



**Shropshire, Telford  
and Wrekin**  
Clinical Commissioning Group

# Long Service Award Policy

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## Document Control Sheet

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## Document Amendment History

Version No.	Date	Brief Description
Version 1.0	May 2021	Rebranded for new CCG and reviewed

The formally approved version of this document is that held on the NHS Shropshire, Telford and Wrekin CCG website: [www.shropshiretelfordandwrekinccg.nhs.uk](http://www.shropshiretelfordandwrekinccg.nhs.uk)

Printed copies or those saved electronically must be checked to ensure they match the current online version.

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## **POLICY OVERVIEW**

### ***Purpose***

Shropshire, Telford and Wrekin Clinical Commissioning Group (hereafter referred to as the CCG) recognises and values the contribution of all its employees, and we recognise that many of our staff have worked in the wider NHS for many years and the loyalty, commitment and high level of skill brought by individuals is a key factor in our success. In recognition of these attributes the CCG is committed to celebrate with those staff who have reached certain service 'milestones' by providing a system of awards for long service, achieved whilst still in service with the CCG.

### ***Who this Policy applies to?***

The policy applies to those employees with continuous and reckonable NHS service who have reached certain service 'milestones' who are directly employed by the CCG at the time of reaching these milestones.

## 1.0 THE POLICY

### 1.1 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. Staff employed on fixed term contracts or part time employment will be eligible on the same terms as staff employed on full time contracts.

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.

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. Therefore, an employee must have reached a full 25 years' service in order to be eligible for the Long Service Award.

In addition, the contribution of those staff who have worked in the NHS for 40 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

Employees are to apply for their Long Service Award within one year of their twenty fifth year of service.

### 1.2 Recognition and Reward

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

The certificate and gift will be presented by the Accountable Officer or recognised senior executive from the CCG to personally congratulate the employee for their contribution to the NHS. The award may be of monetary or non-monetary of a maximum value of fifty pounds, consistent with other Long Service rewards.

Each year the CCG Remuneration Committee will agree the award eligible for long service for the forthcoming financial year. In addition, to a specific long service award the CCG may also recognise other service milestones through other mechanisms and celebrations; this may change annually in accordance with approval from the CCG Remuneration Committee.

### **1.3 Procedure**

Each year HR will use the Electronic Staff Records (ESR) to provide the CCG with a list of eligible staff for long service award recognition. Where an individual believes their length of service records are incorrect, they should apply for their Long Service reward and recognition using the application form attached in Appendix 1 and submit to their Line Manager.

All applications should be submitted within one year of the twenty fifth year of service.

If records are inaccurate, the employee is directly responsible to update their service history prior to applying for the Long Service Award. The employee should update their service history via their Line Manager who will work in conjunction with HR to ensure records are amended where appropriate.

### **1.4 Exemptions**

The CCG has the discretion to withhold or postpone a Long Service Award to an employee on the following basis:

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

### **1.5 Appeal**

The right to appeal exists for staff who have been subject to their award being withheld or postponed for reasons listed above. Employees are to submit their appeal in writing and all appeals will be considered by the Chief Finance / Operating Officer or Accountable Officer.

## **2.0 EQUAL OPPORTUNITIES**

The CCG is an equal opportunities employer and will ensure that this policy is operated in accordance with the CCG principles on Equal Opportunities.

In applying this policy, the organisation will have a 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, sexual orientation, in addition to offending background, trade union membership or any other personal characteristic.

### **3.0 FRAUD BRIBERY AND CORRUPTION**

Unfortunately fraud, bribery and corruption, as well as theft, does occur throughout the NHS, and as such all NHS employees have a duty to ensure that public funds are protected. The CCG is committed to reducing the level of fraud, bribery and corruption (economic crime) within the NHS to an absolute minimum and keeping it at that level, freeing up public resources for better patient care.

If an employee, manager or volunteer suspects that there has been a potential act of fraud, bribery or corruption against the CCG or the wider NHS, or has seen any suspicious acts or events, they must report the matter to the CCG's Counter Fraud Team (contact details can be found on the CCG's public website) or report the matter to the NHS Fraud and Corruption Reporting Line on 0800 028 4060. Alternatively reports can be made through the online reporting tool at <https://cfa.nhs.uk/reportfraud>. Further advice on counter fraud issues is available from the Executive Director of Finance, Deputy Executive Director of Finance/Fraud Champion and the CCG's Counter Fraud Team.

#### **CCG Counter Fraud Contact details:**

Paul Westwood (Heads CW Audit's Counter Fraud Team and is the CCG's nominated Local Counter Fraud Specialist)

Tel: 07545 502400

Email: [paul.westwood@cwaudit.org.uk](mailto:paul.westwood@cwaudit.org.uk)

Email: [pwestwood@nhs.net](mailto:pwestwood@nhs.net) (secure)

### **4.0 Counter Fraud**

This policy should be read in conjunction with the CCG's policies covering counter fraud, bribery and corruption which can be found on the CCG's website ([www.shropshiretelfordandwrekinccg.nhs.uk](http://www.shropshiretelfordandwrekinccg.nhs.uk)) or you can contact a member of the Team who will be able to supply a copy.

## Appendix 1: Long Service Award Application Form

Name	
Role	
Department	
Line Manager submitted application to	
Date of Application	

In order for the CCG to check your NHS service dates please complete the following information as accurately as possible. Where you don't know exact dates, please indicate month and year

Date started with current organisation	
Date started with the NHS	
Organisation started NHS with	
Any breaks in service since starting with the NHS (please detail these breaks)	

Please ensure a copy of this application is placed on your personal file by your manager

Signature	
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For office use only

Date received		Award arranged	
NHS service confirmed		Award provided	