



NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Nottinghamshire and City of Nottingham
Fire and Rescue Authority
Human Resources Committee

LONG SERVICE AWARDS

Report of Chief Fire Officer

Agenda Item No:

Date: 28 January 2010

Purpose of Report:

To seek approval for changes to the Long Service Award currently payable to employees after 25 years service with the Nottinghamshire Fire and Rescue Service or associated employers.

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1. BACKGROUND

The Service has operated a long service award scheme since 1998, based upon the previous Nottinghamshire County Council scheme. This scheme has recently been reviewed to bring into line with other awards made by the Service and recognised at an Awards Ceremony.

2. REPORT

- 2.1 At the current time, the Service recognises service after 20, 25, 30 and 40 years. Under current arrangements uniformed employees receive a long service award after 20 years, in the form of the Fire Service Long Service and Good Conduct Medal which is awarded at the annual Awards Ceremony in line with the Awards and Commendation Policy (attached as Appendix 2). All employees currently receive long service recognition after 25 years service.
- 2.2 It is the intention to bring the service recognition elements of the two awards for long service together and to apply them to all Service employees after 20 years of service. The 20 year Long Service Award will take the form of a gift to the value of £125, which will be presented at an Awards Ceremony.
- 2.4 The Long Service Award would be available to Service employees who have provided 20 years aggregated service with the Nottinghamshire Fire and Rescue Service (NFRS) and/or with the City, County or District Councils within Nottinghamshire. At least ten years of service must be with NFRS. The proposed policy is attached as Appendix 1.
- 2.6 Adopting the proposed policy will bring forward long service payments to employees with between 20 and 25 year service, and will affect 150 employees.

3. FINANCIAL IMPLICATIONS

The Service does carry the cost of the awards which are presented at the Ceremony and bringing the Long Service Award forward from 25 years to 20 years does not alter that. It is estimated that 150 employees will be affected, which will be in the region of £18,750. This will be met from within current budgetary provision.

4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS

The recognition of service is a long-standing and valued award made to Nottinghamshire Fire and Rescue employees. The alignment of the award with the 20-year Long Service and Good Conduct Medal made to uniformed employees will bring parity to the scheme of service recognition.

5. EQUALITY IMPACT ASSESSMENT

The aggregation of service ensures that employees who have not been able to maintain continuity of service throughout their employment, for instance due to family care commitments, will be eligible to receive the award through the accumulation of all service periods with relevant local government employers.

6. CRIME AND DISORDER IMPLICATIONS

There are no crime and disorder implications arising from this report.

7. LEGAL IMPLICATIONS

There are no legal implications arising from this report.

8. RISK MANAGEMENT IMPLICATIONS

There are no risk management implications arising from this report.

9. RECOMMENDATIONS

That Members agree the revised Long Service Award Policy.

10. BACKGROUND PAPERS FOR INSPECTION (OTHER THAN PUBLISHED DOCUMENTS)

None.

Frank Swann
CHIEF FIRE OFFICER



NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Long Service Award

Policy No: 2070

Scope:

This policy applies to all Service employees.

Summary:

The policy sets out the provisions for payment of a long service award on the attainment of 20, 30 and 40 years of continuous service with the Nottinghamshire Fire and Rescue Service or associated local government authorities within the county of Nottinghamshire.

Version Control:

<i>Person Responsible</i>	<i>Version</i>	<i>Date</i>
HR Manager (corporate)	1.0	Dec 10
Revisions[reason and version 0.1 small 1.00 large]		

Review Date:

Dec 2012

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1.0 Definition

- 1.1 A long service award is paid by the Fire Authority in recognition of service with the Nottinghamshire Fire and Rescue Service, the Nottinghamshire County Council, the Nottingham City Council or District Council's within the county boundaries of Nottinghamshire. To be eligible for the award, service may be continuous or in aggregate.
- 1.2 It is paid in recognition of service to the people of Nottinghamshire.

2.00 General Principles

- 2.1 The Long Service Award is paid to employees of the Nottinghamshire Fire and Rescue Service. Recognition of long service for uniformed employees is set out in the Awards and Commendations Policy.
- 2.2 An award will be made at intervals of 20, 30 and 40 years and will take into account continuous and aggregated service with those bodies set out under paragraph 1.1. However, the employee must have served for a minimum period of ten years with the Nottinghamshire Fire and Rescue Service to become eligible for the awards.
- 2.3 In instances where an employee has two separate employments with the Service, i.e. 2 part-time jobs under different contracts of employment, only one award will be paid on attaining the requisite service length. Service will also not be aggregated across both employments.
- 2.4 Employees will be offered the opportunity of receiving their award at a formal ceremony organised on behalf of the Combined Fire Authority. Please refer to the Award and Commendation Policy (Policy Nbr: 1039).

3.0 Application

- 3.1 The Human Resources Department will normally contact employees who are eligible for a long service award. However records of employment with associated local government bodies may not be complete and employees who have prior or aggregated service should contact the Human Resources Department with details of their service if they have not been contacted at least one month before their long service award is due. In this case, the employee will be asked to provide documentary evidence of prior or aggregated service with other associated employers (as set out in Paragraph 1.1).

- 3.2 An employee who has attained 20 years of service, will be asked to choose a suitable gift to the value of £125 (plus VAT). The employee may choose a gift of a higher value but will be required to meet the excess cost, including the VAT element. The Service will reimburse the employee on submission of receipts to the HR Department.
- 3.3 The employee will be invited to attend a formal award ceremony to be presented with their gift, and to receive a certificate and memento of the occasion. If the employee chooses not to attend the ceremony, they will still receive a Certificate of Loyal Service.
- 3.4 An employee who has attained 30 years service will be asked to choose from a list of gifts provided by the Authority and a commemorative Certificate of Appreciation, and will be invited to attend a formal awards ceremony to be presented with their gift.
- 3.5 An employee who has attained 40 years service will be asked to choose from a list of gifts and a commemorative Certificate of Appreciation, and will be invited to attend a formal awards ceremony to be presented with their gift.

4.0 Roles & Responsibilities

The Human Resources Department will provide records of service to the Awards Panel.

The Awards Panel will organise the awards ceremony.

5.0 Audit & Review

The Director of Human Resources will be responsible for the application of the policy and for reviewing the policy periodically in line with changes to local arrangements.

6.0 Related Documents

6.1 Equality Impact Assessment Appendix A

Initial Equality Impact Assessment Questionnaire

This questionnaire will enable you to decide whether or not the new or proposed policy or service needs to go through a full Equality Impact Assessment.

Title of policy or service: Long Service Awards						
Name of Employee completing assessment: HR Manager (corporate)				Department and Section: Human Resources Department		
1. State the purpose and aims of the policy or service. To recognise service to the people of Nottinghamshire at intervals of 20, 30 and 40 years.						
2. Who is responsible for implementing it? Human Resources Department						
3. Who is likely to be disproportionately affected by the proposal? People from which of the equality strands? (please tick)						
Age	Disability	Family Status	Gender	Race	Sexual Orientation	Religion or Belief
X			X			
4. If no boxes are ticked – there is no need to continue the EIA						
5 If 1 or more boxes are ticked, describe how these groups are likely to be affected: As the award is service related there is inevitably an age related impact, however this is justified under the provisions of age discrimination legislation as a legitimate reason when recognising service related benefits. Historically women may not be able to maintain continuous service due to family commitments, this eventuality is addressed by the recognition of periods of aggregated service in associated public sector bodies within Nottinghamshire, and a recognition of all service, whether full or part time in nature.						
6. Identify the individuals and organisations that are likely to have an interest in, or be affected by the policy or service. Representative bodies						
7. Has consultation (with managers, employees, TUs etc) on the policy or service been undertaken?				Yes		
8. If yes, set out who has been consulted and any agreements and/or concerns						

identified:

Through the joint negotiations and consultation panel process.

9. Has monitoring been undertaken?

No

10. What does this monitoring show?

11. If no to Q9, has a monitoring system been established to check for impact on equality strands?

No

12. Other comments:

13. Taking into account the information gathered to date, does the policy or service have a different impact on any equality group? Please identify:

No Impact
X

Positive Impact

Negative Impact

Impact Not Known

14. If No Impact or Positive Impact box is ticked there is no need to continue the EIA. If Negative Impact or Impact not Known is ticked, please proceed to full assessment.

15 Proceed to Full Equality Impact Assessment

No

16. What are your reasons for your decision?



NOTTINGHAMSHIRE
Fire & Rescue Service
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Awards and Commendations Policy

Policy No: POL No 1039

Scope: It is the intention of the Chief Fire Officer to ensure individuals are recognised for meritorious actions associated with the work of the Fire and Rescue Service, and also to recognise anniversaries of commendable continuous service.

This policy is mandatory.

Summary:

This policy covers the types and criteria to be used when nominating persons for an internal or external award.

Version Control:

Person Responsible	Version	Date
Mark Mortimore	1	25/11/08
Human Resources	1.1	August 2010
Amendments:		
Changes to long service award provisions		

Review Date:

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AWARDS AND COMMENDATIONS

1. Definition

It is the intention of the Chief Fire Officer to ensure individuals are recognised for meritorious actions associated with the work of the Fire and Rescue Service, also to recognise anniversaries of commendable continuous service to the communities of Nottinghamshire.

2. General Principles

The following list details the type of awards for actions at an incident for both members of the public and uniformed personnel.

1.2.1 Chief Fire Officer's Letter of Recognition.

1.2.2 Chief Fire Officer's Commendation.

1.2.3 Combined Fire Authority Community Safety Award

1.2.4 Society for the Protection of Life from Fire.

1.2.5 Other awards for civilian gallantry.

1.2.6 Royal Society for the Prevention of Cruelty to Animals.

1.2.7 National Awards.

Other Awards

The following details awards that are available to employees of the Nottinghamshire Fire and Rescue Service.

Certificate of Loyal Service

This certificate is intended for presentation to members of the Service who have shown particular loyalty to the service and are about to retire having completed a minimum of 10 years service. Officers in charge should nominate suitable personnel by completing Form VA/5 and obtaining approval from the Head of their Department before submitting the Form VA/5 to the Awards Panel for consideration.

Fire Service Long Service and Good Conduct Medal

Members who become eligible for the award will automatically have their claims submitted to the Home Office by the awards panel at the appropriate time in accordance with Fire Service Circular 40/1969. No Long Service Medals other than the Fire Brigade Long Service and Good Conduct Medal may be worn on the uniform of the Nottinghamshire Fire and Rescue Service.

The Nottinghamshire and City of Nottingham Fire and Rescue Authority Long Service Award Scheme

All employees who have completed 20 years service to the public of Nottinghamshire* shall be entitled to this award and a commemorative Certificate of Appreciation.

The award is by way of gift chosen by the employee, within the limits set down. Recipients are automatically informed of their eligibility by the Human Resources Department at the appropriate time and of the procedure to be followed. Recipients will be invited by the Chief Fire Officer to the annual Awards Ceremony to be presented with their award.

The conditions of the scheme can be found in the Long Service Award Policy (Nbr 2070) on the intranet.

Nottinghamshire and City of Nottingham Fire and Rescue Authority recognises commensurate service within the Nottinghamshire area.

The Nottinghamshire and City of Nottingham Fire and Rescue Authority 30 Year Commemorative Award

All employees who have completed 30 years service to the public of Nottinghamshire* shall be entitled to this award and a commemorative Certificate of Appreciation.

This award is by way of a commemorative gift chosen by the employee from options procured by the Service. Recipients are automatically informed by the Human Resources Department at the appropriate time and of the procedure to be followed. Recipients will be invited by the Chief Fire Officer to the annual Awards Ceremony to be presented with their award.

* Nottinghamshire and City of Nottingham Fire and Rescue Authority recognises commensurate service within the Nottinghamshire area.

The Nottinghamshire and City of Nottingham Fire and Rescue Authority 40 Year Commemorative Award

All employees who have completed 40 years service to the public of Nottinghamshire* shall be entitled to this award and a commemorative Certificate of Appreciation.

This award is by way of a commemorative gift chosen by the employee from options procured by the Service. Recipients are automatically informed by the Human Resources Department at the appropriate time and of the procedure to be followed. Recipients will be invited by the Chief Fire Officer to the annual Awards Ceremony to be presented with their award.

* Nottinghamshire and City of Nottingham Fire and Rescue Authority recognises commensurate service within the Nottinghamshire area.

Outstanding Public Service Awards

This award scheme is for all employees of the Nottinghamshire Fire and Rescue Service and is designed to award staff, especially those at the very point of delivery, who often discharge their duties in an exemplary manner way beyond what might reasonably be expected of them and bring great credit to their particular service for which they are seldom, if ever, noticed. Nomination Forms will automatically be sent to each Station/Department each year; these should be completed, where appropriate, and returned to the Chief Fire Officer.

CRITERIA FOR AWARDS AT INCIDENTS

Chief Fire Officers Certificate of Recognition

This award will normally be made where individuals, uniformed or civilian, or crews as a team have carried out a particularly noteworthy act. This will formally be recorded with the presentation of a certificate of recognition.

Submissions for certificates of recognition should originate from personnel attending the scene of the incident and statements supporting the nomination should be made by the incident commander, witness of the incident and other responsible persons (e.g. police). Statements and other relevant information should be forwarded via the appropriate Group Manager to the Chief Fire Officer.

Chief Fire Officers' Commendation

The Chief Fire Officer may, on receiving information of an act where an individual has shown courage and determination. In a situation where they have been exposed to some risk, which is worthy of special note by individuals, uniformed or civilian, decide to formally record that act by the presentation of a personal commendation.

Submissions for commendations should originate from personnel attending the scene of the incident and statements supporting the nomination should be made by the incident commander, witness of the incident and other responsible persons (e.g. police). Statements and other relevant information should be forwarded via the appropriate Group Manager to the Chief Fire Officer.

Combined Fire Authority Community Safety Award

This award will recognise individuals/teams of people that have contributed to the work of the Fire and Rescue Service, by participating in projects, programmes, activities and initiatives that have had a positive impact on community safety. Nominations for this award should be sent to the Chief Fire Officer for consideration by the 'Awards and Medals' Panel. The form can be found on the share drive under 'Awards and Medals'.

Society for the Protection of Life from Fire

The Society has a fairly strict code for determining those who receive this Award, basically they are as follows:

- (i) In the case of a burning building there must be evidence that the person entered the building, although in certain cases external assistance where the rescue had been particularly hazardous, eg. Flames from lower windows reaching the ladder, the Award has been made.
- (ii) When the fire is in the open, eg. A burning vehicle, there must be evidence of exposure to the fire.
- (iii) The extinguishing of burning clothing can attract this Award.
- (iv) Awards are not usually made to close relatives; exceptions can be made for meritorious action by:
 - (a) Children, or
 - (b) Elderly grandparents.

The Award to Fire Service members is only made in respect of off-duty involvement.

In the case of Police Officers the actions should be above and beyond what is expected of their trained duties.

Other Awards for Civilian Gallantry

Royal Humane Society

This award is normally made for the preservation or restoration of life at incidents where no fire is involved. The type of award is determined by the society, all recommendations will be made through the awards Panel.

The Ross McWhirter Foundation

This award is given for 'individual acts of initiative, leadership or courage by citizens, usually outside their customary calling and of a kind unlikely to attract official recognition'. Probably because of the greater involvement of the public in incidents connected with the maintenance of law and order, the Foundation has directed its requests for nominations to Chief Constables but Chief Fire Officers will wish to note the existence of this scheme.

Royal Society for the Prevention of Cruelty to Animals

The Society bestows awards in recognition of acts of bravery or special merit in connection with the rescue or attempted rescue of animals. The type of award is determined by the society - all recommendations will be made through the Awards Panel.

National Awards

These awards include The Queens Commendation for Brave Conduct, The Queens Fire Service Medal for Gallantry, The George Medal and The George Cross. Nominations for these Awards can only be made by the Chief Fire Officer through the office of the Chief Executive of Nottinghamshire County Council.

Criteria for National Awards

Although the criteria for the different Queen's Awards are the same for civilians and for Fire Service personnel, the same incident involving both may call for a greater degree of bravery on the part of the untrained man or woman in the street with no obligation to become involved. This greater degree of bravery is likely to be even more evident when the civilian acts on his or her own without Fire Service (or Police) participation

The criteria for each award are as follows:

The George Cross

The Cross is awarded for acts of the greatest heroes or of the most conspicuous courage in circumstances of extreme danger.

The George Medal

The medal is awarded only for acts of great bravery.

The Queen's Gallantry Medal

The medal is awarded only for exemplary acts of bravery.

The Queen's Commendation for Brave Conduct

The commendation is awarded for acts of bravery not meeting the standard required for The Queen's Gallantry Medal. They may all be awarded posthumously.

3. Application

Any person witnessing actions which they consider worthy of one of the above awards should submit a 'Nomination for awards' form (Attached as Appendix A) (File Path – People/internal policy and procedure/awards policy and nomination forms) giving full details to the Chief Fire Officer.

An investigation will be made as soon as possible by a staff support officer. Statements by eye-witnesses, or other evidence such as plans or photographs which would throw light on the nature or degree of courage displayed should be included whenever possible. If the individual recommended was injured as a result of the incident, the

extent of the injuries and how far they affected his/her capacity for duty should be mentioned.

A report will be submitted to the Awards Panel, using the Awards Nomination Form which is located on the share drive. This form should be filled in by the person nominating the individual/individuals who they think are worthy of recognition, and then signed by their line manager. Once complete the form should be sent to the Chief Fire Officer at Service Headquarters. The nomination form should include statements from all appropriate quarters, e.g. members of the public, police, ambulance personnel, etc. where appropriate.

4. Roles and Responsibilities

The facts will be considered by the Awards panel, comprising the:-

- Chief Fire Officer's Representative;
- A member of the Authority (As nominated);
- A retired employee;
- Staff support officer;
- Support staff representative; and
- A member of the communications team

Account will be taken of the expertise possessed by members of the Fire Service recommended for an award. The final assessment will rest solely with the Chief Fire Officer. The Awards Panel will meet on an ad hoc basis, but will meet at least twice a year.

5. Monitoring, Audit and Review

To ensure the policy remains relevant and up to date, it will be reviewed twelve months from the date of publication, and every twelve months following that to ensure that the policy remains fit for purpose. The Chief's representative will ensure that the implementation and interpretation of the policy is monitored on every occasion that the Awards Panel sits.



NOMINATION FOR AWARDS

Serving Fire Officer / Member of the Public (delete as necessary)

Section 1	Nominated Person(s)
Full Name:	
Date of Birth:	
Address: (inc. post code)	
Telephone Number:	
Full Name:	
Date of Birth:	
Address: (inc. post code)	
Telephone Number:	
Full Name:	
Date of Birth:	
Address: (inc. post code)	
Telephone Number:	

Section 2	Person(s) Assisted/Saved (if applicable)
Full Name*:	
Date of Birth:	
Address: (inc. post code)	
Telephone Number:	

*Please insert the name by which the person is known – ie: Mr A P Jones may be known as Mr Peter Jones

Section 3	Details of Incident
Incident Number:	
Date & Time:	
Location:	
Please give details of incident to include actions of nominated person(s):	

Section 4	
<p>The person(s) assisted/saved (or next of kin) (whichever appropriate) must be contacted and informed that a recommendation is to be submitted. Please note any objections/comments here:</p>	

Section 5	Recommendation
<p>I recommend that consideration be given to presenting an appropriate award to those persons in Section 1 (please check the following enclosures are attached before submission).</p> <p>(a) Statement(s) (where appropriate) from (a) nominated person(s); and (b) Assisted/saved person</p>	
Signed:	
Role & No:	
Date:	

Section 6	Supervisory Officer Submission
Award Recommended	
Signed:	
Role & No:	
Date:	

Completed form should be forward to the Chief Fire Officer

Section 7 For Headquarters Use	
Award Recommended:	Chief Fire Officer's Letter of Recognition Chief Fire Officer's Commendation Community Safety Award
Approved By:	
Date:	

Section 8 ADMIN USE ONLY	
Date of Presentation:	
Letter to Nominated Person:	
Letter to Assisted/Saved Person	
Reply to Nominating Officer:	
Certificate Prepared:	

Section 9 Submitted to the Head of Corporate Communications	
Comments: (to inc. any objections to publicity in the media)	



NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

NOMINATION FOR COMMUNITY SAFETY AWARD

Section 1 Nominated Person(s) - Organisation	
Full Name:	
Status: (please delete)	Voluntary Sector / Public Sector / Agency etc.
Address: (inc. post code)	
Telephone Number:	

Section 2 Details of Community Safety Activity	
Date:	
Location:	
Please give details of the Community Safety Activity, including current status of activity and impact on the community:	

Section 3	Recommendation
<p>I recommend that consideration be given to presenting an appropriate award to those persons in Section 1 (please check the following enclosures are attached before submission).</p>	
<p>(a) Statement(s) (where appropriate) from (a) nominated person(s)</p>	
Signed:	
Role & No:	
Date:	

Section 4	Supervisory Officer Submission
Award Recommended	
Signed:	
Role & No:	
Date:	

Completed form should be forward to the Chief Fire Officer at Headquarters

Section 5 For Headquarters Use	
Award Recommended:	Chief Fire Officer's Letter of Recognition Chief Fire Officer's Commendation Community Safety Award
Approved By:	
Date:	

Section 6 ADMIN USE ONLY	
Date of Presentation:	
Letter to Nominated Person:	
Letter to Assisted/Saved Person	
Reply to Nominating Officer:	
Certificate Prepared:	

Section 7 Submitted to the Head of Corporate Communications	
Comments: (to inc. any objections to publicity in the media)	