

**AGENDA ITEM 6iii**  
**REPORT NO. VAL/13/15**

**THE HIGHLAND AND WESTERN ISLES VALUATION JOINT BOARD**

**LONG SERVICE AWARD**

1. **Introduction**

This statement details the Joint Board's policy on long service awards which applies to all full and part-time staff.

2. **Entitlement To Receive Award**

The Joint Board will make a long service award to a member of staff, whether full or part-time who, at the date of retirement from the service of the Joint Board will have the requisite continuous service with the Joint Board, its predecessor the Highland Region and Western Isles Joint Valuation Committee, the Highland Council, Comhairle Nan Eilean Siar or any of their predecessor local authorities.

Long service awards will be made when a member of staff leaves the employment of the Joint Board with the requisite continuous service:-

- (a) on reaching normal retiring from the service of the Joint Board
- (b) where the Joint Board approves the retirement of a member of staff on the grounds of ill-health;
- (c) where the Joint Board approves the retirement of a member of staff in the interests of the efficiency of the service;
- (d) where the Joint Board approves the retirement of a member of staff on the grounds of redundancy;

3. **Awards**

Where a member of staff meets the qualification requirements as detailed in Section 2 and has the appropriate number of years of continuous service given below with the Joint Board, its predecessor the Highland Region and Western Isles Joint Valuation Committee, the Highland Council, Comhairle Nan Eilean Siar or any of their predecessor local authorities then the following awards will be made:-

| <u>Service</u>       | <u>Gift Value</u> |
|----------------------|-------------------|
| 20 years to 29 years | £200              |
| 30 years to 39 years | £300              |
| 40 years and over    | £400              |
| 50 years and over    | £500              |

4. **Conditions/Guidance**

The following conditions are also applicable:

Awards must take the form of gifts. Gift tokens or vouchers should not be selected.

Services are responsible for the administration of awards to their own employees in conjunction with the appropriate Personnel Adviser

21 May 2015