

DERBYSHIRE COUNTY COUNCIL

CABINET MEETING

30 July 2013

Report of the Director of HR

LONG SERVICE AWARDS (Council Services)

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, featuring successful presentation evenings have been held since 1994 to recognise employees of the Council who have attained 25 years' and 40 years' continuous service.

It is proposed that awards ceremonies be arranged initially for those employees who attained 25 and 40 years' service during the period from 1 January 2012 up to 31 May 2013. There are approximately 600 employees, including teachers, who are currently eligible to receive an award for 25 years' service and approximately 30 employees eligible for 40 years' service, and it is proposed that these employees be invited to attend one of a series of presentation evenings during Autumn 2013. It is estimated that seven events will be required to accommodate the employees who would like to attend the ceremonies. Six of the evenings will be for those employees who have attained 25 years' service with one evening being dedicated to employees who have attained 40 years' service.

It is also proposed to hold a number of presentation evenings in Spring 2015 for those employees who achieve 25/40 years' service between June 2013 and December 2014. Currently there are approximately 600 employees who will attain their long service during this period although it is likely that this will reduce because of turnover; this will be the subject of a subsequent report to Cabinet.

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 broadly similar to those that have taken place previously subject to the changes identified within the financial considerations. The ceremonies will be held in the Members' Room at County Hall 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

Whilst appreciating the importance of recognising employees' long service, the costs that are incurred have been scrutinised and it is proposed that the presentation of a commemorative gift (in addition to the gift vouchers) will no longer be made and there will not be a free bar for the duration of the evenings. The food will be in a buffet format rather than a more formal seated style. These arrangements will assist in keeping costs to a minimum.

The estimated cost of the long service awards for the period January 2012 to May 2013 are £95K and would be met from existing budgets. This includes costs for:-

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

Full details of the above are attached in Appendix 1.

Where an employee is the responsibility of a school's governing body, then the costs of the award falls with the school's delegated budget.

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 which will be followed.

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. Call-in

No.

8. Officer's Recommendation

That approval is granted to:

- A series of presentation evenings as detailed in the report and
- That the events be agreed as an approved duty for the purposes of the Members' Allowances (Travel and Subsistence).

**TONI COMPAI
DIRECTOR OF HR**

25 Years' Service

Department	Jan 2012 – May 2013	*Meal @ £25 x 2	Framed Certificate @ £8	Vouchers @ £100	*Photograph @ £10	Total
AC	137	4,110	1,096	13,700	822	19,728
CE	3	90	24	300	18	432
CAYA	341	10,230	2,728	34,100	2,046	49,104
CRD	52	1,560	416	5,200	312	7,488
C & CS	19	570	152	1,900	114	2,736
ES	40	1,200	320	4,000	240	5,760
Total	592	17,760	4,736	59,200	3,552	85,428

Department	June 2013 – Dec 2014	*Meal @ £25 x 2	Framed Certificate @ £8	Vouchers @ £100	*Photograph @ £10	Total
AC	125	3,750	1,000	12,500	750	18,000
CE	3	90	24	300	18	432
CAYA	318	9,540	2,544	31,800	1,908	45,792
CRD	80	2,400	640	8,000	480	11,520
C & CS	21	630	168	2,100	126	3,024
ES	52	1,560	416	5,200	312	7,488
Total	599	17,970	4,792	59,900	3,594	86,256

* Based on 60% attendance and the price of the meal includes service charge, linen, table decorations and wine on the table with the meal

40 Years' Service

Department	Jan 2012 – May 2013	Meal @ £25 x 2	Framed Certificate @£8	Vouchers @ £250	Photograph @£10	Total
AC	3	150	24	750	30	954
CE	0	0	0	0	0	0
CAYA	7	350	56	1,750	70	2,226
CRD	12	600	96	3,000	120	3,816
C & CS	1	50	8	250	10	318
ES	5	250	40	1,250	50	1,590
Total	28	1,400	224	7,000	280	8,904

Department	June 2013 – Dec 2014	Meal @ £25 x 2	Framed Certificate @£8	Vouchers @ £250	Photograph @£10	Total
AC	5	250	40	1,250	50	1,590
CE	2	100	16	500	20	636
CAYA	35	1,750	280	8,750	350	11,130
CRD	33	1,650	264	8,250	330	10,494
C & CS	4	200	32	1,000	40	1,272
ES	13	650	104	3,250	130	4,134
Total	92	4,600	736	23,000	920	29,256

* Based on 100% attendance