



Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

# Long Service Award Scheme

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<b>Version</b>	<b>Date</b>	<b>Action</b>
Version 1	1 <sup>st</sup> August 1999	Policy Implemented
Version 2	March 2024	Reviewed Policy to include the addition of 50 years' service.

## Aim of the Scheme

The aim of the Scheme is to recognise and show appreciation by way of a long service award, an employee's loyal and worthy continuous service to Neath Port Talbot County Borough Council and its predecessor Authorities.

We recognise that the key factor in the success of the organisation is the loyalty, quality and dedication of our employees. In recognition of this, the Council is committed to celebrate those members of staff who have met the criteria contained within this policy for 25 years' and 50 years' service by providing a Long Service Award whilst working for the Council. This forms part of the Council's reward and recognition offer.

## Employees Covered by the Scheme

This Scheme will apply to all employees with the exception of:-

- (a) those employees who are directly employed by School Governing Bodies operating with fully delegated powers – however, each year, a list of employees who have reached 25 years' service and 50 year's service and who would be entitled to an award under this scheme is provided to schools. The Governing Body then determine if they wish to participate in the Scheme that year or not.
- (b) former Lliw Valley Borough Council employees who can meet the qualifying service criteria of the former Lliw Valley Borough Council Scheme by 31st March 2002. If they cannot meet the criteria of that Scheme by the due date then the provisions of this Scheme will apply.

Part-time employees will receive the full entitlement.

Employees are eligible to receive both a 25 years' service long service award and a 50 years' service award as long as they meet the qualifying criteria below.

## Qualifying Criteria

An employee is eligible to receive the award after the completion of 25 years' and 50 years' continuous service with Neath Port Talbot County Borough Council and its predecessor authorities.

1. Continuity of service will not be broken provided:-

- (a) the break is less than 4 weeks
2. The predecessor authorities shall include:-
- (a) West Glamorgan County Council
  - (b) Neath Borough Council
  - (c) Port Talbot Borough Council
  - (d) Lliw Valley Borough Council
3. If an employee leaves employment with Neath Port Talbot Council (including via a TUPE transfer) and subsequently returns to the Council (with more than a 4 week break between the period of leaving and returning), continuity of service is not preserved for the purpose of the long service award. The calculation of 25 years' and 50 years' service will commence from the date of the new employment.

## Value of the Long Service Award

The total value of the award for 25 years' service is £250 in Edenred e-vouchers.

The total value of the award for 50 years' service is £250 in Edenred e-vouchers.

## How an employee receives the Award

In order that the employee will have as wide a choice of gifts as possible while at the same time ensuring that the cost of administering the Scheme is kept to a minimum, the award will be made by means of an e-voucher which employees access on the NPT Edenred portal by way of a link e-mailed to them. They are then able to choose from a wide range of retailers, hospitality and holiday providers. The e-vouchers can be used in one go, or can be used for separate retailers or hospitality or holiday providers.

To comply with financial regulations companies will be invited to tender for the provision of the gift vouchers.

## Presentation of the Award

For 25 years' service, the long service award will be e-mailed to the employee with a letter of congratulations from the Chief Executive following the qualifying service.

For 50 years' service, the long service award will be emailed to the employee on completion of the qualifying service. A presentation by the Mayor of the County Borough will be offered, however, if the employee chooses not to receive the award

in this manner, then the Directorate will arrange for the award to be presented to the employee.

## Review of the Scheme

The long service award scheme will be subject to periodic and regular review to ensure it remains affordable and relevant.