

LONG SERVICE AWARDS POLICY

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Applies to:	All Staff

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DOCUMENT CONTROL

Reference SL/Sept15/LSA	Version 5	Status Final	Author HR People Partner
<p>Amendments</p> <ul style="list-style-type: none"> In order to truly recognise the long service of our colleagues and demonstrate the value and contribution they make, it has been recommended that the long service awards ceremony will now be held after the Autumn AGM when there will be a high representation of our senior colleagues in attendance in order to make it a memorable and celebrated event A new deadline for applications to be received of 30 June 			
<p>Document objectives: To acknowledge the contribution, effort and loyalty of staff and to outline entitlement to an award.</p>			
<p>Intended recipients: All Trust Staff</p>			
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1. INTRODUCTION

- 1.1 The Trust recognises that the high standards and quality of service it provides is dependent on the contribution, effort and loyalty of our staff.
- 1.2 Many of our staff have worked, not only for the Trust, but for the wider NHS for many years and the loyalty, commitment and high level of skill brought by individuals is the key factor in success, not only of the Trust, but of the NHS as a whole.
- 1.3 The long service award is an opportunity for the Trust to demonstrate that the contribution employees have made to the NHS is valued.

2. PURPOSE & SCOPE

- 2.1 This policy applies to all Trust staff employed directly by the Trust.
- 2.2 The policy sets out arrangements to recognise the long service of employees and relates to all aggregated NHS service.

3. DUTIES AND RESPONSIBILITIES

3.1 Duties within the Organisation

Duties in respect of the requirements of this document are as follows:

- **Trust Board** has overall responsibility for procedural documents and delegates responsibility to the Director of HR and Workforce Development.
- **Director of HR and Workforce Development** has devolved responsibility for the operational implementation and ongoing monitoring of the Long Service Awards Policy. Ensuring there is a continuing commitment to the training of managers in the implementation of policies.
- **Human Resources Business Partner** is the author of this document and responsible for the development and review in accordance with either legislation or national guidance. The document will be reviewed every three years.
- **HR Department** will assist in the verification of long service and the administration of the process and will also provide advice and support to Line Managers and staff in respect of this policy.
- **Line Managers** should ensure that staff feel valued and their service is being fairly recognised and rewarded. They should ensure their staff are aware of the existence of this policy.
 - It is the Line Manager's responsibility to verify the application from their member of staff, confirming their length of service by checking documented evidence (i.e. personal file/ESR records, Contracts of Employment, pay slips), and to ensure that the member of staff has not received any previous award.
 - It is the Line Manager's responsibility to ensure that the Service Manager or equivalent authorises the award for the employee.

- **Staff** should follow the guidance contained within this policy if they wish to apply for a Long Service Award.
 - It is the employee's responsibility to provide documented evidence of service and to complete the application at Appendix A.
 - Employee's must also confirm that they have not received a previous award from another NHS organisation.

4. DEFINITIONS

4.1 Aggregated Service

Any period of time that has been worked in the NHS, regardless of whether or not there has been a break in service will count as reckonable service for a Long Service Award.

5. LONG SERVICE AWARD RECOGNITION

- 5.1 The Trust will mark its appreciation of long service by awarding a gift on completion of a minimum of 25 years' service. The Trust will present an award of a commemorative paperweight (something to keep) and a small gift of a £50 Marks and Spencer Gift Card (something to treat) as recognition of service.
- 5.2 The Trust will also mark its appreciation of long service on completion of 30 and 40 years' service by presenting an engraved pen set and a small gift of a £50 Marks and Spencer Gift Card. For staff achieving 50 years' service a special award will be arranged by the Chairman's office, as and when required.
- 5.3 The cost of Long Service Awards will be met by the Trust, in accordance with Standing Financial Instructions.

6. ELIGIBILITY CRITERIA

- 6.1 To be eligible for receipt of an award, employees must have a minimum of 25 years' aggregated NHS Service. The service is not only limited to work within Somerset Partnership (or predecessor organisations) but any NHS service.
- 6.2 Awards are made irrespective of whether the service is based on full or part time working.
- 6.3 The member of staff must not have received recognition for long service from another NHS organisation.
- 6.4 We recognise that some staff may have in excess of 25 years' service in the NHS and have not had their service recognised by the Trust, if this applies please complete the application at Appendix 1 and discuss with your Line Manager.

7. PROCESS

- 7.1 It is the employee's responsibility to apply for a Long Service award in recognition of service achieved. Employees are however encouraged to apply for a Long Service award throughout the year as and when long service is achieved and they need not wait to submit an application for an award. Employees should complete the application at Appendix 1 and pass to their Line Manager for authorisation.
- 7.2 The Line Manager verifies the service and signs the application before sending to the Head of Service/Director for final authorisation prior to the form being sent to the HR Department for processing.
- 7.3 The HR Department will verify the application and forward onto the Chairman's Office for processing. The award ceremony will be held after the Autumn Annual General Meeting where applications received by the deadline of 30 June will be recognised.
- 7.4 The Chairman's office will keep a record of those staff who have received a Long Service Award.

8. TRAINING REQUIREMENTS

- 8.1 The Trust will work towards all staff being appropriately trained in line with the organisation's Mandatory Training Matrix (training needs analysis). All training documents referred to in this policy are accessible to staff within the Learning and Development Section of the Trust Intranet.

9. MONITORING COMPLIANCE AND EFFECTIVENESS

- 9.1 The Trust will monitor compliance and effectiveness of this policy through the Our People Group, this will take the form of an annual report of cost associated with the implementation of this policy and areas of concern and risk issues will be escalated to the Quality and Performance Group.

10. REFERENCES, ACKNOWLEDGEMENTS AND ASSOCIATED DOCUMENTS

This policy was written in line with Her Majesties Revenue and Customs guidance.

11. APPENDICES

This appendix supports the Long Service Award Policy and may be subject to amendment and/ or addition at any time.

Appendix A Long Service Award Application

APPLICATION FORM – LONG SERVICE AWARD SCHEME

Section 1 – Personal Details

Name:

Address:

Telephone Numbers: Mobile: Home:

Job Title:

WorkBase:

Date of commencement of NHS Service:

Previous employment (Most Recent First):

Employer	Post Held	From	To	Length of Service	
				Years	Months
		/ /	/ /		
		/ /	/ /		
		/ /	/ /		
		/ /	/ /		
		/ /	/ /		
		/ /	/ /		
			TOTAL		

Section 2 – Employee Declaration

I declare that I am eligible to receive a Long Service Award and have completed:-

25 years' aggregated service

30 years' aggregated service

40 years' aggregated service

50 years' aggregated service

(please cross out those not relevant)

I declare that I have not received previous recognition for this service from any other NHS Trust.

Signed: Date:

Section 3 – Line Manager Authorisation

I confirm that, to my knowledge, the above named employee is eligible to receive a long service award.

Signed: Date:

Head of Division/Director Authorisation for Processing

Signed: Date:

Name (PRINT):

Please send completed application to the Human Resources Department, 2nd Floor Mallard Court, Express Park, Bristol Road, Bridgwater TA6 4RN

