



Bolton Clinical Commissioning Group

Long Service Award Guidelines

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The CCG is committed to an environment that promotes equality, embraces diversity and respects human rights both within our workforce and in service delivery. This document should be implemented with due regard to this commitment.

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Version Control Sheet

Version	Date	Reviewed By	Comment
Draft v0.1	June 2014	Executive	Approved
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INTRODUCTION

Bolton CCG recognise the valued contribution made by its long serving employees and therefore wishes to give a token of its gratitude on them reaching 25 years service with the NHS.

LONG SERVICE – DEFINITION

All staff employed by Bolton CCG who have 25 or more years aggregated service within the NHS.

Only service where the individual employee was employed by the NHS will count towards the award. Therefore, for example, service gained within a GP practice will not count where employment was via the GP Practice.

An invitation to apply for the award will be communicated to all staff within the organisation via the weekly staff e-bulletin.

1 LONG SERVICE – THE AWARD

Staff who qualify for an award receive a net payment of £200, which is paid directly into their salary.

Once applications are received by the Board Secretary and service has been verified, staff will then receive a personal invitation to attend the Long Service Awards presentation which is hosted by the Chief Officer and/or Chair. Staff have the opportunity to be accompanied at the presentation by their line manager if they so wish. Staff will also receive a certificate which commemorates that they have worked in the NHS for 25 years or more together with an option to stay after the presentation for a buffet lunch.

2 LONG SERVICE – RESPONSIBILITIES

The Line Manager is responsible for ensuring that each applicant's service is verified and confirmed (support can be requested from the HR Provider) and to inform Payroll accordingly.

The Payroll provider is responsible for payment of the award to staff in their salary.

3 Appendix 1

APPLICATION FOR LONG SERVICE AWARD

Staff who wish to apply for a Long Service Award will need to verify they have 25 years or more aggregated NHS service. This service can be accumulated service and does not need to be continuous.

Section 1

Personal Details

Surname	
First Names	
Address	
Postcode	
Home Telephone	
Mobile Telephone	
Work Telephone	
Preferred Email Address	
Job Title	
Department	
Assignment number (8 digit number found on front of wage slip)	
NHS start date	

Section 2**NHS employment history**

Please list NHS employment details in table below, – if there are any breaks in service please give details:-

NHS Organisation Name	Start date MM/YYYY	Leaving date MM/YYYY	Position Held	If service break follows please give details in this column	Evidence provided to confirm service Please see page 3 for details.

Please continue on a separate sheet if necessary.

Section 3

Proof of service

Please note that your service will be checked by the Line Manager against details held on your personal file together with your submitted documents, but where possible we may request applicants to provide additional evidence of NHS service history. Please see below for details:-

The following documents may be used as proof of service:-
<ul style="list-style-type: none">• Pension (this is not proof of NHS Employment on its own as individuals employed at organisations such as GP practices can be members of the pension and not an employee of the NHS. Equally staff that are subject to TUPE transfers to organisation such as the LA can be members of the NHS pension whilst an employee of the LA.
<ul style="list-style-type: none">• Wage slips
<ul style="list-style-type: none">• Copies of employment contracts
<ul style="list-style-type: none">• A combination of the above

Section 4

Declaration

I declare that the information provided in the application form is true and complete. Where applicable, I consent that the organisation can seek clarification regarding my NHS service history.

Please tick to agree

Date

Completed Long Service Award application forms should be returned by email or post to Joanne Taylor **no later than XXXXXX**.

Joanne.taylor14@nhs.net

2nd Floor, St Peters House, Silverwell Street, Bolton, BL1 1PP.