

Item	Director of HR and Organisational Development Report
Committee	Human Resources Committee
Date paper prepared	05/02/2025
Date of committee meeting	12/02/2025
Subject	Long Service Awards
Author	Vicky Ferguson
Action requested	<input type="checkbox"/> For Information <input checked="" type="checkbox"/> For Discussion <input type="checkbox"/> For recommendation <input type="checkbox"/> For Endorsement <input checked="" type="checkbox"/> For Approval
Purpose of the paper	To roll out the long service award benefit to all staff and backdate this to 1 st August 2023.
Brief summary of the paper	Proposal to roll out the long service award benefit to all staff and backdate this to 1 st August 2023 and associated costs.
Paper status	<p>Highlight the paper status in the list below:</p> <p><input checked="" type="checkbox"/> Open – the paper may be circulated to non-members of the committee and published online without restriction.</p> <p><input type="checkbox"/> Restricted – the paper must not be circulated to non-members or published online until after the committee meeting.</p> <p><input type="checkbox"/> Confidential – the paper must not be circulated beyond the committee members and should not be published online. [Please note papers may still be subject to Freedom of Information requests, as specified in the next section].</p>
Freedom of information (FOI)	<p>Highlight the FOI status in the list below. Refer to UHI's freedom of information site for more information:</p> <p><input checked="" type="checkbox"/> Open</p> <p><input type="checkbox"/> Closed – disclosure would substantially prejudice a programme of research.</p> <p><input type="checkbox"/> Closed – disclosure would substantially prejudice the effective conduct of public affairs.</p>

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	<input type="checkbox"/> Closed – Disclosure would substantially prejudice the commercial interests of any person or organisation. <input type="checkbox"/> Closed – Disclosure would constitute a breach of confidence actionable in court. <input type="checkbox"/> Closed – Disclosure would constitute a breach of the Data Protection Act. <input type="checkbox"/> Closed – Other, please specify.
Freedom of information (FOI) disclosure date	<p>If closed/ withheld is selected above, enter the date when this will become 'open':</p> <p>Click or tap to enter a date.</p>

Long service award proposal for approval

Legacy UHI West Highland awarded long service awards to their staff. Even although this was not contractual it was custom and practice.

This continued post-merger and posed a divide between legacy colleges.

Long Service Awards

Awards will be made on the following basis in recognition of the defined years of service to the College:

Continuous service (years)	Amount payable
5	£50
10	£100
15	£150
20	£200
25	£250
30	£300
35	£350
40	£400

Proposal

As a sign of unity following the boards approval to implement the new structure I propose that we roll out the long service award benefit to all staff and backdate this to 1st August 2023.

Costs Associated with this proposal:

Backdated costs for Legacy North Highland = £4650

Backdated costs for Legacy Outer Hebrides = £4150

(Spreadsheet attached)