



Policy Document

Long Service Awards

Adopted: Policy, Governance & Finance Committee. Minute no:

Review Date:

1. Policy Statement

Witney Town Council recognises and values the dedication, commitment, and loyalty demonstrated by its employees. The purpose of this policy is to formally acknowledge employees who have completed significant periods of continuous service with the Council. In particular, this policy recognises the completion of 15 years and 25 years of service with a formal award, a certificate of appreciation, and a financial token of gratitude.

2. Scope

This policy applies to all employees of Witney Town Council who are directly employed under a contract of employment and have completed unbroken continuous service as defined in section 3 of this document.

3. Eligibility Criteria

To be eligible for a long service award:

- The employee must have completed either:
 - 15 years of continuous service, or
 - 25 years of continuous service
- The service must be with Witney Town Council and must be uninterrupted, although statutory breaks (e.g. approved maternity leave, career breaks, or periods covered under TUPE where continuous service is retained) may not disqualify eligibility.
- The employee must be in active employment at the time of the award.

4. Awards

Eligible employees will receive the following recognition:

- 15 Years of Service:
 - A certificate of appreciation signed by the Mayor
 - A £50.00 award, in the form of a gift token of choice
- 25 Years of Service:
 - A certificate of distinction signed by the Mayor
 - A £150.00 award, in the form of a gift token of choice

These awards are made once only upon achieving each relevant milestone.

5. Presentation Procedure

Long service awards will be presented in a formal setting, acknowledging the employee's contribution in the presence of colleagues and members of the Council.

- The standard venue for presentation will be a public Council meeting or an alternative ceremonial event as deemed appropriate by the Town Clerk and Mayor.
- The Mayor of Witney (or Deputy Mayor, in the Mayor's absence) will present the certificate and express formal thanks on behalf of the Council.
- The occasion may be supplemented by a short citation or summary of the employee's service, achievements, and contribution.

Employees will be given advance notice of the event and may invite immediate family members to attend if appropriate.

6. Notification and Administration

- It is the responsibility of the Town Clerk (or nominated officer) to monitor service milestones and identify eligible employees annually.
- The Town Clerk (or nominated officer) will verify eligibility and initiate the process for certificate preparation and payment arrangement.
- The award should be made as close as reasonably possible to the employee's service anniversary.

7. Tax and National Insurance

The financial awards under this policy will be in line with HMRC regulations relating to long service awards.

8. Confidentiality and Data Protection

All personal data held and used in connection with this policy will be processed in accordance with the Council's Data Protection Policy and current data protection legislation. Service milestones will only be disclosed to relevant parties for the purposes of organising the presentation.

9. Policy Review

This policy will be reviewed every three years, or sooner if legislative changes or operational needs require it. Amendments will be subject to approval by the Staffing Committee and ratified by the Full Council.