

Service Awards

South Oxfordshire and Vale of White Horse District Councils





Change Record

Change Record	
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1 Introduction

1.1 Purpose

The purpose of this policy is to set out how the council recognises service and commitment to it.

1.2 Scope

This Policy applies to all permanent and temporary employees of the councils excluding Contractors/Agency Workers who are the employees of third parties.

The councils reserve the right to revise, withdraw or replace policies at any time and to introduce new policies from time to time to reflect the changing needs of the organisations.

This policy document supersedes any previously existing or alternative policies, agreements or arrangements relating to Flexible Working at the councils.

1.3 Contractual Status

This policy forms part of your contract of employment. The councils are entitled to introduce minor and non-fundamental changes to this policy by notifying you of these changes in writing. The councils will consult all employees on any major changes to the policy.

1.4 Relevant legislation

- Equality Act 2010
- The Redundancy Payments (Continuity of Employment in Local Government, etc.) (Modification) Order 1999

1.5 Alternative formats

Please do not hesitate to contact a member of the strategic HR Team if you would like this policy in an alternative format. Email: StrategicHR@southandvale.gov.uk or telephone: 01235 422196.



2 Policy

2.1 Introduction

The councils appreciate the invaluable contribution made by all employees and wish to attract new talent as well as retain existing talent within the councils by developing a range of benefits to encourage and reward loyalty, motivation and experience. The purpose of this policy is to set out how the councils recognise service.

2.2 Awards

Continuous Service	Award
5 Years (<i>Not applicable to Service Managers or Heads of Service</i>)	Additional 5 days annual leave (pro-rata for part-time employees)
10 Years	Letter from CEO, and 1 additional holiday day (pro-rata) to be taken within the anniversary year.
20 Years	Letter from CEO, £150, and 1 additional holiday day (pro-rata) to be taken within the anniversary year.
30 Years	Letter from CEO, £200, and 1 additional holiday day (pro-rata) to be taken within the anniversary year.
40 Years	Letter from CEO, £250, and 1 additional holiday day (pro-rata) to be taken within the anniversary year.

2.3 Eligibility

All employees (except Heads of Service and Service Managers) will receive five extra days of annual leave after completing five years' service, including any previous continuous local government or relevant public sector employment, in accordance with The Redundancy Payments (Continuity of Employment in Local Government, etc.) (Modification) Order 1999.

Employees will receive the ten, twenty, thirty, and forty-year service awards based on the date of their actual start date at South and Vale. Service from previous authorities or companies will not be considered.

2.4 TUPE

For employees who have transferred into the business within TUPE regulations, continuous service will be applied as stated in section 2.3, but the start date for the subsequent awards will begin on the date of transfer to the councils.

However, where individuals have been working for an external organisation, but on behalf of the councils, and then transfer via TUPE to become employees of the councils (i.e. outsourced services), the councils may include previous service for all awards. This is at the discretion of the Head of Paid Service.



3 Process

1. In January of each year the Strategic HR team will identify employees who will have completed recognised service by the end of that calendar year and inform the CEO's Administration Team.
2. The administration team will notify the relevant heads of service to advise which employees are due to reach their recognised service.
3. Each Head of Service will allocate relevant budget for each employee due to receive a long service award.
4. Employees like to celebrate and recognise their service differently, therefore the employee's manager will discuss how they would like the employees service to be recognised. This may be an organised team or social event or more informal / individual recognition, depending on the individual's preference.
5. Employees who do not wish to attend the awards presentation will still be recognised and will have their award presented informally by their head of service.
6. If an employee reaches an anniversary but leaves before the annual award presentation, they will still be entitled to attend the presentation and receive their award. If they do not wish to attend the presentation, their service award will be posted to them or arrangements can be made for collection from the council offices.