The Newcastle upon Tyne Hospitals NHS Foundation Trust

Employment Policies and Procedures

Long Service Award Policy

Version No.: 3.0
Effective From: 30 June 2016
Expiry Date: 30 June 2019
Date Ratified: 4 May 2016
Ratified By: Employment Policies and Procedures Consultative Group

1 Introduction

The Trust wishes to recognise and reward long serving employees’ loyalty and commitment to the Trust and contribution to delivering high quality healthcare to patients. This will now be formally recognised in accordance with this policy.

2 Scope

2.1 This policy applies to all staff currently employed by the Trust on a permanent contract of employment, subject to the criteria outlined. It will not be backdated and will be applicable only to those employees who become eligible after the date of implementation.

2.2 This benefit will be awarded at the absolute discretion of the Trust.

3 Aims

To formally recognise and reward long serving employee’s loyalty and commitment to the Trust and contribution to delivering high quality healthcare to patients. To clarify the eligibility required in order to receive an award.

4 Duties (Roles and responsibilities)

4.1 The Executive Team is accountable to the Trust Board for ensuring Trust-wide compliance with policy.

4.2 Directorate managers and heads of service are responsible to the Executive Team for ensuring policy implementation.

4.3 Managers are responsible for ensuring policy implementation and compliance in their area(s).

4.4 Staff are responsible for complying with policy.

4.5 HR are responsible for administering the process of identifying those eligible for the award and inviting them to an awards event.
5 Award

All awards will be in the form of ‘Landmark Vouchers’ which are redeemable against a wide range of retail, travel, leisure and experience choices. Subject to eligibility, awards will be presented at key intervals as follows:

<table>
<thead>
<tr>
<th>Years Service</th>
<th>Voucher Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>£100</td>
</tr>
<tr>
<td>35</td>
<td>£200</td>
</tr>
<tr>
<td>45</td>
<td>£250</td>
</tr>
</tbody>
</table>

6 Eligibility

6.1 To be eligible for an award, the employee must:

- Have completed the required continuous years’ service with the Trust (service with other NHS employers does not apply) at the applicable anniversary date;
- Be currently employed by the Trust on a permanent contract of employment;

6.2 The award will not be made in advance of the applicable anniversary date confirming eligibility.

7 Procedure

7.1 The Human Resources department will identify those employees eligible for the receipt of an award, verify the employee’s continuous service record with the Trust and inform them of their entitlement to a Long Service Award.

7.2 The employee will be invited to an awards event, with members of the Executive, to celebrate their achievement.

7.3 The employee will be presented with their Award and will be able to select the vouchers they want and redeem them by post or online.

8 Training

Training will be provided by the Human Resources Department to managers following implementation of the procedure.

9 Equality and diversity

The Trust is committed to ensuring that, as far as is reasonably practicable, the way services are provided and the way staff are treated reflects their individual needs and does not unlawfully discriminate against individuals or groups. This policy has been properly assessed.
10 Monitoring compliance with the policy

<table>
<thead>
<tr>
<th>Standard / Process / Issue</th>
<th>Monitoring and Audit Method</th>
<th>By</th>
<th>Committee</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monitoring eligibility for the award via ESR</td>
<td>Reporting of information from ESR</td>
<td>Director of Human Resources</td>
<td>Heads of Human Resources</td>
<td>Annually</td>
</tr>
</tbody>
</table>

11 Consultation and Review of this Policy

This policy has been reviewed in consultation with the Employment Policies and Procedures Consultative Group.

12 Implementation of the Policy (including raising awareness)

A summary of the key changes will be notified to managers following implementation. Further advice and guidance will be available from the Human Resources Department.
The Newcastle upon Tyne Hospitals NHS Foundation Trust

Equality Analysis Form A

This form must be completed and attached to any procedural document when submitted to the appropriate committee for consideration and approval.

PART 1

1. **Assessment Date:** 10\(^{th}\) March 2016

2. **Name of policy / strategy / service:**
   Long Service Award Policy

3. **Name and designation of Author:**
   Ms K Pearce, Senior HR Manager

4. **Names & designations of those involved in the impact analysis screening process:**
   Miss Michelle Musgrave, Human Resources Officer – Projects, Ms Karen Pearce, Senior HR Manager

5. **Is this a:**
   - Policy: x
   - Strategy: 
   - Service: 

   **Is this:**
   - New: 
   - Revised: x

   **Who is affected:**
   - Employees: x
   - Service Users: 
   - Wider Community: 

6. **What are the main aims, objectives of the policy, strategy, or service and the intended outcomes?**  
   (These can be cut and pasted from your policy)
   To formally recognise and reward long serving employee’s loyalty and commitment to the Trust and contribution to delivering high quality healthcare to patients. To clarify the eligibility required in order to receive an award

7. **Does this policy, strategy, or service have any equality implications?**  
   Yes x No 

   If No, state reasons and the information used to make this decision, please refer to paragraph 2.3 of the Equality Analysis Guidance before providing reasons:
   See below
### 8. Summary of evidence related to protected characteristics

<table>
<thead>
<tr>
<th>Protected Characteristic</th>
<th>Evidence, i.e. What evidence do you have that the Trust is meeting the needs of people in various protected Groups</th>
<th>Does evidence/engagement highlight areas of direct or indirect discrimination? If yes describe steps to be taken to address (by whom, completion date and review date)</th>
<th>Does the evidence highlight any areas to advance opportunities or foster good relations. If yes what steps will be taken? (by whom, completion date and review date)</th>
</tr>
</thead>
</table>
| Race / Ethnic origin (including gypsies and travellers) | The Trust is committed to ensuring that, as far as is reasonably practicable, the way services are provided and the way staff are treated reflects their individual needs and does not unlawfully discriminate against individuals or groups.  
Trust data shows of all employees that have received a long service award for 25 years within the last 12 months 92% identified as White, 2% identified as BAME and 6% had not disclosed their ethnicity.  
Staff in post figures show that 90% of our employees identify as white, and 7% identify as BAME | Data will continue to be monitored to reviewed – data may suggest that staff from a BAME background are less likely to remain in the NHS for a substantial number of years. |  |
| Sex (male/ female)                                | As above  
Trust data shows that 84.75% of staff who have received a 25 years long service award in the last 12 months are female and 15.25% are male.  
Staff in post figures show 79% of staff are female and 21% of staff are male |  |  |
| Religion and Belief                               | As above |  |  |
| Sexual orientation including lesbian, gay and bisexual people | As above  
Trust data shows that of all employees that have received a long service award for 25 years within the last 12 months 29% identify as heterosexual and 71% have not declared their | The E&D action plan identifies a requirement to increase the number of employees willing to declare their sexual orientation at ‘monitoring points’ | Trust has established an LGBT staff network Staff side representatives are members of the staff networks  
The Trust recently attended pride to increase engagement with the  |
<table>
<thead>
<tr>
<th>Sexual Orientation</th>
<th>LGBT community including staff and hope to attend the upcoming PRIDE festival. Trust is a Stonewall Champion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age</td>
<td>From 1st April 2016 NUTH has introduced an apprenticeship programme, to provide education and employment opportunities for people in our region. There are no age barriers for applying for apprenticeships, however, national, regional and local strategies are focused on attracting young people into the NHS as outlined in Health Education England’s ‘Talent for Care’ strategy. It is therefore expected that the majority of initial applicants will be in the 16-21 age group. This will potentially lower the age bracket for staff receiving long service awards.</td>
</tr>
<tr>
<td>Disability – learning difficulties, physical disability, sensory impairment and mental health. Consider the needs of carers in this section</td>
<td>The E&amp;D action plan identifies a requirement to increase the number of employees willing to declare their sexual orientation at ‘monitoring points’. Trust has established a Disability staff network. Staff side representatives are members of the staff networks</td>
</tr>
<tr>
<td>Gender Re-assignment</td>
<td></td>
</tr>
<tr>
<td>Marriage and Civil Partnership</td>
<td></td>
</tr>
<tr>
<td>Maternity / Pregnancy</td>
<td></td>
</tr>
</tbody>
</table>

9. Are there any gaps in the evidence outlined above? If ‘yes’ how will these be rectified? 

   no

10. Engagement has taken place with people who have protected characteristics and will continue through the Equality Delivery System and the Equality Diversity and Human Rights Group. Please note you may require further engagement in respect of any
significant changes to policies, new developments and or changes to service delivery. In such circumstances please contact the Equality and Diversity Lead or the Involvement and Equalities Officer.

Do you require further engagement?  Yes [ ]  No [ ]

11. Could the policy, strategy or service have a negative impact on human rights? (E.g. the right to respect for private and family life, the right to a fair hearing and the right to education?)
   no

PART 2

Name:
Natalie Cowan

Date of completion:
10 March 2016

(If any reader of this procedural document identifies a potential discriminatory impact that has not been identified, please refer to the Policy Author identified above, together with any suggestions for action required to avoid/reduce the impact.)