

EXECUTIVE

Monday, 11 April 2022

5.00 pm

**Committee Rooms 1 and 2,
City Hall, Beaumont Fee,
Lincoln, LN1 1DD**

Membership: Councillors Ric Metcalfe (Chair), Donald Nannestad (Vice-Chair), Chris Burke, Sue Burke, Bob Bushell and Neil Murray

Officers attending: Angela Andrews, Democratic Services, Kate Ellis, Jaclyn Gibson, Daren Turner, Simon Walters and Carolyn Wheeler

A G E N D A

SECTION A

Page(s)

1. Confirmation of Minutes - 21 March 2022 **3 - 10**
2. Declarations of Interest

Please note that, in accordance with the Members' Code of Conduct, when declaring interests members must disclose the existence and nature of the interest, and whether it is a disclosable pecuniary interest (DPI) or personal and/or pecuniary.

OUR PEOPLE AND RESOURCES

3. Long Service Awards **11 - 28**
4. Exclusion of the Press and Public **29 - 30**

You are asked to resolve that the press and public be excluded from the meeting during the consideration of the following items because it is likely that if members of the press or public were present, there would be disclosure to them of 'exempt information'.

In accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, notice is hereby given of items which will be considered in private, for which either 28 days' notice has been given or approval has been granted by the appropriate person specified in the Regulations. For further details please visit our website at <http://www.lincoln.gov.uk> or contact Democratic Services at City Hall, Beaumont Fee, Lincoln.

This item is being considered in private as it is likely to disclose exempt information, as defined in Schedule 12A of the Local Government Act 1972. No representations have been received in relation to the proposal to consider this item in private.

SECTION B

OUR PEOPLE AND RESOURCES

- | | | |
|--|-----------------------|---------|
| 5. Staffing Update | [Exempt Para(s) 1, 2] | 31 - 46 |
| 6. Review of Resources for the Legal Services Team | [Exempt Para(s) 2, 3] | 47 - 52 |

Present: Councillor Ric Metcalfe (*in the Chair*),
Councillor Donald Nannestad, Councillor Chris Burke,
Councillor Sue Burke and Councillor Bob Bushell

Apologies for Absence: Councillor Neil Murray.

96. Confirmation of Minutes - 21 February 2022

RESOLVED that the minutes of the meeting held on 21 February 2022 be confirmed and signed by the Chair as a correct record.

97. Declarations of Interest

No declarations of interest were received at this stage in proceedings.

98. Lincoln City Profile 2021/22

Purpose of Report

To seek approval from the Executive on the updated Lincoln City Profile for 2021/22 in advance of it being published on the City of Lincoln Council's website and being shared with external partners.

Decision

- (1) That the findings of the *Lincoln City Profile – 2021/22*, as detailed at Appendix A to the report, be noted.
- (2) That the *Lincoln City Profile – 2021/22* be approved for publication.

Alternative Options Considered and Rejected

None.

Reasons for the Decision

The Lincoln City Profile 2021/22 was the updated version of the previous years' profile, which encompassed a breadth of information, and focused on key demographic and socioeconomic characteristics of, and challenges to, the city of Lincoln. In doing this, it acted as the evidence base behind the continued development and implementation of City of Lincoln Council's Vision 2025 strategic priorities.

The profile included a significant level of trended data to allow visibility of progress over time. In addition, the inclusion of the CIPFA nearest neighbour and the Police Most Similar Group comparisons were included where data was available and appropriate.

99. Central Lincolnshire Local Plan Pre-Submission Consultation

Purpose of Report

To update the Executive on the Central Lincolnshire Local Plan Pre-Submission Consultation Draft.

To seek delegated approval for officers to respond to the consultation.

Decision

- (1) That the Pre-Submission version of the Central Lincolnshire Local Plan be supported.
- (2) That delegated authority be given to officers to respond to the consultation by agreeing that the Plan had been 'Positively Prepared', is 'Justified', is 'Effective', is 'Consistent with national policy' and is 'In compliance with the Duty to Co-Operate', as set out in Appendix 2 to the report.

Alternative Options Considered and Rejected

Not to support the Pre-Submission Local Plan. However, this could result in the Plan being delayed or in a worst-case scenario not being adopted which would weaken the Council's ability to plan for the City's growth in a sustainable manner.

Reasons for the Decision

The last version of the plan, as seen by the Executive, was the Consultation Draft produced for consultation during June to August 2021. The consultation had focused on an online consultation hub, which had contained all of the key documents including the plan and had provided direct links to maps showing the geographic representation of the plan and supporting evidence.

Approximately 400 people or organisations had responded to the consultation with in-excess of 2,000 comments in relation to the policies in the plan or the supporting information. Following the consultation on the draft Local Plan in the summer of 2021, Local Plan officers reviewed each policy in light of the responses received.

The Local Plan had entered its final round of public consultation, which was expected to commence on 15 March 2022 and conclude on 9 May 2022. Although the consultation was open to the public, a crucial aspect of this consultation was that any comments received would be considered by an independent Planning Inspector during the public examination phase of the Plan.

Consultees were asked to respond to specific questions around issues of 'soundness' of the plan and whether the plan had been 'positively prepared' and 'consistent with national policy'. These were questions which were legally required under this phase of the plan.

100. Hermit Street Regeneration

Purpose of Report

To provide an update on progress made with the Hermit Street Regeneration project.

To seek authority to progress the project to RIBA stage 4 and the necessary budget approval.

Decision

- (1) That approval be given for Option 3 to be progressed to RIBA Stage 4 for the provision of technical design information to achieve planning and building regulations in preparation for progressing the scheme to start on site.
- (2) That a further budget allocation of £150,000 be approved to progress the feasibility of the scheme, to be included in the Housing Investment Programme.

Alternative Options Considered and Rejected

Alternative masterplan options had been explored, which had included a full demolition and rebuild of the existing area to a very scaled back scheme, which included a 'light touch' on the existing flats and some new build units.

A revised and enhanced range of options were set out in the report. The options were considered to make best use of the site land available and to assist in maximising potential funding sources. Three options as part of a two-phased project had been identified with full details included in the report, which included:

- Phase One, Option 1, would deliver nine new build homes;
- Phase One, Option 2, would deliver ten new build homes; and
- Phase One, Option 3, would deliver eleven new build homes (preferred option).

Phase Two would be to remodel existing flats at Hermit Street.

Reasons for the Decision

As part of the Council's ongoing intervention at Sincil Bank, approval had previously been granted for feasibility work to take place under a framework, to carry out works to RIBA stage 2 to redesign an area of the estate, Hermit Street.

Originally an older persons' housing scheme, but in recent years allocated as general needs housing, Hermit Street comprised of 127 dwellings, 21 of which had been sold through the Right to Buy. Of the dwellings remaining in Council ownership, the mix comprised 88% one-bedroom flats and 11% two-bedroom flats.

However, owing to its location, design and composition, the estate had suffered from anti-social behaviour and criminal activity over several years. This had included several high-profile incidents. It was also evident that the current

scheme was failing to meet local housing need and there was a low demand for flats in this area.

The re-design sought to provide both new build and to remodel several one-bedroom flats to provide greater numbers of two-bedroom accommodation and provide three-bedroom accommodation to better meet local housing need. In addition, the concept plan sought to design out crime and anti-social behaviour by 'opening up' much of the communal space and to prevent unauthorised access into communal stairwells by providing single access points.

101. Performance Target Setting for 2022-23

Purpose of Report

To update the Executive on proposed performance targets for 2022/23 across Chief Executive's; Communities and Environment; and Housing and Investment Directorates.

To seek approval of the proposed targets for 2022/23.

Decision

That the proposed targets for 2022/23, as set out in the report, be approved.

Alternative Options Considered and Rejected

That existing measures remained.

Reasons for the Decision

During the process of target setting and target reporting for Quarter Three, several inconsistencies had been highlighted. The report set out initial steps to rectify inaccurate reporting processes. The report set out reasons for any proposed change.

Appendix A to the report detailed the measures chosen to have targets monitored. The targets had been developed by assistant directors in consultation with their service managers and then confirmed by directors and portfolio holders. The proposed targets had been considered and supported by the Performance Scrutiny Committee.

102. Delivery Review of the County Homelessness Strategy

Purpose of Report

To seek approval to extend Lincolnshire Homelessness Strategy for a further twelve months in order to allow time for review.

Decision

That the Lincolnshire Homelessness Strategy be extended for a further twelve months to allow time for review.

Alternative Options Considered and Rejected

- (1) To extend the current County Homelessness Strategy.
- (2) To develop a City of Lincoln Homelessness Strategy.

Reasons for the Decision

The Lincolnshire County Homelessness Strategy Group had consisted of members from each of the local authority areas in Lincolnshire together with other statutory and voluntary organisations. This partnership had been recognised as an example of best practice which had enabled the successful development of three previous countywide Homelessness Strategies and had provided access to additional funding to support service provision across the county.

The current strategy had been approved by the Executive in December 2019 and had covered the period up to the end of 2021. The strategy had an action plan to underpin the priorities and was led by the strategic leads of the seven local authorities across the county. The strategy was due to be reviewed in 2021, however Covid-19 had presented many challenges and workstreams had been re-prioritised.

A review of the existing strategy would update progress on previous highlighted priorities and would shape workstreams to fit within pandemic recovery plans. This would be carried out by all seven local authority areas in the county. The purpose of the review was set out in the report. An extension of the current strategy would allow sufficient time for the review to be completed.

103. Affordable Warmth Strategy

Purpose of Report

To seek approval from the Executive of the new Affordable Warmth Strategy.

Decision

That the Affordable Warmth Strategy 2022-27 be approved.

Alternative Options Considered and Rejected

- (1) To progress the Affordable Warmth Strategy and deliver the actions set out to address fuel poverty which delivered the Council's Vision 2025 ambitions.
- (2) To reduce the scale and ambition of the Affordable Warmth Strategy and deliver the actions over a longer timescale to relieve pressure on Council resources.

Reasons for the Decision

The Council had adopted the previous Affordable Warmth Strategy in 2009, which set out a plan for reducing the negative impact of fuel poverty on the City. The strategy was in place until 2016 and since then the Council's affordable warmth and fuel poverty agenda had not been reviewed or updated in line with more recent Government and City of Lincoln Council policies.

The Affordable Warmth Strategy brought together the success of the Council's partnership approach to ensure that all sectors were working together to tackle fuel poverty effectively. The strategy reflected the objective of the Council's Housing Strategy 2021 – 2026 to improve housing standards for all and contributes to the Council's ongoing work to achieve a net zero carbon target by 2030.

Key objectives of the Lincoln Affordable Warmth Strategy 2021 – 2027 included:

- To reduce the number of Lincoln residents that were in fuel poverty, targeting those with the highest fuel poverty gap.
- To improve processes for identifying residents who were in fuel poverty or at risk of ill health due to a cold home.
- To increase the number of homes in Lincoln with domestic energy efficiency ratings of C, one of the key ways in which the City could tackle the Climate Emergency.

The Strategy also set out priorities to deliver affordable warmth over the next five years, which were detailed in the report.

The latest data available for Lincoln had shown that the City had the second highest level of fuel poverty of all districts in Lincolnshire. In 2019, the total estimated number of households meeting the government's fuel poverty criteria was 6568. The implications of the Covid-19 pandemic and the significant rise in global, wholesale gas prices were likely to have pushed more households in Lincoln into fuel poverty.

104. Exclusion of the Press and Public

RESOLVED that the press and public be excluded from the meeting during consideration of the following items of business because it was likely that if members of the public were present there would be a disclosure to them of 'exempt information' as defined by Section 100I and Schedule 12A to the Local Government Act 1972.

No representations had been received in relation to the proposal to consider this item in private.

105. Greyfriars Project - Land Acquisition

Purpose of Report

As detailed in the exempt report to the Executive.

Decision

That the recommendation to the Executive, as set out in the exempt report, be approved.

Alternative Options Considered and Rejected

As detailed in the exempt report to the Executive.

Reasons for the Decision

As detailed in the exempt report to the Executive.

106. Write Outs of Irrecoverable Non Domestic Rates, Former Tenant Arrears and Overpayment of Housing Benefit

Purpose of Report

As detailed in the exempt report to the Executive.

Decision

That the recommendation to the Executive, as set out in the exempt report, be approved.

Alternative Options Considered and Rejected

As detailed in the exempt report to the Executive.

Reasons for the Decision

As detailed in the exempt report to the Executive.

107. Disposal of Council Property

Purpose of Report

As detailed in the exempt report to the Executive.

Decision

That the recommendations to the Executive, as set out in the exempt report, be approved.

Alternative Options Considered and Rejected

As detailed in the exempt report to the Executive.

Reasons for the Decision

As detailed in the exempt report to the Executive.

108. Hermit Street Regeneration

The report provided further information of a commercially sensitive nature, further to Minute 100.

Purpose of Report

As set out in Minute 100 above.

Decision

As set out in Minute 100 above.

Alternative Options Considered and Rejected

As set out in Minute 100 above.

Reasons for the Decision

As set out in Minute 100 above.

NOTE: At this stage in the proceedings, Councillor Ric Metcalfe declared an interest and left for the remainder of the meeting.

COUNCILLOR DONALD NANNESTAD IN THE CHAIR

109. Lincare Review

Purpose of Report

As detailed in the exempt report to the Executive.

Decision

That the recommendations to the Executive, as set out in the exempt report, be approved.

Alternative Options Considered and Rejected

As detailed in the exempt report to the Executive.

Reasons for the Decision

As detailed in the exempt report to the Executive.

| | |
|-----------------------|--|
| SUBJECT: | LONG SERVICE AWARDS |
| DIRECTORATE: | CHIEF EXECUTIVE AND TOWN CLERK |
| REPORT AUTHOR: | ALI THACKER, HR AND PAYROLL TEAM LEADER |

1. Purpose of Report

1.1 To seek approval on the proposed changes to the Councils Long Service Award Policy, following consideration by Employee Joint Consultative Committee (JCC).

2. Background

2.1 The HR team are required to continually review the Council's policies and procedures as and when required to ensure they are clear, cohesive, fit for purpose, and legally compliant.

2.2 In 2015 the Council introduced a Long Service Award Policy. This policy aimed to recognise and reward long serving employees.

This scheme recognises and shows appreciation for individuals with more than 20 years' service with the Council.

2.3 In 2015 it was agreed that all employees who had reached the following benchmarks in service with City of Lincoln Council from the 14th April 2014 will be entitled to the following benefit:

- 20 years' service given - a gift of their choice to the value of £220.
- 30 years' service given - a gift of their choice to the value of £330.
- 40 years' service given - a gift of their choice to the value of £440.
- 50 years' service given – a gift of their choice to the value of £550.

2.4 The current policy states that only service at the City of Lincoln Council will count towards long-service awards, therefore continuous service built up from other Councils will not apply towards long service awards.

3. Proposed Changes to the Long Service Award Policy

3.1 HR propose to make a change to the policy in relation to employees who TUPE Transfer into the Council (where they transfer onto COLC Terms and Conditions).

In line with legislation, employees who TUPE transfer into the Council will remain on the original Terms and Conditions (from their former employer) and therefore the Councils policies and procedures would not ordinarily apply to those employees.

However, if the Council undertakes an exercise (post transfer) whereby the employees agree to transfer onto Council Terms and Conditions, our policies and procedures would apply.

- 3.2 The current policy states that only service at the City of Lincoln Council will count towards long-service awards, therefore continuous service built up from other Councils will not apply towards long service awards. This however can cause issues for those employees who TUPE transfer into the Council and move onto COLC terms – as their service date with the Council will start from when they TUPE'd into the Council.

It is therefore proposed that in these circumstances we use their continuous service date for long service awards, as opposed to their service date with the Council. (This would take immediate affect and would be back dated for those employees to the start date of the original policy – April 2014)

It is proposed that the same would apply for the retirement gift processes and procedures.

HR also propose to make a number of other minor changes to the policy, specifically in relation to the awards themselves (in terms of offering Gift Vouchers as an alternative award) and a proposed change in the requirements for a presentation to take place based upon the new ways of working.

4. Organisational Impacts

4.1 Finance

There would be some financial implications should the Council wish to change the terms of the policy. Estimate costs have previously been shared with CMT / Finance, and there would also be ongoing cost in accordance with the Long Service Award policy.

4.2 Legal Implications including Procurement Rules

Not applicable.

4.3 Equality, Diversity and Human Rights

The Public Sector Equality Duty means that the Council must consider all individuals when carrying out their day-to-day work, in shaping policy, delivering services and in relation to their own employees.

It requires that public bodies have due regard to the need to:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations between different people when carrying out their activities

The above changes are proposed to ensure employees who have TUPE transferred (who are on COLC Terms) are not treated less favourably.

4.4 Human Resources

As detailed within the report.

5. Risk Implications

5.1 (i) Options Explored

If the Council adopted the approach that continuous service dates are used for long service awards (for TUPE'd employees where they have transferred to COLC T&Cs), this could result in other employees feeling that they are being treated differently, as employees with continuous service from other organisations (who did not TUPE) will not be eligible for an award until they reach a milestone based upon their start date with the Council. However, the proposed changes are for employees who TUPE transfer (where they do not necessarily transfer to the Council voluntarily)

6. Recommendation

6.1 That the Executive approve the proposed changes to the Long Service Award Policy.

Is this a key decision?

No

Do the exempt information categories apply?

Yes

Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply?

No

How many appendices does the report contain?

1 – Updated policy
Minute Extract JCC 15 March 2022

List of Background Papers:

None

Lead Officer:

Ali Thacker

This page is intentionally blank.



Appendix 1

Long-service Awards and Retirement Gift Policy & Procedure

This Long-service and Retirement Gift Award Policy & Procedure applies to all workers of the City of Lincoln Council and is designed to recognise and show appreciation for long-service and employment given by employees.

This document aims to provide practical guidance to all employees and line managers as to the process involved together with clarity regarding the scheme eligibility criteria.

Any future revisions to the scheme will be subject to consultation with the appropriate Trade Unions prior to their implementation.

Original Policy Date: MARCH 2015
Revised January 2022

Contents

| Subject | Page |
|---|-------------|
| Introduction | 3 |
| Scope of this policy | 3 |
| 1. Application of the policy & eligibility | 3-6 |
| 1.1 Entitlement | 3 |
| 1.2 Exemptions | 3 |
| 1.3 The Award | 3 |
| 1.4 Long-service Award Procedure | 4 |
| 1.5 Roll of Honour | 4 |
| 1.6 Supplier | 4 |
| 1.7 Impact of Poor Performance on the Scheme | 5 |
| 1.8 Taxation Implications | 5 |
| 1.9 Legal Implications | 6 |
| 1.10 Retirement Gift | 6 |
| | |
| 3. Appendices | |
| A Example Letter | |
| B Long-service Award Flow Chart | |
| C. Frequently Asked Questions | |

Introduction of Long-Service Policy and Procedure

The Council considers that it is important to acknowledge and reward its long serving employees. This scheme recognises and shows appreciation for individuals with more than 20 years service completed, by way of an award , , chosen by the employee from a specific range of goods or vouchers.

Scope of this policy

This policy applies to all staff employed by the City of Lincoln Council.

1. Application of the policy & eligibility

1.1 Entitlement

All employees (subject to section 1.2 below) who have reached the following benchmarks in service with City of Lincoln Council from the 14th April 2014 will be entitled to the following benefit:

20 years service given - a gift of their choice to the value of £220.

30 years service given - a gift of their choice to the value of £330.

40 years service given - a gift of their choice to the value of £440.

50 years service given – a gift of their choice to the value of £550.

As the Council values the commitment and loyalty of all staff, the long-service award is applicable to all employees regardless of role undertaken or grade. This equally applies to part-time employees or those employed on fixed-term contracts who have remained with the Council longer term. Only service at the City of Lincoln Council will count towards long-service awards*.

***TUPE transferred employee:**

As an exception, where an employee TUPE transfers from another Local Authority the Council will use their continuous service date from when they started within Local Government for the purposes of both long service awards and retirement gifts.

(This will come into force from TBC date).

1.2 Exemptions

Employees will not be eligible to receive both a Long-service Gift and a Retirement Gift (see section 1.10) within a 6 month timeframe. Employees will receive the gift that they meet the criteria for first.

1.3 The Award

Upon reaching the respective milestone the employee will receive a personalised letter, together with their gift, on or near the date of their anniversary.

1.4 Long-service Award Procedure

Admin Departments will generate a report every month looking 3 months ahead and will contact the eligible employee directly. This is to allow time to organise the presentation and liaise with the employee concerned to choose their gift.

At this point it is incumbent upon the administration department and/or line manager to ascertain the choice of gift / voucher required, and prepare the accompanying letter . A suggested letter template is included in (Appendix A).

The employee is to be provided with the gift catalogue or pointed towards the gift website and advised of the amount they can spend. Gift vouchers cannot be exchanged for cash.

The employee will have a period of 6 months from their anniversary (start) date to select their gift. The line manager/admin department will advise the employee of these timescales, and if the employee fails to select a gift within this time period they will lose their entitlement for an award. In exceptional circumstance this time period can be extended by an assistant director.

Upon choosing their gift /voucher, the employee will advise their admin dept in order for the administration department to place the order for delivery to City Hall premises. (Please note, the order to delivery timescale is 3 weeks. The delivery cost of which will be picked up by the Council).

An invoice will be presented by the gift providing company and requires payment within 30 days. Each purchase will be subject to an additional VAT payment at current rates which will be picked up by the Council.

All invoices are to be directed to Admin Department for payment.

1.5 Gift Supplier / Vouchers

The selected supplier is Cottrill's. They offer over 2000 goods ranging from timepieces, jewellery, technological items, sport and leisure to home electrical, garden and DIY.

Alternatively, staff can choose vouchers available from Cottrill's. Selections are viewed via a catalogue or online.

Values of goods are priced in points. Each point is valued at 10 pence. Therefore an individual with an allowance of £110 to spend could choose from goods valued at 1100 points.

Employees can elect to 'top-up' their selection by adding their own financial contribution to the purchase. In these instances employees should liaise with their Admin Department regarding collection of the additional funds required to make the purchase.

Contact Details for Cottrill's:

The Picturedrome,
Chestergate,
Macclesfield,
Cheshire,
SK11 6DU

Tel 01625 619090
reward@cottrills.com

Vouchers:

An employee may request gift vouchers to the value of their award – If an employee wishes to request gift vouchers, they should contact their admin team who will arrange for the vouchers to be ordered accordingly.

1.6 Impact of Poor Performance on the Scheme

An individual's long-service and contribution to the Council should not be eclipsed by any recent misdemeanour or capability issues. Nevertheless, in circumstances where an employee has current disciplinary sanctions against them which could constitute gross misconduct and thus could result in dismissal, or is under the warning of a dismissal, it could be deemed contradictory to reward long-service. Under these circumstances the award should be withheld until any disciplinary issues are finalised via internal disciplinary and appeal procedures. If an employee is ultimately dismissed for gross misconduct, he/she will forfeit any entitlement to this long-service award.

1.7 Taxation Implications

Awards to mark long-service of 20 years not made in cash are classed as entirely exempt from National Insurance and PAYE contributions in the following circumstances:

- No other long-service award has been made to the employee within the previous 10 years.
- It is worth no more than £50 for each year of service given.

Awards not made in cash for less than 20 years service or where a previous award has been made during the last 10 years, are treated differently and there may be a National Insurance and PAYE contribution payable depending on employee salary level. The City of Lincoln Council will cover this cost.

In all instances of awards Payroll must be advised for recording purposes.

1.8 Legal Implications

This policy complies with The Employment Equality (Age) Regulations 2006 as the award is designed to encourage and reward loyalty through the presentation of a staff benefit. The policy has been instigated following feedback from staff review groups, employee surveys and Trade Union consultation.

1.9 Retirement Gift Policy and Procedure

Due to the removal of The Default Retirement Age, it is now difficult to track those who leave Council employment with the sole intention of retirement. However the organisation wishes to acknowledge this service, wherever it is apparent that this is the case.

A retirement gift will be presented to employees who have completed a minimum of 20 years continuous service with the City of Lincoln Council **and** who are either:

- Taking retirement at age 55 and above
 - Taking redundancy at age 55 and above
 - Taking ill health retirement at any age
- and**
- Have not received a long-service gift in the last 6 months before their leaving date.

When a line manager becomes aware of these instances they are requested to highlight it on the termination form and The Payroll Officer will liaise with their Admin Department who will provide the employee their options. The process will then follow as detailed in section 1.4 above. The gift will be to the value of £11 for every complete year of continuous service with the City of Lincoln Council.

As outlined within section 1.1 – As an exception, where an employee TUPE transfers from another Local Authority the Council will use their continuous service date from when they started within Local Government for the purposes of both long service awards and retirement gifts.

A summary of the process for this scheme can be found within the Long-service Award flow chart Appendix B. For advice and guidance regarding this policy please contact The HR Department.

Decision Making Process:-

JCC – 24 March 2015

Executive – 30 April 2015

Agreed by CT and the Leader 13 May 2015

CMT and the Leadership agreed that back dating of the award scheme will take place for all employees who as of 14 April 2014, had reached one of the milestones set out in this policy.

Amendment to policy to clarify eligibility for continue service.

Amendment to policy to insert timescales to claim award – agreed with Trade Unions – October 2017.

Amendment to policy re TUPE transferred employees (2022)

Appendix A

Dear [INSERT]

LONG-SERVICE BENEFIT AWARD/RETIREMENT GIFT

I am pleased to inform you that you have completed [insert time] years of service as of [insert date] and I would like to take this opportunity to place on record my gratitude on behalf of the City of Lincoln Council in recognition of your valued contribution and long-service.

By way of acknowledgement for this achievement, and in line with the long-service award policy, you are entitled to a benefit to the value of [insert details]

I thank you for the commitment you have given during the last [insert time] and your help and invaluable support towards the achievement of the organisation's Strategic Objectives.

Please accept this gift of a [insert] as a token of mine and the Council's appreciation for the long-service you have given.

With kindest regards.

Yours etc

Appendix B

Long-service Award Scheme – Process Flow Chart

Admin Dept runs monthly report to identify employees reaching 10,20,30,40 years service within the following 3 months time frame. Line Manager notifies Admin Team if employee is leaving through retirement and has met the eligibility criteria.

Admin advises employee's line manager regarding impending work anniversary in order that employee can be advised about the amount they can spend and process for the award. Gift catalogue or gift company website details provided.

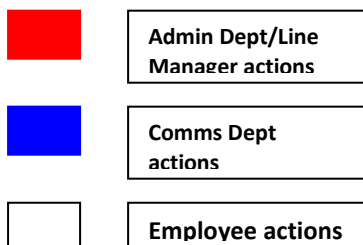
Admin/Line Manager/Employee decides and arranges who will undertake the presentation and prepares presentation letter, utilising template Appendix B

Employee selects gift and advises admin dept. If employee chooses gift in excess of award amount they liaise with admin dept to arrange for collection of additional payment from employee.

Admin Dept orders gift for delivery to council premises ensuring 3 week delivery timescale is within timescale of presentation date. Line Manager finalises details of presentation and ensures letter is signed. Admin ensures invoice for gift is paid when due and advises payroll for taxation purposes.

Line Manager gains employee's permission to recognise the long service through Roll of Honour. Presentation is made.

Communications ensure that details of the award are published where permission is given from the employee.



Appendix C

Frequently Asked Questions in relation to the Long-Service Policy

1. When will I be entitled to receive an award?

The scheme has been set up to reward any employee who has reached the milestones of 20, 30, 40, and 50 years service with the City of Lincoln Council.

2. I reached one of those milestones recently, will the scheme be backdated?

The scheme will be backdated to 14 April 2014 and will reward staff reaching the quoted length of service from that date onwards.

3. Are there any Tax or National Insurance implications for employees receiving an award?

Yes. Due to the current regulations certain employees may be liable for these payments but the City of Lincoln Council has made arrangements to cover this on their behalf.

4. Where can I find out what I can choose and the prices of goods available?

There are a number of Cottrill's catalogues available for staff to use to select their goods/vouchers and these can be obtained from your Directorate's Admin Team. You can also view the Cottrill's website. Prices quoted are subject to change.

5. What options are available to me?

You can choose from a range of gifts or vouchers.

6. How and where will my goods be delivered?

You will place your order through your Directorate Admin Team and they will arrange delivery of the goods. Delivery can take up to 15 working days.

7. Who will present my award and letter?

A Director may present your award and letter (where possible).

8. How much can I spend?

This will be confirmed to you by your line manager but please refer to section 1.1 or 1.10 of this policy.

9. Can I make an additional personal contribution if I wish to receive an item of a higher value than I am entitled to?

Yes. You can arrange with your Admin Team to top-up the value of your item by making a contribution by personal cheque, debit or credit card.

10. Is there a time limit to select a gift?

Yes – 6 Months after the anniversary date – see section 1.4

11. How can I obtain further information?

You should contact your Admin Team with regards to the scheme or for details of gifts available and ordering and delivery please contact Cottrill's on 01625 619090.

This page is intentionally blank.

35. Long Service Awards

NOTE: The Democratic Services Officer wished it to be recorded that the meeting was inquorate. She provided confirmation of the quorum for this Committee as laid down in the terms of reference within the City of Lincoln Council's Constitution. Therefore, the meeting would be continued informally and would report in an advisory capacity to the Executive.

Ali Thacker, HR and Payroll Team Leader:

- a) presented a report for JCC consideration and comment on the proposed changes to the Councils Long Service Award Policy
- b) confirmed that in 2015, the Council introduced a Long Service Award Policy which aimed to recognise and reward long serving employees of more than 20 years' service with the Council
- c) reported that current policy stated that only service at the City of Lincoln Council (CoLC) would count towards long-service awards and therefore, continuous service built up from other Councils would not apply towards long service awards
- d) advised that HR proposed to make a change to the policy in relation to employees who TUPE transferred into the Council (where they transferred onto CoLC Terms and Conditions)
- e) added that in that circumstance, the proposal was that we used their continuous service date (from other Councils) for long service awards, as opposed to their service date with the Council
- f) explained that this would take immediate effect and would be back dated for those employees to the start date of the original policy which was April 2014
- g) stated that HR also proposed a number of other minor changes to the policy, specifically in relation to the awards themselves (in terms of offering Gift Vouchers as an alternative award) and a proposed change in the requirement for a presentation to take place based upon the new ways of working
- h) added that the proposed changes were to ensure employees who had TUPE transferred (and were on CoLC Terms) were not treated less favourably
- i) requested that JCC considered the report and comment on the proposed changes to the Long Service Award policy.
- j) invited comments and questions

Members fully supported the proposals and received clarification that continuous service would include previous TUPE transfers, if more than one had previously occurred for the same employee, as it would be considered continuous service. Therefore, all services would be applicable towards a Long Service Award

Officers confirmed that in the instance of anomalies or lack of clarity if a TUPE transfer had taken place, it would be considered on a case by case basis.

The Chair confirmed that the Trade Union Side had been fully consulted and were in support of the proposed changes to the Long Service Award policy.

RESOLVED that:

1. The proposed amendments to the Long Service Award policy be agreed.
2. Comments made by JCC be provided to Executive in an advisory capacity in support of the proposed amendments to the Long Service Award policy, for final approval of Executive.

| | |
|-----------------------|--|
| SUBJECT: | EXCLUSION OF THE PRESS AND PUBLIC |
| DIRECTORATE: | CHIEF EXECUTIVE & TOWN CLERK |
| REPORT AUTHOR: | CAROLYN WHEATER, MONITORING OFFICER |

1. Purpose of Report

1.1 To advise members that any agenda items following this report are considered to contain exempt or confidential information for the reasons specified on the front page of the agenda for this meeting.

2. Recommendation

2.1 It is recommended that the press and public be excluded from the meeting at this point as it is likely that if members of the press or public were present there would be disclosure to them of exempt or confidential information.

This page is intentionally blank.

Document is Restricted

This page is intentionally blank.

Document is Restricted

This page is intentionally blank.

Document is Restricted

This page is intentionally blank.

Document is Restricted

This page is intentionally blank.

Document is Restricted

This page is intentionally blank.