

Loyalty Awards Policy

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Name of originator/author:	Emily Jarvis
Name of responsible committee/individual:	Employment Policy Group
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Loyalty Awards Policy Version Control Sheet

Version	Section/ Para/ Appendi	Version/Description of Amendments	Date	Author/Amended by
1		Archived	Nov 2006	S Manning
2	Section 1	Change of name from 'Long Service Awards Policy' to 'Loyalty Awards Policy' Equality statement added	August 2008	M O'Brien
3	Appendix 2	Address changed from Orchard House to Bridge House	Dec 2009	L Clapham
4	Section 3, page 5. Section 4, page 6. Section 5, page 6. Section 6, page 6. Appendix 1.	Reworded the reference to Inland Revenue restrictions to giving 10 year awards. Taken out reference to specific year in 4.1. Taken out references to Policy & Recruitment. Taken out current balance of Charitable Trust Funds. Added in question for applicants who have TUPE transferred.	August 2010	L Clapham
	Section 3	Added in details of 50 year award	Sept 2010	L Clapham
	Sections 3 & 6	Removed references to Charitable Funds	Sept 2010	L Clapham
4.1	Whole Document	Policy realigned following implementation of Transforming Community Services agenda and new legal entity	March 2011	Rachael Ellis-Ingamells
5	Whole document	Human Resources Department changed to Workforce Services Team Report run from ESR detailing CSD	October 2012	Claire Burroughs
6		HR Ops Team changed to Workforce Services Team. Capital Bonds changed to Compliment Cards. Removed reference to presentation within AGM	November 2014	Kate Hopkins
7		Change Workforce Services from Bridge House to Beech House	June 2017	Emily Jarvis

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Lincolnshire Community Health Services NHS Trust

Loyalty Awards Policy

Policy Statement

Background	<p>LCHS recognises that the high standards and quality of the services it provides is dependent on the contribution, effort and loyalty of staff. The loyalty awards are an opportunity for the organisation to demonstrate that it values the contributions an employee has made over a length of time to the organisation and the NHS.</p>
Statement	<p>This policy sets out arrangements to recognise the loyalty of employees and their entitlement to an award. It relates to continuous service achieved within the NHS and covers all staff employed directly by Lincolnshire Community Health Services NHS Trust.</p>
Responsibilities	<p>The Workforce Services Team is responsible for the administration of the scheme and the arranging of the presentation of awards.</p>
Training	<p>There are no training requirements connected to this policy.</p>
Dissemination	<p>Website</p>
Resource implication	<p>The cost of loyalty awards will be met by local or central funds using a System of procuring Compliment Cards as approved by Finance in accordance with SFIs.</p>

Lincolnshire Community Health Services NHS Trust

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Lincolnshire Community Health Services NHS Trust

Loyalty Awards Policy

1. Introduction

- 1.1 Lincolnshire Community Health Services NHS Trust recognises that the high standards and quality of the services it provides is dependent on the contribution, effort and loyalty of the staff. As such, this is an opportunity for the organisation to demonstrate that it values the contribution employees have made to the organisation and the NHS over a length of time.
- 1.2 Inherent within all of its practices the organisation is committed to the principles of diversity, equality of treatment and equality of opportunity and believes that direct or indirect discrimination against any person is unacceptable.
- 1.3 This policy aims to ensure that no worker receives less favourable treatment on the grounds of gender, sexual orientation, civil partnership/marital status, colour, race, nationality, ethnic or national origins, creed, religion/belief, disability, age or trade union membership, or is disadvantaged by conditions or requirements which are not justified by the job.

2. Scope

- 2.1 This policy sets out arrangements to recognise the loyalty of employees and their entitlement to apply for an award. It relates to continuous service achieved within the NHS and covers all staff employed directly by Lincolnshire Community Health Services NHS Trust.

3. Eligibility Criteria for Loyalty Award

- 3.1 To be eligible for receipt of an award the employees' continuous NHS service must exceed twenty, thirty, forty or fifty years respectively. (Inland Revenue rulings do not enable monetary awards to be given for 10 years' service.)
- 3.2 A break in continuous service for the purpose of this scheme will be no more than three months (with the exception of authorised breaks e.g. maternity leave, long term sickness, and career breaks). The continuous service is not limited to service within Lincolnshire Community Health Services NHS Trust but encompasses all NHS continuous service.
- 3.3 Awards are made irrespective of whether the service has been full-time or part-time.
- 3.4 Continuous service for the purpose of this scheme is with the exception of any service completed as a Bank Staff member only.
- 3.5 The employee must not have received an award for this service from a previous NHS organisation prior to joining LCHS or received another loyalty award in the last 10 years.
- 3.6 LCHS will mark its appreciation of employee loyalty by awarding an ex-gratia payment, exempt from tax as follows:-

For 20 years' service - Compliment Cards* to the value of
£100

For 30 years' service - Compliment Cards* to the value of
£150

For 40 years' service - Compliment Cards* to the value of
£200

For 50 years' service – Compliment Cards* to the value of
£250

* Compliment Cards are cards with multiple choices; they can be spent in hundreds of high street stores as well as independent retailers, and they can be used for leisure activities and holidays.

- 3.7 A Loyalty Award Certificate and Compliment Card as appropriate will be presented annually at an event hosted by the Chairperson, Chief Executive and/or Managing Director.
- 3.8 Employees unable to attend a scheduled event will receive a personal letter from the Chief Executive/Managing Director together with a Loyalty Award Certificate and a Compliment Card as appropriate. This will be made available for collection from the Workforce Services office (Beech House, Waterside South, Lincoln, LN5 7JH) after the event has taken place. The individual will need to either collect in person or their line manager can collect on their behalf. This is because of the signature required to claim collection.
- 3.9 Those retiring will still be eligible. If the employee is leaving LCHS NHS Trust for employment in another NHS Trust they may still be eligible for an award under their new Trust's terms and conditions.

4. Presentation of Awards

- 4.1 Awards will be presented on an annual basis based on length of service as at 31st March of the current year. For example, an employee reaching a 20, 30, 40 or 50 year service date between 1st April and the 31st March of the following year, will receive their award at the ceremony that takes place the following year.
- 4.2 An awards ceremony will be arranged by the Organisation on an appropriate date of each year, and will include the provision of refreshments.
- 4.3 Staff receiving awards will also be entitled to invite a plus-one to attend the ceremony with them.

5. Responsibilities

- 5.1 The Workforce Services Team will be responsible for the administration of the scheme.

5.2 A report detailing employee's NHS Continuous Service Date will be run annually from ESR by Workforce. Eligible employees will then be contacted asking for verification of their service and inviting them to the presentation event.

6. Cost/Financial Implications

6.1 The cost of Loyalty Awards will be met by local or central funds using a system of procuring Compliment Cards as approved by Finance in accordance with *SFIs*.

6.2 The fund will need to be monitored and if the funds are depleted, agreement will need to be made to be able to access non-recurrent monies or allocate a yearly budget based on forecasted expenditure each year.

Monitoring of Eligibility

Minimum requirement to be monitored	Process for monitoring e.g. audit	Responsible individuals/ group/ committee	Frequency of monitoring/audit	Responsible individuals/ group/ committee (multidisciplinary) for review of results	Responsible individuals/ group/ committee for development of action plan	Responsible individuals/ group/ committee for monitoring of action plan
	Run ESR report on all staff	Workforce	Annual Report	Workforce	Workforce	Workforce

Name of Policy/Procedure/Function*

Loyalty Awards

Equality Analysis Carried out by: Kate Hopkins

Date:6.6.15

Equality & Human rights Lead:

Date:

Director\General Manager:

Date:

***In this template the term policy\service is used as shorthand for what needs to be analysed. Policy\Service needs to be understood broadly to embrace the full range of policies, practices, activities and decisions: essentially everything we do, whether it is formally written down or whether it is informal custom and practice. This includes existing policies and any new policies under development.**

Section 1 – to be completed for all policies

A.	Briefly give an outline of the key objectives of the policy; what it's intended outcome is and who the intended beneficiaries are expected to be	This Policy is designed to acknowledge the Continuous NHS Service of all employees of LCHS.		
B.	Does the policy have an impact on patients, carers or staff, or the wider community that we have links with? Please give details	Staff		
C.	Is there is any evidence that the policy\service relates to an area with known inequalities? Please give details	No		
D.	Will/Does the implementation of the policy\service result in different impacts for protected characteristics?	No		
		Yes	No	
	Disability		x	
	Sexual Orientation		x	
	Sex		x	
	Gender Reassignment		x	
	Race		x	
	Marriage/Civil Partnership		x	
	Maternity/Pregnancy		x	
	Age		x	
	Religion or Belief		x	
	Carers		x	
	If you have answered 'Yes' to any of the questions then you are required to carry out a full Equality Analysis which should be approved by the Equality and Human Rights Lead – please go to section 2			
The above named policy has been considered and does not require a full equality analysis				
Equality Analysis Carried out by:		Kate Hopkins		
Date:		26.5.15		