

AGENDA ITEM NO:

DERBYSHIRE COUNTY COUNCIL

**CABINET MEMBER MEETING
FOR COUNCIL SERVICES**

18 July 2017

Report of the Strategic Director of Corporate Resources

LONG SERVICE AWARDS

1. Purpose of the Report

To seek approval for a series of presentation evenings to recognise those employees of the Council who have been employed continuously for 25 years and 40 years.

2. Information and Analysis

Long service awards, including presentation evenings have been held since 1994 to recognise employees of the Council who have attained 25 years' and 40 years' continuous service. Award ceremonies were last held in March 2017 for employees who achieved the relevant long service up to 31 December 2016.

It is now proposed that awards ceremonies are arranged for those employees who have achieved 25 and 40 years' service up to 31 December 2017. There are approximately 204 employees, including teachers, who are currently eligible to receive an award for 25 years' service and approximately 23 employees eligible for 40 years' service (**Appendix 1**). Strategic Directors will be invited to the events as in previous years, which will be hosted by the Chairman/Vice-Chairman of the Council, and staffed by a maximum of two Business Services Assistants per event.

The recipients would be invited to attend one of a series of presentation evenings during the Spring of 2018. It is estimated that a number of events will be required to accommodate the employees who would like to attend the ceremonies. Based on the experience of previous years' events, it is anticipated that 60% of the eligible employees will attend the events.

The format of the evenings will be slightly different to those that took place in 2016/2017 in order to minimise the overall cost of the events.

However, the ceremonies will continue to be held in the Members' Room at County Hall, Matlock and it is proposed that the recipients be offered recognition in the form of gift vouchers.

3. Financial Considerations

Whilst appreciating the importance of recognising employees' long service, the costs have been reviewed and the revised arrangements are designed to keep costs to a minimum.

The estimated cost of the long service awards for 227 employees (covering the period 1 January 2017 to 31 December 2017) is £29,000 which would be met from existing departmental budgets. This includes costs for:-

- Food for recipients and one guest (cold finger buffet at approximately £6 a head).
- Gift vouchers of £100 for 25 years' continuous service and £250 for 40 years' continuous service.
- A certificate for each recipient.

Where an employee is the responsibility of a school's governing body, the costs of the award will fall on the relevant school's delegated budget.

By awarding employees gift vouchers the Council is adhering to guidance outlined by the HM Revenue and Customs which prevents any tax or National Insurance implications.

4. Legal Considerations

The Director of Legal Services has advised that the proposals comply with the Equality Act 2010 as they encourage and reward loyalty.

5. Other Considerations

In preparing this report the relevance of the following factors has been considered – prevention of crime and disorder, equality and diversity, human resources, environmental, health, property, social value and transport considerations.

6. Key Decision

No.

7. Is it necessary to waive the call-in period?

No.

8. OFFICER'S RECOMMENDATION

That the Cabinet Member approves the above proposals to hold a series of presentation evenings as detailed in the report, for those employees achieving 25 and 40 years' service during 2017.

JUDITH GREENHALGH
STRATEGIC DIRECTOR OF CORPORATE RESOURCES

Employees who qualify for Long Service Awards from the period 1 January 2017 to 31 December 2017

25 Years' Service

Department	Year 2017
Adult Care	50
Chief Executives	1
Children's Services including Schools	116
Corporate Resources	17
Economy Transport & Communities	20
TOTAL	204

40 Years' Service

Department	Year 2017
Adult Care	3
Chief Executives	0
Children's Services including Schools	5
Corporate Resources	6
Economy Transport & Communities	9
TOTAL	23

The above data has been extracted from BW/SAP as of 1 June 2017.

Please note that the above figures are the numbers of staff who qualify for Long Service Awards, however, these figures do not take into account any turnover that may occur.