



 <p>GIG CYMRU NHS WALES Iechyd Cyhoeddus Cymru Public Health Wales</p>	<p>Name of Meeting People and Organisational Development Committee</p> <p>Date of Meeting 08 November 2023</p> <p>Agenda item: 4.2G</p>
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Policy / Procedure Review and Approval Report

Section 1 - Policy / Procedure Information

Policy / Procedure Title	Employee Recognition Procedure
Policy Owner	Vicki Denney
Lead Executive	Neil Lewis, Director of People and Organisational Development
PHW / All Wales?	PHW
Date of last Review	n/a New Procedure
Is the current policy / procedure within date?	n/a New Procedure
Approving Body /Group	People and Organisational Development Committee
Version Number	1

Section 2 – Recommendation

FOR APPROVING BODY:

That the People and Organisational Development Committee:

- **Considers** the information contained within the Procedure and Equalities Impact Assessment
- **Note** that the Leadership Team have endorsed the Procedure to the People and Organisational Development Committee for approval
- **Approve** the procedure



3 – Details of the Review:

Background:

Reason for review	The retirement gratuity procedure was due to be renewed, and it was recognised that long service should also be rewarded, rather than there just being a reward upon leaving the organisation.
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Consultation:

Has this Policy / Procedure been through the appropriate consultation process?	Yes
Date range of consultation:	30 August 2023 – 27 September 2023
Please provide details of any feedback received and outline what changes if any were made to the document as a result:	<p>The new procedure was developed following a workshop in April 2023, in addition to working group which was held in July 2023.</p> <p>The original retirement gratuity procedure was an award for colleagues upon retiring, however, feedback received confirmed that recognition throughout the employment cycle would have a positive impact on wellbeing, bringing a sense of belonging and also assisting with the retention of colleagues.</p> <p>Comments were received during the consultation process from People managers regarding:</p> <ul style="list-style-type: none"> - how the process would be implemented. - who would be responsible for implementing the process. <p>These comments have been considered and included in the final version of the procedure.</p>
Had this policy / procedure been considered by any other groups?	Yes Local Partnership Forum
If so, please provide detail of any comments / feedback or amendments made to the documents as a result of this	



Comments were received from Staffside colleagues regarding the EQHIA, which have been incorporate into the final version of the document.

The Leadership Team also considered and commented as necessary on the procedure during October 2023.

4 – Impact Assessments

Equality and Health Impact Assessment	Has been completed and included as an appendix
Risk and Assurance	Relates to Strategic Risk 4. This procedure will support the recruitment and retention of colleagues within the organisation.
Health and Care Standards	This Policy / Procedure supports and/or takes into account the Health and Care Standards for NHS Wales Quality Themes Choose an item. Choose an item. Choose an item.
Financial implications	There are financial implications for each directorate associated with the cost of the employee recognition scheme.
People implications	Colleagues will now be eligible for employee recognition based on their length of service with the organisation, in addition to a retirement gratuity. To ensure all colleagues benefit from the scheme, continued publicity of the procedure will take place

5 - Implementation

Implementation plan (with timescales)		
Next steps	Timescale	Responsible officer(s)
Once approved, the updated policy will be publicised on the intranet and via the colleague and manager bulletins	Within four weeks of approval	Vicki Denney



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Reference Number: XXXX
Version Number: XXX
Date of Next review: XXX

EMPLOYEE RECOGNITION PROCEDURE

Introduction and Aim

As an organisation, we have a duty of care for our staff and, in line with our values of working together with trust and respect to make a difference, we want all staff to be treated with dignity, trust and respect, and with a kind and compassionate approach.

The purpose of this procedure is to ensure colleagues are recognised for their contribution to the organisation and for their commitment to the NHS and contribution to improving the health and well-being and reducing health inequalities in Wales.

Eligible colleagues will receive a token of appreciation and gratitude for their service to the Trust and/or wider NHS.

This procedure is written in accordance with Public Health Wales' core values of **working together, with trust and respect, to make a difference.**

Linked Policies, Procedures and Written Control Documents

[All corporate policies and procedures are available on the Public Health Wales website](#)

Other related documents are:

Retirement Procedure
Retire and Return Scheme

Scope

This procedure applies to all colleagues of Public Health Wales

Equality and Health Impact Assessment

Had an EHIA been completed? Yes

If yes, this should be appended to the document as an attachment.

If no, please explain why.

EHIA are mandatory for all Corporate procedures and

	other written control documents, however if one has been completed for the overarching corporate policy, and the impact is the same then you can reference that EHIA here.
Approved by	Board/Committee
Approval Date	TBC
Review Date	TBC
Date of Publication:	TBC
Accountable Executive Director/Director	Neil Lewis, Director of People and Organisational Development.
Author	Vicki Denney, People and OD Service Manager.

Disclaimer

If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the [Board Business Unit](#).

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Summary of reviews/amendments				
Version number	Date of Review	Date of Approval	Date published	Summary of Amendments

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1 Introduction

Public Health Wales recognises the contribution and amazing work our colleagues do and celebrate the things that have a positive impact on the organisation.

2 Awards

The employee recognition will comprise of four in service awards, and one which is receivable upon retirement.

- After five years' service: two extra days annual leave added (pro rata for part time colleagues), and a letter of recognition.
- After 10 years' service: three extra days annual leave (pro rate for part time colleagues), and a letter of recognition.
- After 15 years' service: A silver PHW pin **OR** a donation to charity and a certificate of recognition signed by the CEO and Chairperson.
- After 20 years' service: A gold PHW pin **OR** a donation to charity and a certificate of recognition signed by the CEO and Chairperson.

At each commemorative milestone, acknowledgement at the staff conference.

Upon retirement, colleagues will be entitled to a payment of £15 per year for each completed full year of service. The cost of the payment will be funded by the employing Directorate's budget and payment will be made via the NWSSP Payroll department.

3 Procedure/Process/Protocol

Updates to colleagues' annual leave entitlements should happen automatically following their five- and ten-year anniversaries in work. This is in line with the colleagues contract of employment and terms and conditions of service.

In service awards

For those who have 15- or 20-years' service, a form will be available to complete (by the colleague or line manager) via the intranet, confirming colleague details and their length of service. These submitted details will be checked by the People Support Team to confirm colleagues' length of service.

Where proof of service exists, the colleague details will be forwarded to the NWSSP payroll team for processing.

Should there be any discrepancies with the information provided, or the length of service cannot be found by the People Support Team, the information will be returned to the colleague, requesting proof of their length of service.

Letters of recognition

A template letter of recognition will be available on the intranet for managers to complete and send to colleagues when they have either five or ten years service.

Retirement Gratuity

For colleagues who wish to claim the retirement gratuity, a form will be available on the intranet to complete, the details of which will be checked by the People Support Team. Where there is agreement between ESR and the length of service details on the retirement gratuity form exists, the colleague details will be forwarded to the NWSSP payroll team for processing.

Should there be any discrepancies with the information provided, or the length of service cannot be found by the People Support Team, the information will be returned to the colleague, requesting proof of their length of service.

All documents generated under this procedure are official records of Public Health Wales and will be managed and stored and utilised in accordance with the Public Health Wales' Guidance on Record Retention and Destruction.

4 Payment

Payment of the Retirement Gratuity will be processed via the payroll system and therefore, will be subject to the standard tax and NI deductions.

5 Training

Advice and guidance on how to use this Procedure can be sought from PeopleSupport.PHW@wales.nhs.uk

6 Review

We are continually looking to improve our employment practices and welcome any feedback you may have in relation to this

Procedure. Feedback can be provided by emailing,
PeopleSupport.PHW@wales.nhs.uk

Template
Equality & Health Impact Assessment for
(Employee Recognition Procedure)

Part 1

Please answer all questions:-

1.	For service change, provide the title of the Project Outline Document or Business Case and Reference Number	Employee Recognition Procedure.
2.	Name of Clinical Board / Corporate Directorate and title of lead member of staff, including contact details	Vicki Denney Vicki.denney3@wales.nhs.uk
3.	Objectives of strategy/ policy/ plan/ procedure/ service	This policy supersedes the Retirement Gratuity Procedure, to provide more inclusivity to all colleagues of the organization, which recognizes commitment and the work undertaken by colleagues at varying stages of their careers within Public Health Wales.
4.	Evidence and background information considered. For example <ul style="list-style-type: none"> • population data • staff and service users data, as applicable • needs assessment • engagement and involvement findings • research • good practice guidelines 	<ul style="list-style-type: none"> • Chartered Institute of Personnel and Development • Local Partnership Forum • NHS Employers – Employee Recognition • Employee recognition working group • Public Health Wales People Strategy 2030 • Public Health Wales Staff Diversity Networks • Public Health Wales Strategy Cohesion Group • Hywel Dda Health Board – Celebrating our staff • Powys Teaching Health Board – Long Service Award policy

	<ul style="list-style-type: none"> • participant knowledge • list of stakeholders and how stakeholders have engaged in the development stages • comments from those involved in the designing and development stages <p>Population pyramids are available from Public Health Wales Observatory and the 'Shaping Our Future Wellbeing' Strategy provides an overview of health need.</p>	<ul style="list-style-type: none"> • Aneurin Bevan Health Board – Long Service Award policy • Betsi Cadwaladr University Health Board – Long Service Award policy • NWSSP – Long Service Award policy • Swansea Bay University Health Board – Long Service Recognition policy • Velindre University NHS Trust – Long Service Award policy - Welsh Ambulance Service Trust – Awards ad Recognition policy
5.	<p>Who will be affected by the strategy/ policy/ plan/ procedure/ service</p> <p>Consider staff as well as the population that the project/change may affect to different degrees.</p>	All colleagues of the organization.

Part 2- Equality and Welsh language

6. EQIA / How will the strategy, policy, plan, procedure and/or service impact on people?

Questions in this section relate to the impact on people on the basis of their 'protected characteristics'.

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts (unintended consequences) Opportunities or gaps	Action taken by Directorate. Make reference to where the mitigation is included in the document, as appropriate This column is to be updated in future reviews	Recommendations for improvement/ mitigation/ identified gaps or opportunities
6.1 Age For most purposes, the main categories are: <ul style="list-style-type: none"> • under 18; • between 18 and 65; and • over 65 	<p>Employee recognition is available to all colleagues of the organisation who meet the criteria within the procedure.</p> <p>However, there is likely to be a positive impact as older colleagues are will benefit most from this procedure, as someone retiring is likely to be over the age of 65, and therefore will receive a financial benefit.</p>	<p>We believe the solutions need to manage these risks are cultural – the organisation and our processes, practices and policies must be inclusive.</p>	<p>Ensure that all eligible colleagues receive their recognition award in line with the procedure.</p>

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts (unintended consequences) Opportunities or gaps	Action taken by Directorate. Make reference to where the mitigation is included in the document, as appropriate This column is to be updated in future reviews	Recommendations for improvement/ mitigation/ identified gaps or opportunities
6.2 Persons with a disability as defined in the Equality Act 2010 Those with physical impairments, learning disability, sensory loss or impairment, mental health conditions, long-term medical conditions such as diabetes	No impact.	No impact.	No impact.
6.3 People of different genders: Consider men, women, people undergoing gender reassignment NB Gender-reassignment is anyone who proposes to, starts, is going through or who has completed a process to change his or her gender with or without going through any medical	As the procedure takes into account 'total' NHS service, rather than just with PHW, the procedure positively impacts women who have taken time off to have children as it encompasses total NHS employment history, rather than that of just working in PHW.	No impact.	No impact.

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts (unintended consequences) Opportunities or gaps	Action taken by Directorate. Make reference to where the mitigation is included in the document, as appropriate This column is to be updated in future reviews	Recommendations for improvement/ mitigation/ identified gaps or opportunities
procedures. Sometimes referred to as Trans or Transgender			
6.4 People who are married or who have a civil partner.	No impact.	No impact.	No impact.
6.5 Women who are expecting a baby, who are on a break from work after having a baby, or who are breastfeeding.	No impact.	No impact.	No impact.
6.6 People of a different race, nationality, colour, culture or ethnic origin including non-English speakers, gypsies/travellers, migrant workers	No impact.	No impact.	No impact.

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts (unintended consequences) Opportunities or gaps	Action taken by Directorate. Make reference to where the mitigation is included in the document, as appropriate This column is to be updated in future reviews	Recommendations for improvement/ mitigation/ identified gaps or opportunities
6.7 People with a religion or belief or with no religion or belief. The term 'religion' includes a religious or philosophical belief	No impact.	No impact.	No impact.
6.8 People who are attracted to other people of: <ul style="list-style-type: none"> • the opposite sex (heterosexual); • the same sex (lesbian or gay); • both sexes (bisexual) 	No impact.	No impact.	No impact.
6.9 People according to their income related group: Consider people on low income, economically inactive, unemployed/workless,	The employee recognition procedure should not adversely impact people who communicate using the Welsh language.	No impact.	A new staff diversity network, Ymlaen, has been set up and shared online space has been established for Welsh speakers and learners, to give them opportunities to use Welsh with colleagues on an informal basis.

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts (unintended consequences) Opportunities or gaps	Action taken by Directorate. Make reference to where the mitigation is included in the document, as appropriate This column is to be updated in future reviews	Recommendations for improvement/ mitigation/ identified gaps or opportunities
people who are unable to work due to ill-health	The Policy will be available in Welsh on our policies webpages.		
6.10 People according to where they live: Consider people living in areas known to exhibit poor economic and/or health indicators, people unable to access services and facilities	No impact.	No impact.	No impact.
6.11 Consider any other groups and risk factors relevant to this strategy, policy, plan, procedure and/or service	No impact.	No impact.	No impact.
6.12 Welsh Language			
There are 2 key considerations to be made during the development of a policy, project, programme, service to ensure there are no adverse effects and/or a positive or increased positive effect on: (please note these will continue to be reviewed to ensure Public Health Wales fulfils their duties to comply with one or more standards outlined within the Welsh Language Standards (No 7) Regulations 2018)			

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts (unintended consequences) Opportunities or gaps	Action taken by Directorate. Make reference to where the mitigation is included in the document, as appropriate This column is to be updated in future reviews	Recommendations for improvement/ mitigation/ identified gaps or opportunities
Opportunities for persons to use the Welsh language	No impact.	No impact.	No impact.
Treating the Welsh language no less favourably than the English language	No impact.	No impact.	No impact.

Part 3 – Health

Questions in this section relate to the impact on the health and wellbeing outcomes of the population **and** specific population groups who could be more impacted than others by a policy/project/proposal.

The part of the assessment identifies;

- which specific groups in the population could be impacted more (inequalities)
- what those potential impacts could be across the wider determinants of health framework?
- Potential gaps, opportunities to maximise positive H&WB outcomes
- Recommendations/mitigation to be considered by the decision makers

7. Identification of specific population groups

Use the WHIASU Population Groups checklist as a reference to identify the population groups who could be more impacted than others by a policy/project/proposal. The check list can be found on the PHW Integrated EqHIA guidance pages (requires link to PHW Intranet pages for additional information and resources)

The groups listed have been identified as more susceptible to poorer health and wellbeing outcomes (health inequalities) and therefore it is important to consider them in a HIA assessment. In a HIA, the groups identified, as more sensitive to potential impacts will depend on the characteristics of the local population, the context, and the nature of the proposal itself.

7.1 Groups identified	Rational/explanation

Assessment

Complete the wider determinants framework table below providing rational/evidence where appropriate:

1. Consider how the proposal could impact on the population and specific population groups identified above (positive/negative) for each of the wider determinants (the bullets under each determinant are there as a guide)
2. Record any unintended consequences (negative impacts) and/or gaps identified
3. Record any positive impacts or missed opportunities to maximise positive health and wellbeing outcomes
4. identify and record mitigation/recommendations where appropriate

Please note you may find that not all determinants are relevant to the project/plan however recording N/A is not acceptable a rational or evidence should be explained/referenced

Wider determinant for consideration	Positive impacts or additional opportunities	Unintended consequences or gaps	Population groups affected	Mitigation/recommendations
7.2 Lifestyles <ul style="list-style-type: none"> • Diet/nutrition/breastfeeding • Physical activity 	No impact.	No impact.	No impact.	No impact.

<ul style="list-style-type: none"> • Use of alcohol, cigarettes, e-cigarettes • Use of substances, non-prescribed drugs, abuse of prescription medication • Social media use • Sexual activity • Risk-taking activity i.e. gambling, addictive behaviour 				
<p>7.3 Social and community influences on health</p> <ul style="list-style-type: none"> • Adverse childhood experiences • Citizen power and influence • Community cohesion, identity, local pride • Community resilience • Domestic violence • Family relationships • Language, cultural and spirituality • Neighbourliness • Social exclusion i.e. homelessness • Parenting and infant attachment • Peer pressure • Racism • Sense of belonging • Social isolation/loneliness • Social capital/support/networks • Third sector & volunteering 	<p>This policy supports colleagues sense of belonging, following the recognition of service to NHS Wales.</p>	<p>No impact.</p>	<p>No impact.</p>	<p>No impact.</p>
<p>7.4 Mental Wellbeing</p> <ul style="list-style-type: none"> • Does this proposal support sense of control? • Does it enable participation in community and economic life? • Does it impact on emotional wellbeing and resilience? 	<p>By supporting all colleagues, the policy aims to positively effect wellbeing and resilience.</p>	<p>No impact.</p>	<p>No impact.</p>	<p>No impact.</p>
<p>7.5 Living/ environmental conditions affecting health</p> <ul style="list-style-type: none"> • Air quality 	<p>No impact.</p>	<p>No impact.</p>	<p>No impact.</p>	<p>No impact.</p>

<ul style="list-style-type: none"> • Attractiveness/access/availability/quality of area, green and blue space, natural space. • Health & safety, community, individual, public/private space • Housing, quality/tenure/indoor environment • Light/noise/odours, pollution • Quality & safety of play areas (formal/informal) • Road safety • Urban/rural built & natural environment • Waste and recycling • Water quality 				
<p>7.6 Economic conditions affecting health</p> <ul style="list-style-type: none"> • Unemployment • Income, poverty (incl. food and fuel) • Economic inactivity • Personal and household debt • Type of employment i.e. permanent/temp, full/part time • Workplace conditions i.e. environment culture, H&S 	No impact.	No impact.	No impact.	No impact.
<p>7.7 Access and quality of services</p> <ul style="list-style-type: none"> • Careers advice • Education and training • Information technology, internet access, digital services • Leisure services • Medical and health services • Other caring services i.e. social care; Third Sector, youth services, child care • Public amenities i.e. village halls, libraries, community hub • Shops and commercial services • Transport including parking, public transport, active travel 	No impact.	No impact.	No impact.	No impact.

<p>7.8 Macro-economic, environmental and sustainability factors</p> <ul style="list-style-type: none"> • Biodiversity • Climate change/carbon reduction/flooding/heatwave • Cost of living i.e. food, rent, transport and house prices • Economic development including trade • Government policies i.e. Sustainable Development principle (integration; collaboration; involvement; long term thinking; and prevention) • Gross Domestic Product • Regeneration 	No impact.	No impact.	No impact.	No impact.
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Stage 3

Summary of key findings and actions Please answer question 8.1 following the completion of the EHIA and complete the action plan

Key findings: Impacts/gaps/opportunities	Actions (what is needed and who needs to do) to address the identified mitigation and recommendations	Lead	Timescale	
<ul style="list-style-type: none"> • The employee recognition procedure is applicable to all colleagues of Public Health Wales, based on their length of service. • Given the wide spanning awards available, those with five years service will start to benefit from the procedure, right up to colleagues who 	Ongoing monitoring of the implementation of the policy, and publicity to ensure all colleagues are aware of it.	Policy Lead	31/03/24	

<p>retire from the organisation.</p> <ul style="list-style-type: none">• There is a risk that not all colleagues will access what is available to them within the procedure, due to their accessibility to systems.• An ongoing programme on publicity will support and remind all colleagues that the procedure is available to those who fulfil the criteria set out within the procedure.				
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