past 12 months.
- 4.2 HR will write to the employees, confirming this service and the award of vouchers to the relevant value under 5.1 above.
- 4.3 HR will notify the number of eligible employees to the Corporate Affairs Team, who will order the required number of vouchers and make the necessary arrangements for the annual "Service Recognition Presentation".
- 4.4 If a member of staff does not agree with the information held for them on ESR in relation to their length of continuous/reckonable service, they should contact HR and provide the necessary information to confirm their service length. This may include previous pay slips, contracts, commencement or termination letters from previous employers, and/or Pensions or HMRC documents.
- 4.5 Where it is suspected that an employee has supplied false, or deliberately misleading information, in order to gain an award that would otherwise not have been granted, the matter must be reported to the Local Counter Fraud Specialist. Such matters will be dealt with in accordance with the Fraud and Disciplinary Policies and may result in the application of criminal sanctions (including prosecution) and/or disciplinary action, including dismissal.
- 4.6 Employees who have had their eligibility for an award validated by HR will be invited to be presented with their award and a letter of appreciation signed by the Chief Executive Officer.
- 4.7 The award presentation will take place on an annual basis at the end of a Staff Forum at the base most appropriate for the individual employee.
- 4.8 If staff do not wish to have a formal presentation, HR will make alternative arrangements for the award.
- 4.9 If the member of staff is unable to attend the briefing session, the voucher will be given to their line manager who will sign to confirm receipt and arrange for the voucher to be presented to them at a later date.
- 4.10 Members of staff who have received a long service award will also receive recognition for their service to the NHS via the organisations' weekly e-bulletin.

## 5. Data Protection

- 5.1 In applying this policy, the ICB will have due regard for the Data Protection Act 2018 and the requirement to process personal data fairly and lawfully and in accordance with the data

protection principles. Data Subject Rights and freedoms will be respected and measures will be in place to enable employees to exercise those rights. Appropriate technical and organisational measures will be designed and implemented to ensure an appropriate level of security is applied to the processing of personal information. Employees will have access to a Data Protection Officer for advice in relation to the processing of their personal information and data protection issues.

## **6. Monitoring and Review**

- 6.1 This policy is intended to be non-discriminatory, promote fairness and equity in the treatment of individuals and encourage good employee relations. Use and compliance of this policy will therefore be monitored by the HR Department, the Staff Forum and reported to the Executive Team. Workforce monitoring reports to the Executive Team will include reporting on all incidences of use of this policy and procedure.
- 6.2 The policy and procedure will be reviewed periodically by Human Resources in conjunction with operational managers and Trade Union representatives. Where review is necessary due to legislative change, this will happen immediately.

## **7. Equality Statement**

- 7.1 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, in addition to offending background, trade union membership, or any other personal characteristic.