

Report to Appointments and Conditions of Service Committee

Subject: Recognition of Long Service

Date: 28 March 2017

Author: Chief Executive
Service Manager- Organisational Development

1. Purpose of the Report

To report feedback from the Joint Consultative and Safety Committee (JCSC) following the formal consultation exercise that took place at the meeting on 21 February 2017 (**Appendix 1**) in order to inform the decisions of this committee in respect to implementation of the change to policy.

2. Introduction and background

Currently long service with the Council or its constituent bodies is recognised with an award of a gift up to the value of £125 at 25 years' service. This scheme of recognition has been in place and unaltered for more than 20 years.

Senior Leadership Team considered the matter of recognition for long-serving employees and expressed a view that the current arrangements no longer properly recognise loyal service over long lengths of time. The final proposals put forward by SLT take into consideration the need to balance recognition of contributions made by an employee with the public interest and financial constraints.

3. Proposal

The proposals being made are to change our current policy as follows:

- For employees with ten years' service, a letter of appreciation signed by the Mayor will be presented to the employee by their Director, or if the employee prefers, by the Mayor.
- At 25 years' service the employee will be given the choice of either an award of £250 (or a gift to the same value) or an extra week's annual leave to be taken within 12 months of the anniversary date.
- At 40 years' service the employee will receive an award of £500 or a gift up to that value.
- At 50 years' service the employee will receive an award of £1,000 or a gift up to that value.

At 25, 40 and 50 years' service, a letter of appreciation signed by the Mayor will also be presented to the employee by their Director, or if the employee prefers, by the Mayor.

The proposals were endorsed in general terms by the JCSC. The only suggestion for amendment was that consideration should be given to awarding a long-service lapel pin at ten years' service. Clearly, if supported this would carry additional financial burden to the proposals made by Senior Leadership Team. There are approximately 270 contracted employees who have already achieved their ten-year service or will reach it during 2017-18.

4. Financial Implications

The proposals do have financial consequences, and if implemented from 1 April 2017 will have the following impact which will need to be built into future budgets. More detail is included in the original report but in summary the additional cost of SLT's proposals over the next five years are;

Year	Difference
2017/18	£500
2018/19	£625
2019/20	£0
2020/21	£1,250
2021/22	£375
Five year total	£2,750

These costings presume that the long-serving employees will remain in service up to the point of the anniversary award.

Should the suggestion made by JCSC be adopted, to buy lapel pins, then based on a cost of, say, £3.00 per badge the additional cost in the first year will be £800 although the annual cost after that is negligible. The total five year increase in cost of modifying the proposal would be £1,000.

5. Appendices

Appendix 1: Recognition of Long Service- report received by the JCSC of 21 February 2017.

6. Background papers

None identified.

7. Recommendations

It is recommended that the Appointments and Conditions of Service Committee:

7.1 Varies Council policy through adoption of the original proposals made by Senior Leadership Team as detailed in section 3 of the report with effect from 1 April 2017.

7.2 Determines whether to accept the additional proposal offered by the JCSC, to award long-service lapel badges at ten years' service, for adoption into policy with effect from 1 April 2017.



Report to Joint Consultative and Safety Committee

Subject: Recognition of Long Service

Date: 21 February 2017

Author: Service Manager- Organisational Development

1. Purpose

To ask the Committee to support recommendations made by the Senior Leadership Team in respect to recognition of long service and to refer comments on these proposals to the Appointments and Conditions of Service Committee in order to inform decision on policy change.

2. Background

Currently long service with the Council or its constituent bodies is recognised with an award of a gift up to the value of £125 at 25 years' service. This scheme of recognition has been in place and unaltered for more than 20 years.

Senior Leadership Team considered the matter of recognition for long-serving employees and expressed a view that the current arrangements no longer properly recognise loyal service over long lengths of time. The final proposals put forward by SLT take into consideration the need to balance recognition of contributions made by an employee with the public interest and financial constraints.

3. Proposals

Senior Leadership Team proposed the following measures;

- For employees with ten years' service, a letter of appreciation signed by the Mayor will be presented to the employee by their Director, or if the employee prefers, by the Mayor.
- At 25 years' service the employee will be given the choice of either an award of £250 (or a gift to the same value) or an extra week's annual leave to be taken within 12 months of the anniversary date.
- At 40 years' service the employee will receive an award of £500 or a gift up to that value.
- At 50 years' service the employee will receive an award of £1,000 or a gift up to that value.

At 25, 40 and 50 years' service, a letter of appreciation signed by the Mayor will also be presented to the employee by their Director, or if the employee prefers, by the Mayor.

4. Financial Implications

The proposals do have financial consequences, and if implemented from 1 April 2017 will have the following impact which will need to be built into future budgets;

Year	Cost of current scheme	Cost of proposed scheme	Difference
2017/18	£500	£1000	£500
2018/19	£625	£1250	£625
2019/20	£0	£0	£0
2020/21	£750	£2000	£1,250
2021/22	£375	£750	£375

These costings presume that the long-serving employees will remain in service up to the point of the anniversary award.

6. Recommendations

It is recommended that the Joint Consultative and Safety Committee;

6.1 In principle offers support for the proposals made by Senior Leadership Team for implementation from 1 April 2017 and;

6.2 Refers any comments or recommendation onto the Appointments and Conditions of Service Committee which will determine the final policy of the Council.