



Nottingham and Nottinghamshire  
Clinical Commissioning Group

# Long Service Award Policy

## 2020-2023

<b>Version:</b>	1.0
<b>Approved by:</b>	Remuneration and Terms of Service Committee
<b>Date approved:</b>	10 <sup>th</sup> March 2020
<b>Date of issue (communicated to staff):</b>	July 2020
<b>Next review date:</b>	March 2023
<b>Document author:</b>	HR Manager & Head of HR&OD

CONTROL RECORD			
<b>Reference Number</b> N&N HR-010	<b>Version</b> 1.0	<b>Status</b> Final	<b>Author</b> HR Manager Head of HR & OD
			<b>Sponsor</b> Executive Director of Transition Operations
			<b>Team</b> Human Resources
<b>Title</b>	Long Service Award Policy		
<b>Amendments</b>	Updated to reflect Nottingham and Nottinghamshire single CCG status, ensuring value for money using a point based system to award service milestones of 20, 30 and 40 years.		
<b>Purpose</b>	To celebrate with those members of staff who have reached certain service 'milestones' by providing a system of awards for long service.		
<b>Superseded Documents</b>	Mid Nottinghamshire Long Service Policy; City CCG Long service and retirement awards policy and procedure		
<b>Audience</b>	All staff within the Nottingham and Nottinghamshire CCG		
<b>Consulted with</b>	N/A		
<b>Equality Impact Assessment</b>	Completed March 2020		
<b>Approving Body</b>	Remuneration and Terms of Service Committee	<b>Date approved</b>	10 <sup>th</sup> March 2020
<b>Date of Issue</b>	July 2020		
<b>Review Date</b>	March 2023		
<p><b>This is a controlled document and whilst this policy may be printed, the electronic version available on the CCG's document management system is the only true copy. As a controlled document, this document should not be saved onto local or network drives.</b></p>			

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## **1. Introduction**

- 1.1. This policy applies to the Nottingham and Nottinghamshire Clinical Commissioning Group hereafter referred to as 'the CCG'.

## **2. Purpose and Scope**

- 2.1. The CCG recognises that the key factor in the success of organisations, and indeed the wider system and the NHS as a whole, is the loyalty, quality and dedication of the people who work within it. In recognition of this, the CCG is committed to celebrate with those members of staff who have reached certain service 'milestones' by providing a system of awards for long service whilst in service. This policy will ensure that this commitment is realised.

- 2.2. For those who meet the eligibility criteria shown below, the awards will be as follows via [terryberryreward.com](http://terryberryreward.com):

- To award service of 20 years at the value of 2000 points;
- To award service of 30 years at the value of 3000 points;
- To award service of 40 years at the value of 4000 points.

## **3. Roles and Responsibilities**

### **3.1. Employees**

- 3.1.1. Employees are responsible for providing evidence of their continuous service where the system does not hold accurate records.
- 3.1.2. Employees are responsible for logging into the gift website choosing their gift using the logins and instructions provided.

### **3.2. Human Resources**

- 3.2.1. HR will run bi-annual reports to highlight those eligible for service awards from ESR.
- 3.2.2. HR will share this information with the relevant line managers for information.
- 3.2.3. HR will maintain an up-to-date list of employees who have received service awards to ensure HM Revenues and Customs (HMRC) compliance.

### **3.3. Line Managers**

- 3.3.1. Support the employee/HR team in providing evidence where required.

## **4. Eligibility**

- 4.1. All employees will be entitled to a service award providing they meet the following criteria:
- They have worked continuously without breaks for the NHS when reaching the milestones outlined above.
  - They have not received a service award in the previous 10 years from us, or any other NHS body, which is a stipulation from HMRC. Awards which do not comply must be reported to HMRC so tax and National Insurance can be applied.

## **5. Procedure for Award**

- 5.1. Employees who reach the milestones outlined above will receive:
- A letter of thanks from the Clinical Chair.
  - A certificate of appreciation.
  - A link and logins to the gift website online offering an extensive range of gifts with their point values. Employees will be able to pay the difference if the point's value of their chosen gift is in excess of the points value awarded. This is at a rate of 10p a point plus VAT.
- 5.2. On completing your order, employees will receive an email confirmation from the gift website.
- 5.3. The gifts will be issued to the employee's home address.

## **6. Communication, Monitoring and Review**

- 6.1. 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 will be reported to the Local Counter Fraud Specialist, Taelor Martin, on 0115 883 5323. Such matters will be dealt with in accordance with the Fraud, Bribery and Corruption Policy and may result in the application of criminal sanctions (including prosecution) and/or disciplinary action, including dismissal.
- 6.2. The document will be made available via the staff intranet and will be highlighted in the staff handbook.

- 6.3. Any individual who has queries regarding the content of this policy, or has difficulty understanding how this policy relates to their role, should contact the HR department via email [ncccg.hr.greaternottingham@nhs.net](mailto:ncccg.hr.greaternottingham@nhs.net)
- 6.4. The policy will be reviewed by the Remuneration and Terms of Service Committee every three years and consideration will be made to the financial impact of this award on the CCG.

## **7. Equality and Diversity Statement**

- 7.1. The Nottingham and Nottinghamshire CCG pays due regard to the requirements of the Public Sector Equality Duty (PSED) of the Equality Act 2010 in policy development and implementation, both as a commissioner and as an employer.
- 7.2. As a commissioning organisation, we are committed to ensuring our activities do not unlawfully discriminate on the grounds of any of the protected characteristics defined by the Equality Act, which are age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 7.3. We are committed to ensuring that our commissioning activities also consider the disadvantages that some people in our diverse population experience when accessing health services. Such disadvantaged groups include people experiencing economic and social deprivation, carers, refugees and asylum seekers, people who are homeless, workers in stigmatised occupations, people who are geographically isolated, gypsies, roma and travellers.
- 7.4. As an employer, we are committed to promoting equality of opportunity in recruitment, training and career progression and to valuing and increasing diversity within our workforce.
- 7.5. To help ensure that these commitments are embedded in our day-to-day working practices, an Equality Impact Assessment has been completed for, and is attached to, this policy.

## **8. Interaction with Other Policies**

- 8.1 This policy should be read in conjunction with the following CCG policies:
  - Disciplinary Policy.
  - Fraud, Bribery and Corruption Policy.

## Appendix A: Equality Impact Assessment

<b>Date of assessment:</b>	<b>5 March 2020</b>			
<b>For the policy, and its implementation, please answer the questions against each of the protected characteristic and inclusion health groups:</b>	Has the risk of any potential adverse impact on people in this protected characteristic group been identified, such as barriers to access or inequality of opportunity?	If yes, are there any mechanisms already in place to mitigate the adverse impacts identified?	Are there any remaining adverse impacts that need to be addressed? If so, please state any mitigating actions planned.	Are there any positive impacts identified for people within this protected characteristic group? If yes, please briefly describe.
<b>Age<sup>1</sup></b>	No	N/A	N/A	N/A
<b>Disability<sup>2</sup></b>	Yes	Mechanisms are in place via the Communications and Engagement Team to enable the policy to be available in a range other accessible formats.	N/A	N/A
<b>Gender reassignment<sup>3</sup></b>	No	N/A	N/A	N/A
<b>Marriage and civil partnership<sup>4</sup></b>	No	N/A	N/A	N/A
<b>Pregnancy and maternity<sup>5</sup></b>	No	N/A	N/A	N/A
<b>Race<sup>6</sup></b>	No	N/A	N/A	N/A
<b>Religion or belief<sup>7</sup></b>	No	N/A	N/A	N/A

<sup>1</sup> A person belonging to a particular age (for example 32 year olds) or range of ages (for example 18 to 30 year olds).

<sup>2</sup> A person has a disability if she or he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

<sup>3</sup> The process of transitioning from one gender to another.

<sup>4</sup> Marriage is a union between a man and a woman or between a same-sex couple.

Same-sex couples can also have their relationships legally recognised as 'civil partnerships'.

<sup>5</sup> Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

<sup>6</sup> Refers to the protected characteristic of race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.

<sup>7</sup> Religion refers to any religion, including a lack of religion. Belief refers to any religious or philosophical belief and includes a lack of belief. Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

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<b>Sex<sup>8</sup></b>	No	N/A	N/A	N/A
<b>Sexual orientation<sup>9</sup></b>	No	N/A	N/A	N/A
<b>Carers<sup>10</sup></b>	No	N/A	N/A	N/A

<sup>8</sup> A man or a woman.

<sup>9</sup> Whether a person's sexual attraction is towards their own sex, the opposite sex, to both sexes or none. <https://www.equalityhumanrights.com/en/equality-act/protected-characteristics>

<sup>10</sup> Individuals within the CCG which may have carer responsibilities.