



## Loyalty Award Scheme

### 1.0 Introduction

Peterborough City Council are committed to reward the loyalty of those employees who have completed 25 years continuous service with the city (and its predecessor authorities) by presenting a loyalty award.

The Loyalty Award will take the form of a monetary award to the value of £160. This ensures that the employee is able to choose a gift of their choice.

### 2.0 Eligibility

Eligible service will be service with Peterborough City Council. It will also include predecessor service with Cambridgeshire County Council (i.e. those who transferred under the statutory transfer order in 1998). Where an employee has been transferred out and back into the council this service will also count providing there has been no breaks or contract changes in between.

### 3.0 Publicity

It is recognised that although most employees will wish to see their long service and loyalty marked by communicating the news to colleagues, there may be some who would prefer their award not to be recognised publicly in this manner.

Employees will therefore be given the opportunity if they prefer for no publicity.

**Telephone:** 01733  
**Facsimile:** 01733 384622  
**E-Mail:** hrsupport@peterborough.gov.uk  
**Please ask for:**  
**Our Ref:**

**CHIEF EXECUTIVE'S OFFICE**

Town Hall  
Bridge Street  
Peterborough PE1 1HL  
DX 12310 Peterborough 1  
Telephone: (01733) 747474

**PRIVATE & CONFIDENTIAL**

Dear

**LOYALTY AWARD - 25 YEARS SERVICE**

I have been advised that on \_\_\_\_\_ you celebrated 25 years of continuous service to the people of Peterborough. It gives me great pleasure to be able to recognise your hard work and commitment over that long period.

To commemorate your achievement the council would like you to accept a small monetary award. An additional £XX will be paid to you in your XX salary which we hope will allow you to purchase a gift of your choice from the council. (Please see the guidance attached).

The Internal Communications Team would like to include your story in a future edition of the staff e-magazine Connected, so that your colleagues can hear about your experiences at the council over this period of time. A member of the Internal Communications Team will contact you shortly. If you would prefer not to take part please let the team member know when they contact you.

If you would like further information, please contact HR Support at Manor Drive House, Manor Drive, Paston Parkway, Peterborough, on (01733) 864046.

Best wishes

Yours sincerely

**Gillian Beasley**  
*Chief Executive*

Enc

**Additional information in respect of the loyalty award payment:**

The council will pay the Income Tax and the National Insurance contributions due on your loyalty award to ensure that you receive the full £160 gift. This tax will be recorded on your P60 figure as tax that you have paid during the year. This award will not be pensionable.

Your actual gross pay figure will be different to what appears on your pay slip to take account of this.

The actual gross pay figure will be used if you are in receipt of any statutory payments.

This page is intentionally left blank