

## Long Service Award Policy

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## 1. Introduction

NHS Staffordshire and Stoke on Trent ICB values all of its employees and recognises the contribution that they make to improve health for our local people. This policy outlines the way in which the ICB wishes to acknowledge this contribution by rewarding loyalty and contribution to the NHS.

## 2. Equality Statement

The NHS Staffordshire and Stoke on Trent ICB aims to design and implement policy documents that meet the diverse needs of our services, population, and workforce, ensuring that no one is placed at a disadvantage over others. It takes into account current UK legislative requirements, including the Equality Act 2010, the Human Rights Act 1998, and promotes equal opportunities for all. This document has been designed to ensure that no one receives less favourable treatment due to their age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, gender or sexual orientation or Trade Union membership. Appropriate consideration has also been given to gender identity, socio-economic status, immigration status and other health inclusion (vulnerable) groups.

## 3. Scope

This policy will apply to all employed individuals by NHS Staffordshire and Stoke on Trent ICB and is considered as non-contractual.

## 4. Roles and Responsibilities

### Managers

It is the responsibility of all managers to ensure that employees receive their long service award.

### HR

It is the responsibility of HR to provide practical support and guidance to Managers in the application of this policy.

## 5. Eligibility

Employees who have completed 25 years' service in the NHS in the **previous calendar year** will be eligible to receive a Long Service Award.

All periods of NHS employment will count towards qualifying service. This need not be continuous service but must be reckonable taking any breaks in service into account. The term of any career break will not count towards qualifying service for the purpose of a Long Service Award.

For the calculation of when long service is awarded, only full years' complete service will be taken into account up to and including year 25. Part years' service will not be included.

In addition, the contribution of those staff who have worked in the NHS for 25+ years will be specifically recognised.

The Long Service Award **will not** apply in the following circumstances:

- Non qualifying self-employment, i.e. Contractors
- Agency staff
- Bank staff

## **6. Recognition and Reward**

Employees will be recognised and rewarded by the ICB for their contributions to the NHS upon reaching the qualifying period by being presented with a £50 gift card and a certificate of acknowledgment.

The certificate and gift may be presented by the Chief Executive or recognised senior executive from the ICB to personally congratulate the employee for their contribution to the NHS.

## **7. Exemptions**

The ICB has the discretion to withhold or postpone a long service award to an employee on the following basis:

- Employees who are currently engaged in a formal HR process and proceedings, including Sickness Absence, Disciplinary, Fraud, Capability and Performance
- Employees who have previously been compensated for continuous or reckonable service i.e. Voluntary Redundancy Schemes, Mutually Agreed Resignation Schemes (MAR's)
- Employees subject to a settlement agreement.

The ICB will consider any decisions to withhold or postpone a long service on a case-by-case basis and seek advice from the HR team where necessary.

## **8. Appeal**

Staff who wish to express their right to appeal their award being withheld or postponed for the reasons outlined above must submit their appeal in writing and all appeals will be considered by the Chief Finance Officer and/or the Chief Executive.

## **9. Counter Fraud**

Any abuse of this policy will be investigated and may result in disciplinary action. Any suspicion of fraud should be referred in the first instance to the ICBs Counter Fraud Specialist, the contact details can be found on IAN.

## **10. Due Regard**

In applying this policy we, the ICB, 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 including non-binary, 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.

## **11. Monitoring and Review**

The ICB will have responsibility to monitor the effectiveness of this policy and review it every three years. Where review is necessary due to legislative change, this will happen immediately. Once approved the Policy will be made available to all employees via the ICBs intranet/shared folder and also circulated via the staff communications.