

**Recognition of Service Award Policy**

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<b>Lead Executive/ Senior Manager</b>	Chief People Officer		
<b>Version:</b>	1		
<b>Ratified by:</b>	Staff Partnership Forum		
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<b>Consultation</b>	HR Policy Group	<b>Applicable to:</b>	All staff All Sites
<b>Equality, Diversity And Human Right Statement</b>	The Trust is committed to an environment that promotes equality and embraces diversity in its performance both as a service provider and employer. It will adhere to legal and performance requirements and will mainstream Equality, Diversity and Human Rights principles through its policies, procedures, service development and engagement processes. This procedure should be implemented with due regard to this commitment.		
<b>To be read In conjunction with / Associated Documents:</b>		<b>Information Classification Label</b>	<input type="checkbox"/> <b>Unclassified</b>
<b>Access to Information</b>	To access this document in another language or format please contact the policy author.		

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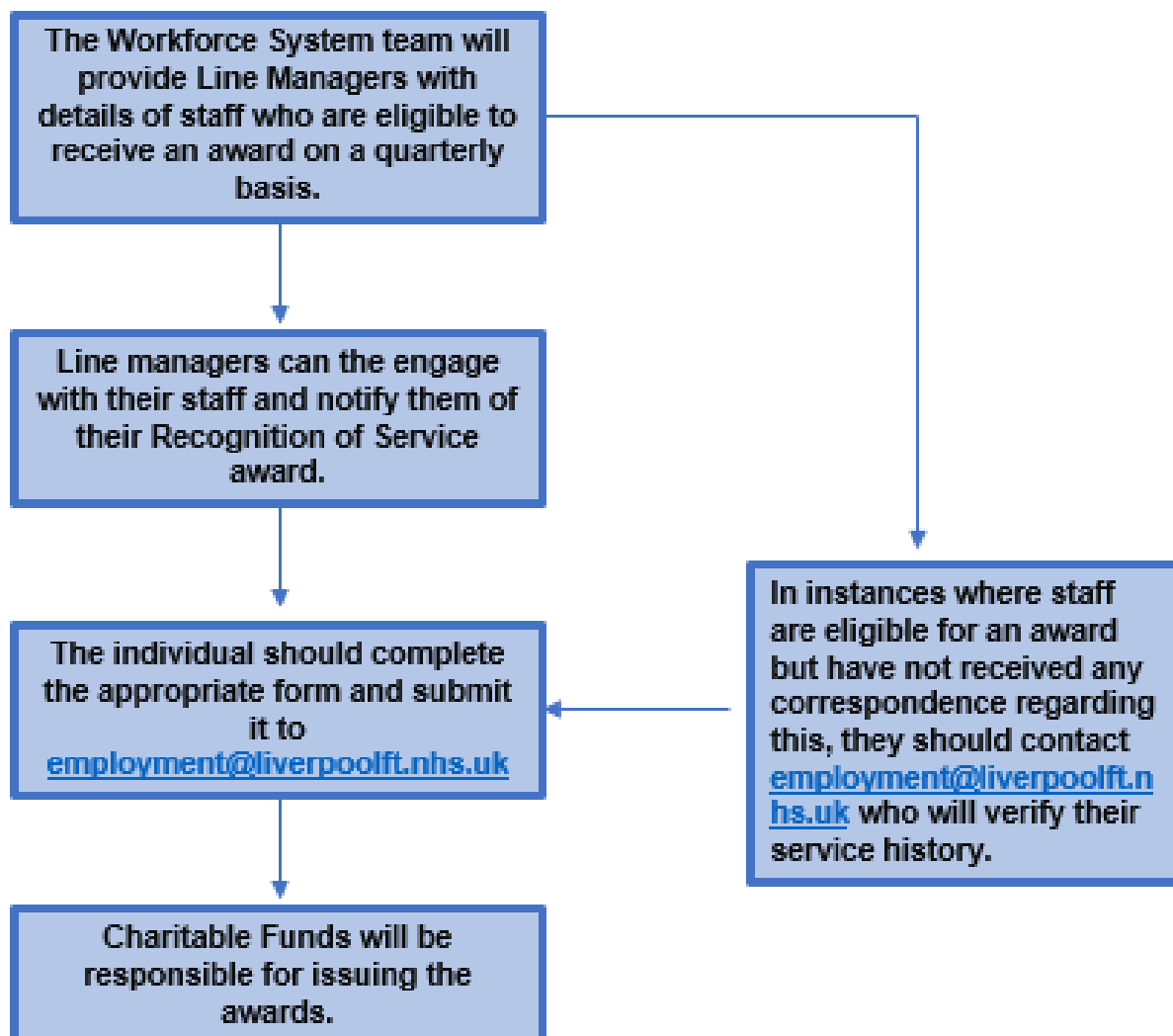
Version number	Page	Changes made with rationale and impact on practice	Date
1		Merger of AUH and RLB policies for LUHFT	May 2023

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## 1. Policy on a page

As a Trust we have an ambition to provide a great place to work, and also an obligation under the NHS People Plan to recognise and reward our staff. Recognition of Service Awards are an opportunity for the Trust to demonstrate that the contribution employees have made to the organisation and the NHS is valued and enable us to recognise and reward staff loyalty.



## 2. Purpose

The purpose of this policy is to set out the key processes and responsibilities for recognising and rewarding colleagues for their service. The main components of this is a reward at 25 years and 40 years. This will help to provide a consistent and equitable approach to recognising the loyalty and contribution of all our colleagues.

### 3. Scope

This policy relates to service achieved within the NHS and covers all staff employed directly by the Trust. This is, however, with the exception of employees working solely on the temporary staffing bank, as any service completed on the bank does not contribute to continuous service (as it is “as and when”), for the purpose of this policy.

## 4. Policy Content

### 4.1 Recognition of Service

Liverpool University Hospitals NHS Foundation Trust will mark its appreciation of service to colleagues who have achieved 25 or 40 years of service. The award received is included in Appendix 3.

### 4.2 Eligibility Criteria

University Hospitals NHS Foundation Trust will mark its appreciation of service to colleagues who have achieved 25 or 40 years of service. The award received is included in Appendix 3.

To be eligible for an award the employee’s NHS reckonable service must exceed twenty-five or forty years respectively.

The service is not limited to service within Liverpool University Hospitals NHS Foundation Trust but encompasses all NHS reckonable service (including TUPE transferred staff). Awards are made irrespective of whether the service is full time or part time.

Awards can be paid if colleagues became eligible for the award whilst employed by Liverpool University Hospitals NHS Foundation Trust and cannot be awarded retrospectively for colleagues who met the eligibility criteria whilst employed elsewhere but did not claim at the time. As this is an acknowledgement of NHS service, the award cannot be paid if it has already been awarded elsewhere. The award must also be claimed during your employment

### 4.3 Policy Process

- The Workforce System team will provide Line Managers with details of staff who are eligible to receive an award on a quarterly basis for their information and engagement with staff, but the staff should apply on an individual basis.
- Line managers can then engage and congratulate their staff, notify them of their eligibility for a Recognition of Service Award and ask them to complete the appropriate form to request their gift.
- The individual should submit their form to [Employment@liverpoolft.nhs.uk](mailto:Employment@liverpoolft.nhs.uk), who will confirm their service history, check the home address given and will notify Charitable Funds to arrange for the award to be issued.

- In instances where staff are eligible for an award but have not received any correspondence regarding this, they should contact [Employment@liverpoolft.nhs.uk](mailto:Employment@liverpoolft.nhs.uk) who will verify their service history.
- The Charitable Funds Department will be responsible for issuing the awards.
- The Charitable Funds Department will keep a log of payments for Recognition of Service Awards.

## 5. Roles and Responsibilities

Role	Responsibility
<b>People &amp; OD function</b>	<ul style="list-style-type: none"> <li>• The Chief People Officer is responsible for ensuring that this Policy is fully implemented and that there is a continuing commitment to the training of managers in the implementation of policies.</li> </ul>
<b>Workforce Systems / Employment teams</b>	<ul style="list-style-type: none"> <li>• To provide line managers with a report detailing staff's eligibility for an award</li> <li>• Verify staff's length of service</li> </ul>
<b>Charitable Funds / Finance teams</b>	<ul style="list-style-type: none"> <li>• To purchase and issue the award.</li> </ul>
<b>Line Manager</b>	<ul style="list-style-type: none"> <li>• Ensure that staff are aware of and understand the policy.</li> <li>• Where appropriate, recognise staff members service within the department</li> <li>• Ensure that the staff are updated with regard to any changes to this policy</li> <li>• Ensure verification of continued service where necessary.</li> </ul>
<b>Employee</b>	<ul style="list-style-type: none"> <li>• In instances where a staff member does not receive their recognition of service award following eligibility, staff should contact the Employment team to verify their length of service</li> </ul>

## 6. Exceptions

No exceptions.

## 7. Training

The trust acknowledges the importance of awareness and skills training for managers to ensure the effective implementation of this policy. Working in partnership, the Recognition of Service Awards Policy, Version 2, Agreed May 2023

Business HR and Learning and Development departments will provide appropriate

support through a variety of means including formal skills training, informal policy briefings, informal guidance, or guidance toolkits.

## 8. Monitoring and Audit

The Business HR team will be responsible for the management of this policy, on behalf of the Joint Consultation Group: sub-policy group. The formal review of all HR policies will be undertaken on a two-yearly basis, in accordance with the Trust's HR Policy Review Programme. In addition, the effectiveness of this policy will be monitored by Business HR and the policy may be reviewed and amended at any time if it is deemed necessary. Notification of any changes to policies will be communicated to all staff.

Staff should be aware that the Trust's intranet site version of this document on the Staff Hub/intranet is the only version that is maintained and controlled. Any printed copies should be viewed as 'uncontrolled' and as such may not necessarily contain the latest updates and amendments.

## 9. Equality, diversity and human right statement

The Trust is committed to an environment that promotes equality and embraces diversity in its performance both as a service provider and employer. It will adhere to legal and performance requirements and will mainstream Equality, Diversity and Human Rights principles through its policies, procedures, service development and engagement processes. This SOP should be implemented with due regard to this commitment.

## 10. Legal requirements

This document meets legal and statutory requirements of the EU General Data Protection Regulation (EU 2016/679) and all subsequent and prevailing legislation. It is consistent with the requirements of the NHS Executive set out in Information Security Management: NHS Code of Practice (2007) and builds upon the general requirements published by NHS Digital/Connecting for Health (CfH).

## Appendix 1: Equality impact assessment

<b>Title</b>	
<b>Strategy/Policy/Standard Operating Procedure</b>	
<b>Service change (Inc. organisational change/QEP/ Business case/project)</b>	
<b>Completed by</b>	
<b>Date Completed</b>	

**Description** *(provide a short overview of the principle aims/objectives of what is being proposed/changed/introduced and the impact of this to the organisation)*

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**Who will be affected** *(Staff, patients, visitors, wider community including numbers?)*

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The Equality Analysis template should be completed in the following circumstances:

- **Considering developing a new policy, strategy, function/service or project(Inc. organisational change/Business case/ QEP Scheme);**
- **Reviewing or changing an existing policy, strategy, function/service or project (Inc. organisational change/Business case/ QEP Scheme):**
  - If no or minor changes are made to any of the above and an EIA has already been completed then a further EIA is not required and the EIA review date should be set at the date for the next policy review;
  - If no or minor changes are made to any of the above and an EIA has NOT previously been completed then a new EIA is required;
  - Where significant changes have been made that do affect the implementation or process then a new EIA is required.

Please note the results of this Equality Analysis will be published on the Trust website in accordance with the Equality Act 2010 duties for public sector organisations.

Section 1 should be completed to analyse whether any aspect of your paper/policy has any impact (positive, negative or neutral) on groups from any of the protected characteristics listed below.

*When considering any potential impact you should use available data to inform your analysis such as PALS/Complaints data, Patient or Staff satisfaction surveys, staff numbers and demographics, local consultations or direct engagement activity. You should also consult available published research to support your analysis.*

### Section 1 – Initial analysis

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Equality Group	Any potential impact? Positive, negative or neutral	Evidence <i>(For any positive or negative impact please provide a short commentary on how you have reached this conclusion)</i>
<b>Age</b> <i>(Consider any benefits or opportunities to advance equality as well as barriers across age ranges. This can include safeguarding consent, care of the elderly and child welfare)</i>		
<b>Disability</b> <i>(Consider any benefits or opportunities to advance equality as well as impact on attitudinal, physical and social barriers)</i>		
<b>Gender Reassignment</b> <i>(Consider any benefits or opportunities to advance equality as well as any impact on transgender or transsexual people. This can include issues relating to privacy of data)</i>		
<b>Marriage &amp; Civil Partnership</b> <i>(Consider any benefits or opportunities to advance equality as well as any barriers impacting on same sex couples)</i>		
<b>Pregnancy &amp; Maternity</b> <i>(Consider any benefits or opportunities to advance equality as well as impact on working arrangements, part time or flexible working)</i>		
<b>Race</b> <i>(Consider any benefits or opportunities to advance equality as well as any barriers impacting on ethnic groups including language)</i>		
<b>Religion or belief</b> <i>(Consider any benefits or opportunities to advance equality as well as any barriers effecting people of different religions, belief or no belief)</i>		
<b>Sex</b> <i>(Consider any benefits or opportunities to advance equality as well as any barriers relating to men and women eg: same sex accommodation)</i>		



<p><b>Sexual Orientation</b> <i>(Consider any benefits or opportunities to advance equality as well as barriers affecting heterosexual people as well as Lesbian, Gay or Bisexual)</i></p>		
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If you have identified any **positive** or **neutral** impact then no further action is required, you should submit this document with your paper/policy in accordance with the governance structure.

You should also send a copy of this document to the equality impact assessment email address.

If you have identified any **negative** impact you should consider whether you can make any changes immediately to minimise any risk. This should be clearly documented on your paper cover sheet/Project Initiation Documents/Business case/policy document detailing what the negative impact is and what changes have been or can be made.

**If you have identified any negative impact that has a high risk of adversely affecting any groups defined as having a protected characteristic then please continue to section 2.**

### Section 2 – Full analysis

If you have identified that there are potentially detrimental effects on certain protected groups, you need to consult with staff, representative bodies, local interest groups and customers that belong to these groups to analyse the effect of this impact and how it can be negated or minimised. There may also be published information available which will help with your analysis.

<p><b><u>Is what you are proposing subject to the requirements of the Code of Practice on Consultation?</u></b></p>	<p>Y/N</p>
<p><b>Is what you are proposing subject to the requirements of the Trust’s Workforce Change Policy?</b></p>	<p>Y/N</p>
<p><b>Who and how have you engaged to gather evidence to complete your full analysis? (List)</b></p>	
<p><b>What are the main outcomes of your engagement activity?</b></p>	
<p><b>What is your overall analysis based on your engagement activity?</b></p>	

### Section 3 – Action Plan

You should detail any actions arising from your full analysis in the following table; all actions should be added to the Risk Register for monitoring.

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Action required	Lead name	Target date for completion	How will you measure outcomes

Following completion of the full analysis you should submit this document with your paper/policy in accordance with the governance structure.

You should also send a copy of this document to the equality impact assessment email address

**Section 4 – Organisation Sign Off**

Name and Designation	Signature	Date
Individual who reviewed the Analysis		
Chair of Board/Group approving/rejecting proposal		
Individual recording EA on central record		

Appendix 2: Roles and responsibilities

Role	Responsibility
<b>Employee</b>	
<b>Line Manager</b>	
<b>Payroll</b>	
<b>Human Resources</b>	
<b>Trust</b>	

### Appendix 3: Recognition of Service Award Values & SOP

Liverpool University Hospitals NHS Foundation Trust will mark its appreciation of service to colleagues who have achieved the following amounts of service:

25 years' service – the Trust will present an award to the value of £150 to staff  
40 years' service – the Trust will present an award to the value of £500 to staff

Once service has been checked, the Employment team submit the form to Charitable Funds for processing and issue.

Charitable Funds will manage the purchase of Love to Shop vouchers and will send out a personalised letter along with the vouchers to the relevant value, to the employee's home address.

## Appendix 4: Application Form

### APPLICATION RECOGNITION OF SERVICE AWARD

Employees who have achieved twenty-five- or forty-years total service with the NHS and who have not received an award under the Trust's previous Recognition of Service Award Scheme are eligible to apply.

Employees Name (Block Capitals): .....

Employee/Assignment number: .....

Trust email address:.....

Home Address: .....

.....

Present Job Title: ..... Department: .....

Contact No: ..... Service From: ..... To: .....

Number of years' service:.....

### FULL NHS HISTORY

Employing Authority or Hospital	Post Held	Dates	
		From	To

I certify that the details given above are correct and that I **have not received** an award for twenty-five or forty years' (*delete as appropriate*) service under the Trust's previous award scheme.

SIGNED:.....DATE:.....

(Staff Member)

I certify that the above-named employee is entitled to a Recognition of Service Award for 25/40 (*delete as appropriate*) years' service, and I can confirm their service detailed above is correct. This form will now be sent to Charitable Funds for issue of a LoveToShop voucher.

SIGNED:.....DATE:.....

(Employment Services)

Please return the completed application form by email to: [employment@liverpoolft.nhs.uk](mailto:employment@liverpoolft.nhs.uk)

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## Appendix 5: Charitable Funds Memo

### Memo to Charitable Funds

**To:** Paul Jameson Charitable Funds

**From:** Employment Team  
Workforce Information  
Williamson House

**Date:** <<DATE>>

**Re:** Recognition of Service Award

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**Name:** <<NAME>>

Please find attached a completed application form for a (*please insert 25 or 40 years*) Year Recognition of Service Award for the above employee. The service has been verified and I would be grateful if you could please issue a £150 or £500 (*depending on number of years*) LoveToShop voucher.

I would be grateful if the voucher could be issued to the individual at your earliest convenience.

Many thanks,

<<EMPLOYMENT OFFICER NAME>>  
Employment Services

## Appendix 6: Glossary of Terms

Term	Meaning
Reckonable Service	Reckonable service is any previous service you have had with a recognised NHS organisation that can be taken into account when calculating your entitlement to a number of different benefits. The amount of reckonable service you have will depend on any breaks in service you may have had and how long these breaks were.