



Long Service Award

Owner	John Harrison, Town Clerk
Reviewer	Emily Hastings, Corporate Services Manager
Previous versions	
Templates used/adapted	
Approver	Staffing Committee Full Council
Date approved	25.09.25
Resolution number	HTC/25/3/158
Date of next review	2 years
Related policies/procedures	
Policy covers	All HTC
Revisions	11.11.25 Added in resolution numbers and disability statement

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If you require any support in understanding or applying this policy, please contact the Corporate Services Manager. In addition, in line with the Equality Act 2010, we will make reasonable adjustments to remove or reduce disadvantages faced by disabled employees, Councillors, or applicants.

Purpose

1. The long-service award scheme recognises and shows appreciation of long-serving and loyal employees.
2. This policy outlines the criteria, process, and provisions for recognising long-serving employees who have made significant contributions to Hailsham Town Council.
3. The Council resolved to adopt the Long Service Award for staff (24.10.24) from 1st April 25.
4. Eligible employees receive a certificate and letter of thanks from the Town Clerk.
5. Eligible employees will be given the opportunity to choose a gift to recognise their service.

Scope and eligibility

6. This policy applies to employees of Hailsham Town Council all employees who have completed 20, 30 and 40 years' continuous service with Hailsham Town Council.
7. Continuous service from a previous employer (who is not Hailsham Town Council) will not count towards continuous service for long service award.
8. Service interrupted by any of the following will count as continuous:
 - Service with the UK reserve forces, the employee must have been employed immediately before and after any deployment;
 - Statutory, occupational maternity, adoption or paternity leave;
 - Any agreed periods of statutory unpaid special leave;
 - Previous service where the employee took time off to have a child or children before maternity leave rules existed.

Employees can combine their total years as one long service. Combining years only applies if they were not employed elsewhere during their break

9. Once an employee has left the Council, they are no longer entitled to an award. This includes employees that transfer to other authorities.
10. If an employee believes they have not received an award they should notify the Corporate Services Manager within two years of the date the award was due.

Awards

11. At least 20 years' service: gift up to the value of £200 including VAT
12. At least 30 years' service – gift up to the value of £300 including VAT
13. At least 40 years' service – gift up to the value of £400 including VAT
14. Due to HMRC and Tax/NI implications Long Service Awards cannot include cash or gift cards.
15. Due to HMRC rules once awarded employee will not be eligible for another long service award for another 10 years.

Procedure

16. Corporate Services Manager to keep record of who is eligible.
17. Gifts must be purchased within the financial year in which the award is awarded.
18. Employee to fill out a "Supply of gift form" (Appendix A). Employee will not purchase their own gift. If unauthorised expenses occur they will not be refunded.
19. Employee to research appropriate gift up to the awarded value. This could include multiple gifts as long as they do not exceed the award value, including VAT. Employee to include links to the gift and where possible include VAT.
20. Employee may be asked to clarify and amend their gift request. The Finance team may find a better value option, employee will be consulted.
21. If employee does not purchase up to the agreed value, the cost difference will not be given.
22. Once the gift has been agreed by SMT, the Finance team will purchase the gift on the employees behalf.
23. No refunds or exchanges will be permitted. Employee will be responsible for continued expenses if applicable.

Presentation

24. Certificate and gift could be presented at a formal presentation, but the Council will respect the employee's wishes that they may prefer an informal event. Employee to state their preference on the "Supply of Gift" form.

25. Names of the awardees will be published on the council's website and social media and highlighted in press releases to local media, but the Council will respect the employee's wishes that they may not agree to this. Employee to state their preference on the "Supply of Gift" form.

Budget

26. The council will allocate funds annually for Long Service Awards unless it resolves to cease the scheme.
27. The Corporate Services Manager will liaise with Responsible Finance Officer to ensure proceeding year budget is allocated appropriately.

Appendix A Long Service Award: Supply of Gift Form

This form is to be completed by eligible employees. Please return to Corporate Services Manager.

Name:

Position:

Award (£200, £300, £400):

Details of gift up the value of the award above (including VAT): (must include links or details of where and what to purchase)

Total including VAT:

I have read the Long Service Award policy and agree to the terms: YES NO

Preference for presentation: Formal OR Informal event

Releasing my name on Council's website/social media/press releases: YES NO

Employee signature:

Date:

SMT approval:

Date:

Corporate Services Manager to forward to Finance.

Appendix B Long Service Award: Email template for eligible staff

Dear NAME

Long Service Award

The long-service award scheme recognises and shows appreciation of long-serving and loyal employees.

You have worked with the council for at least 20 / at least 30 years / at least 40 years. This is remarkable and the Council would like to show their appreciation by offering you the opportunity to choose a gift up to the value of £200 including VAT / £300 including VAT / £400 including VAT to recognise your service. You will also receive a certificate and a letter of thanks from the Town Clerk.

The gift and certificate could be presented at a formal presentation, but the Council will respect your wishes that you may prefer an informal event.

Please read the attached policy regarding Long Service Awards and return the Supply of Gift form to Corporate Services Manager by DATE.

Due to HMRC and Tax/NI implications Long Service Awards the gift cannot include cash or gift cards. In addition you will not be eligible for another long service award for another 10 years.

Gifts must be purchased within the financial year 25/26 (up to 31.03.26).

Email Signature