

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