

**DERBYSHIRE COUNTY COUNCIL**

**CABINET MEMBER MEETING  
FOR COUNCIL SERVICES**

**20 July 2015**

**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 October/November 2013 for employees who achieved the relevant long service from 1 January 2012 to 31 May 2013.

It is now proposed that awards ceremonies are arranged for those employees who have achieved 25 and 40 years' service during the period from 1 June 2013 up to 31 December 2015. There are approximately 938 employees, including teachers, who are currently eligible to receive an award for 25 years' service and approximately 136 employees eligible for 40 years' service. It is proposed to maintain the commitment made to these employees (**Appendix 1**).

However, in response to suggestions received from staff as part of the "Tell Mags" initiative, which sought ideas from employees about how the Council might meet its budget reduction targets, it is intended to undertake a review of the long service awards, as part of a wider review of employee recognition schemes, eg staff awards etc which will be completed by December 2015.

The recipients are invited to attend one of a series of presentation evenings during the Autumn of 2015 and Spring of 2016. It is estimated that 15 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 the same as those that took place in Autumn 2013. The ceremonies will 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. Employees unable to attend the formal presentation evening would be offered an alternative presentation in the workplace.

### **3. Financial Considerations**

In line with the arrangements applied in 2013, whilst appreciating the importance of recognising employees' long service, the costs have been reviewed and the arrangements are designed to keep costs to a minimum.

The estimated cost of the long service awards for the period 1 June 2013 to 31 December 2015 is £143K which would be met from existing departmental budgets. This includes costs for:-

- Food for recipients and one guest (hot buffet).
- Gift vouchers of £100 for 25 years' continuous service and £250 for 40 years' continuous service.
- A framed long service certificate for each recipient.

Where an employee is the responsibility of a school's governing body, the costs of the award should fall on the relevant school's delegated budget. If all schools opt to continue with the award the cost to schools' budgets would be £71K. However, the funding of this charge will be discussed with the Schools Forum in the autumn at which time future charging arrangements can also be considered.

HM Revenue and Customs have outlined the criteria which must be met by the Authority to prevent any tax or National Insurance implications by awarding employees gift vouchers.

### **4. Legal Considerations**

The Director of Legal Services has advised that the proposals comply with the Equality Act 2010 since 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 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:-

- A series of presentation evenings as detailed in the report.
- The consideration of Long Service Awards as part of a wider review of employee recognition schemes.

**JUDITH GREENHALGH  
STRATEGIC DIRECTOR OF  
CORPORATE RESOURCES**



## Appendix 1

### 25 Years' Service

Department	June 2013 – December 2015
Adult Care	194
CAYA (Non Schools)	173
CAYA (Schools)	332
Corporate Resources	135
Economy Transport & Environment	73
Health & Communities	31
TOTAL	938

### 40 Years' Service

Department	June 2013 – December 2015
Adult Care	7
CAYA (Non Schools)	19
CAYA (Schools)	34
Corporate Resources	48
Economy Transport & Environment	18
Health & Community	10
TOTAL	136

\*Above data has been extracted from SAP\*

