

LONG SERVICE AWARD SCHEME

24 June 2011

1 PURPOSE OF REPORT

1.1 The purpose of the report is to ask the Board to approve the revised Long Service Award Scheme.

2 SUMMARY

2.1 The Long Service Award Scheme has been revised and updated to reflect changes in the organisation and legislation since 2000 when it was first introduced.

3 MAIN REPORT

3.1 The Long Service Award Scheme was introduced to help promote a sense of loyalty and commitment amongst employees as well as fostering a corporate culture. The Employment Equality (Age) Regulations were given consideration as a long service award could be considered to be indirectly discriminatory because younger workers are unlikely to have accrued the required service to qualify for an award. However, since long service awards are intended to recognise and reward loyalty they can be justified under Regulation 32.

4 FINANCIAL IMPLICATIONS

4.1 The estimated cost of the provision of long service awards is approximately £200 per annum which can be contained with the present budget.

5 ENVIRONMENTAL IMPACT

5.1 There are no adverse environmental impacts arising from this report.

6 RECOMMENDATIONS

6.1 Lothian Valuation Joint Board is recommended to:

- a) Approve the Draft Long Service Award Scheme.

Appendix 1. Draft Long Service Award Scheme



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LONG SERVICE AWARD SCHEME

Personnel & Office Services
February 2011

LONG SERVICE AWARD SCHEME

(covering all employees)

1 INTRODUCTION

- 1.1 The Long Service Award Scheme was introduced in 2000 to help promote a positive sense of loyalty and commitment amongst employees as well as fostering a corporate culture. It is therefore considered appropriate that the Joint Board continues to support a long service award for staff.
- 1.2 In reviewing the Scheme the Employment Equality (Age) Regulations 2006 were given due consideration as a long service award could be deemed indirectly discriminatory. However, since the awards are generally intended to recognise and reward loyalty, they can be justified under Regulation 32.

2 TYPE OF AWARD

- 2.1 Section 64 of the Local Government (Scotland) Act 1973 gives local authorities scope to determine for its employees "such reasonable terms and conditions, including conditions as to remuneration, as it thinks fit". The establishment of the long service award falls within the legal powers of the Joint Board to determine employment terms and conditions.
- 2.2 Long Service Awards are tax free provided the amount takes the form of a "tangible article" (i.e. a gift, not cash) and the period of service necessary to qualify is at least 25 years. Having regard to these tax implications, it is considered appropriate for employees to receive a crystal award or similar with the Joint Board's logo and the words "Awarded for Long Service" engraved.

3 PRESENTATION OF AWARDS

- 3.1 Awards will be presented annually to all employees who at 1 April have attained 25 years continuous service with the Joint Board or its predecessor authorities. The Assessor will give consideration to holding a small reception with the cost being met by the Board.

4 FINANCIAL IMPLICATIONS

- 4.1 It is proposed that each award will have a value of approximately £100.

5 REVIEW

- 5.1 The Long Service Award Scheme will be kept under review by the Assessor to ensure it continues to meet the Joint Board's needs.