



Recognition of Service

Lead executive	Select a lead executive Director of People and OD Services
Authors details	Head of Human Resources

Type of document	Policy
Target audience	All CWP staff
Document purpose	Sets out how the Trust will recognise long service

Approving meeting	People and OD Sub Committee	Date 21-Nov-16
Implementation date	1 December 2016	

CWP documents to be read in conjunction with	
CODE	Documents full title - All documents need referencing in the body of the document

Document change history	
What is different?	Aligned CCWC and CWP arrangements. Reviewed the milestones which will be recognised and the value of the awards
Appendices / electronic forms	No
What is the impact of change?	25 and 35 year milestones will no longer be recognised. Entitlements will be based on continuous service

Training requirements	No - Training requirements for this policy are in accordance with the CWP Training Needs Analysis (TNA) with Learning and Development (L&D)
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Document consultation	
East locality	
Wirral locality	
West locality	
Corporate services	
External agencies	

Financial resource implications	Yes
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External references	1.
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Equality Impact Assessment (EIA) - Initial assessment	Yes/No	Comments
Does this document affect one group less or more favourably than another on the basis of:		
- Race	No	
- Ethnic origins (including gypsies and travellers)	No	
- Nationality	No	
- Gender	No	
- Culture	No	
- Religion or belief	No	
- Sexual orientation including lesbian, gay and bisexual people	No	

Equality Impact Assessment (EIA) - Initial assessment	Yes/No	Comments
- Age	No	
- Disability - learning disabilities, physical disability, sensory impairment and mental health problems	No	
Is there any evidence that some groups are affected differently?	No	
If you have identified potential discrimination, are there any exceptions valid, legal and/or justifiable? N/A		
Is the impact of the document likely to be negative? - If so can the impact be avoided? - What alternatives are there to achieving the document without the impact? - Can we reduce the impact by taking different action?	Select Select Select Select	
Where an adverse or negative impact on equality group(s) has been identified during the initial screening process a full EIA assessment should be conducted. If you have identified a potential discriminatory impact of this procedural document, please refer it to the human resource department together with any suggestions as to the action required to avoid / reduce this impact. For advice in respect of answering the above questions, please contact the human resource department.		
Was a full impact assessment required?	No	
What is the level of impact?	Select	

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1. Introduction

Cheshire and Wirral Partnership NHS Foundation Trust (the Trust) values all its employees and the contribution they provide to delivering high quality healthcare to the population we serve. We wish to recognise, in a tangible way, the long and loyal service employees give to both the Trust and the wider NHS. As such we offer a long service award when the milestones set out below are reached.

This policy applies to all part-time and full-time employees of the Trust.

2. Recognition of service awards

The long service award will take the form of a Love2shop gift cards which can be used in a wide range of high street stores and exchanged online for gift vouchers. Employees will be eligible to receive the awards when they reach the following milestones:

Completed years of service	Value of Award
20	£100
30	£150
40	£250
50	£400

Gift cards are not taxable as they cannot be converted to cash.

Service will be calculated on the basis of continuous NHS service to the last break of 12 months or more.

Employees who have achieved their milestone in the previous financial year will be contacted direct by a member of the Human Resources Team and will receive a personal invitation to attend a celebration event and be provided with further details.

3. Review

Awards do not form part of the contract of employment and will be subject to periodic review in conjunction with the Consultation and Negotiation Partnership Forum.