



The Consortium Trust

Where together excellence and pupils thrive

Scheme for Long Service Retirement Awards

1. Scope of the Scheme

1.1 The scheme recognises the long service of all staff by the presentation of a gift on retirement. The scheme extends to all such employees of the Academy Trust. The details of the Scheme are set out below and to be eligible for a gift employees must fulfil the conditions stated.

2. The Scheme

2.1 The qualifying period for an award is 20 completed continuous actual years' service with the Academy Trust (i.e. excluding any enhancements). Previous continuous service with Suffolk or Norfolk County Council) will be recognised as will continuous service with the Suffolk or Norfolk Police Authority, the Magistrates Courts Committee and the Probation Committee.

2.2 For employees returning to the Academy Trust after a break in service for maternity/paternity reasons, a break of not exceeding eight years can be allowed provided no other permanent full-time employment has intervened. Any such service for which a long service award has previously been made will not qualify under this scheme.

2.3 The scheme is effective from 1st December 2016. Awards will be made only on the retirement of employees and will normally be made at the customary retirement age of employees but can be made earlier if employees decide to retire from Academy Trust's employment before that age and possess the necessary service qualification or in cases of redundancy, ill health, early retirement and any other similar reasons.

2.4 Long service awards will be in the form of a tangible retirement gift chosen by employees valued at an amount calculated as follows:

- > Service * qualifying as half time or less -£4.30 for each actual completed year of service;
- > Service * qualifying as more than half time -£8.60 for each actual completed year of service.
- > Qualifying service will be calculated on the basis of hours or sessions worked as a proportion of full time hours appropriate to that grade of staff.

Awards will be based on average working time over the last five years' service before retirement.

2.5 Although there is no simple definition of what is meant by a "tangible" gift it is clear that items of a consumable nature, such as food, drink, fuel, clothing, etc. are somewhat less than tangible for the purposes of the scheme and should be discouraged.

2.6 The Board of Trustees will be responsible for administering the Scheme.

2.7 Employees entitled to an award will be notified of their entitlement by The Finance and HR Manager in advance of their retirement date. However, if employees consider that they may be entitled to an award but have not been so informed they should raise the matter with the Finance and HR Manager.

2.8 The method of presentation of the gift will be left to the discretion of the Chief Executive Officer and the employees concerned.

2.9 The Finance and HR Manager is authorised on a biennial basis, to review the annual amounts of awards under this scheme in accordance with changes in the retail prices index, and having regard to schemes in operation for Academy Trust employees.



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Document Control

Changes History

Version	Date	Amended By	Details of Change

Approval

Name	Job Title	Signed	Date
Andrew Alders-Dunthorne	Principal/CEO	Electronic signature	06/01/2017
Dawn Carman-Jones	On behalf of the Trust Board	Electronic signature	09/01/2017

Equality Impact Assessment

Date	Name	Details

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