

**BARNSELY CLINICAL COMMISSIONING
 GROUP**

LONG SERVICE AWARD POLICY

Version:	1.4
Approved By:	Governing Body
Date Approved:	08 May 2014 (Governing Body); Feb 2016 (ESG review), Feb 2018 (E&E review)
Name of originator / author:	HR Manager
Name of responsible committee/ individual:	Governing Body (initial approval) Equality & Engagement Committee (review)
Name of executive lead:	Head of Governance & Assurance
Date issued:	10 April 2014 (initial), March 2016 (following review), March 2018 (following review)
Review Date:	2 years from date of implementation
Target Audience:	All employees.

**THIS POLICY HAS BEEN SUBJECT TO A FULL EQUALITY IMPACT
ASSESSMENT**

DOCUMENT CONTROL

Version No	Type of Change	Date	Description of change
DRAFT		10 April 2014	With CCG for initial review and comment
1	Approved	08 May 2014	Approved by the CCG Governing body on 08 May 2014
1.2	Reviewed	February 2016	Minor comments & changes following review by Head of Assurance, HR Lead and LCFS.
1.3	Reviewed	February 2018	Review of EIA

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1. PURPOSE

This document sets out NHS Barnsley CCG's Long Service Awards Policy and Procedures.

2. CLINICAL COMMISSIONING GROUPS APPROACH TO LONG SERVICE AWARDS

This is an award in recognition of long service and experience and may be granted to employees with sufficient relevant service.

3. EQUALITY

3.1 In applying this policy, the organisation 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, 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.

4. RESPONSIBILITIES

4.1 Management Responsibility

Management is responsible for ensuring that the policies and procedures are disseminated effectively and observed by all employees.

The post-holder's line manager is responsible to lead the resolution of queries relating to their staff's eligibility for an award.

4.2 Human Resources Responsibility

A Human Resources representative will identify eligibility for the Long Service Award on an annual basis and inform managers.

Corporate Responsibility

The application will be processed on behalf of the individual. Voucher details will be logged and a written record kept when they are issued.

4.3 Employee Responsibility

Some vouchers awarded carry an expiry date and staff must ensure they are redeemed prior to this as the CCG will not reissue any expired vouchers.

5. ELIGIBILITY

Employees with 25 years of service with the NHS, of which the last 12 months service must have been continuous with the CCG, are counted.

Where a GP is working as an employee of the CCG on contract previous NHS service will be deemed reckonable.

NHS Service should be aggregated, but need not be continuous.

6. VALUE OF THE AWARD

Staff qualifying for a long service gift will be entitled to receive a voucher. There will be no cash alternative to the voucher.

A gift voucher to the value of £250 may be made to employees, whether full or part-time, at the date of completing 25 years' service with the NHS and must have completed 12 months continuous service with the CCG.

The above shall be net of tax.

7. DISCRIMINATION AWARENESS

The CCG expects the same standards of conduct of all employees. Managers should bear in mind the possibility that some employees may need assistance to follow or understand rules or procedures because of language or disability factors, for example. If such assistance is needed or requested, consideration should be given to providing it.

8. REVIEW OF THIS POLICY

This policy will be reviewed every two years by the Equality Steering Group. In addition, the policy may be reviewed at the request of Management or Staff Side by giving four weeks' written notice with reasons for the review.

APPENDIX 1 - LONG SERVICE AWARD REQUEST FORM

Long Service Awards (Corporate Use Only)			
Name:			
Job Title:			
Payroll Number:			
Directorate:			
Line Managers Name:			
NHS Start Date:/...../.....	CCG Start Date:/...../.....

Date vouchers ordered:
By (full name):
Date vouchers received:
Value of vouchers:
Received by (full name):
Signature:
Method of issue:
Issue date:
Corporate signature:
Print full name:
Date:

APPENDIX 2

Equality Impact Assessment

Title of policy or service	Long Service Award Policy	
Name and role of officers completing the assessment	HR Manager, Head of Governance & Assurance, E&D Lead	
Date assessment started/completed	January 2018	
Type of EIA	Initial EIA 'Screening' <input checked="" type="checkbox"/> or 'Full' EIA process <input type="checkbox"/>	<i>(select one option - see page 4 for guidance)</i>

1. Outline	
Give a brief summary of your policy or service <ul style="list-style-type: none"> • Including partners, national or regional 	This policy provides recognition of long service and experience and to grant an award to employees with sufficient relevant service
What outcomes do you want to achieve	To recognise and award staff for long service.

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<p>Give details of evidence, data or research used to inform the analysis of impact</p>	<p>A draft of this policy has been circulated for review by the following:-</p> <ul style="list-style-type: none"> • BCCGs Information Governance Manager, • BCCGs Equality and Diversity Lead, • Staff Side Union Representative, • Local Counter Fraud Officer • BCCG staff. <p>The final policy has been signed off by BCCGs Chief Nurse and the Equality and Engagement Committee.</p>
<p>Give details of all consultation and engagement activities used to inform the analysis of impact</p>	<p>As above</p>

Identifying impact:

- **Positive Impact:** will actively promote the standards and values of the CCG.
- **Neutral Impact:** where there are no notable consequences for any group;
- **Negative Impact:** negative or adverse impact: causes or fails to mitigate unacceptable behaviour. If such an impact is identified, the EIA should ensure, that as far as possible, it is eliminated, minimised or counter balanced by other measures. This may result in a 'full' EIA process.

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2. Gathering of Information					
This is the core of the analysis; what information do you have that might impact on protected groups, with consideration of the General Equality Duty.					
	What key impact have you identified?			What action do you need to take to address these issues?	What difference will this make?
	Positive Impact	Neutral impact	Negative impact		
Human rights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Carers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There is potential for an impact as this group may take career breaks and therefore be unable to fulfil the eligibility criteria at the earliest opportunity. HR would advise.	This policy allows for aggregated and not continuous NHS service therefore has a positive impact.
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

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Pregnancy and maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There is potential for an impact as this group may take career breaks and therefore be unable to fulfil the eligibility criteria at the earliest opportunity. HR would advise	This policy allows for aggregated and not continuous NHS service therefore has a positive impact.
Marriage and civil partnership (only eliminating discrimination)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Other relevant groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
HR Policies Only	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

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Having detailed the actions you need to take please transfer them to onto the action plan below.

3. Action plan				
Issues identified	Actions required	How will you measure impact/progress	Timescale	Officer responsible
No anticipated positive or negative impact on any equality group. The policy is applicable to all employees and adheres to the NHS Litigation Authority Standards, statutory requirements and best practice. The policy makes all reasonable provision to ensure equality of access to all employees. There are no statements, conditions or requirements that disadvantage any particular group of people with a protected characteristic.		Concerns can be monitored against the protected groups to check if there are any trends and take action as appropriate.		HR Manager


IMPORTANT NOTE: *If any of the above results in 'negative' impact, a 'full' EIA which covers a more in depth analysis on areas/groups impacted must be considered and may need to be carried out.*

Having detailed the actions you need to take please transfer them to the action plan below.

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4. Monitoring, Review and Publication			
When will the proposal be reviewed and by whom?	2 years from the date of implementation		
Lead Officer:	HR Manager	Date of next review:	March 2020

Once complete please forward to your Equality lead via email barnsleyccg.equality@nhs.net

Equality Lead signature:	
Date: 08.03.2018	