

**REPORT OF THE HEAD OF RESOURCES**

**LONG SERVICE AWARD FOR LORRAINE COLEMAN**

**1 Purpose of Report**

To present Miss Lorraine Coleman with her long service award.

**2 Executive Summary**

Lorraine joined the Borough Council on 17 July 1989 and after 25 years' service is eligible for a long service award.

**3 Proposed Action:**

**To note the long service award of Miss Lorraine Coleman.**

**4 Discussion**

- 4.1 Lorraine joined the council as a Junior Clerical Assistant within the Borough Solicitor's Department in July 1989 and was later promoted to Typist/Word Processor Operator.
- 4.2 In October 1997 Lorraine became a Personnel and Training Assistant and began the first of many professional studies with the Chartered Institute of Personnel and Development (CIPD). She became a Chartered member of the CIPD in April 2007 and followed that by being appointed as Human Resources Manager in 2008.
- 4.3 Following an organisational restructure in 2011, Lorraine became the Senior Human Resources Officer for the council and continues to advise, guide and support all employees.
- 4.4 Over the years Lorraine has seen many changes within the organisation, including the introduction of job evaluation, and is now the lead officer for this.
- 4.5 In her leisure time, Lorraine is a cat lover and is also known for her love of Radley handbags.
- 4.6 Lorraine will not be attending the Council meeting and has chosen One4all gift vouchers for her award.

**5 Legal Powers**

None.

**6 Financial and Value For Money Implications**

Long service award of £300.00, met from within the existing budget of the service.

**7 Risk Analysis**

There are no identified risks associated to this report.

**8 Implications for Resources**

None identified

**9 Implications for Stronger and Safer Communities**

None identified.

**10 Implications for Equalities**

None identified

**11 Author and Contact Officer**

Karen Denton, Principal Organisational Development Manager

**12 Consultees**

Bridget Lawrence, Head of Resources.

**13 Background Papers**

Employee file held within Human Resources.  
Long Service and Retirement Award Policy.

**REPORT OF THE HEAD OF RESOURCES**

**LONG SERVICE AWARD FOR EMMA ROBINSON**

**1 Purpose of Report**

To present Mrs Emma Robinson with her long service award.

**2 Executive Summary**

Emma joined the Borough Council on 30 August 1989 and after 25 years' service is eligible for a long service award.

**3 Proposed Action:**

**To note the long service award of Mrs Emma Robinson.**

**4 Discussion**

- 4.1 Emma joined the council as a Printing Assistant within the Borough Secretary's Department in August 1989 and soon after began her studies in Graphic Communications (Reprographic Options), which she passed in 1992.
- 4.2 Following a review of printing services in 2005, Emma became a Service Support Officer and moved to the service of the Director of Finance and IT, continuing to print and prepare committee papers and other documents whilst also providing administrative support.
- 4.3 In 2007 Emma joined the newly formed Business Support Unit and continued to provide support across the council.
- 4.4 In 2009 Emma participated in a team approach to achieve a National Vocational qualification Level 2 in Business Improvement Techniques.
- 4.5 Following an organisational restructure in 2011, Emma was appointed as the Democratic Services Assistant in the Democratic Services team and subsequently became Democratic Service Support Officer.
- 4.6 Emma is married and in her leisure time enjoys walks with her dog, baking cakes and biscuits, her speciality being the chocolate dipped ginger variety, watching rugby, motorbikes and going to see live music. She also is an expert on trivia and a great mimic!
- 4.7 Emma is unable to attend the council meeting. She has chosen Marks and Spencer vouchers for her award.

**5 Legal Powers**

None.

**6 Financial and Value For Money Implications**

Long service award of £300.00, met from within the existing budget of the service.

**7 Risk Analysis**

There are no identified risks associated to this report.

**8 Implications for Resources**

None identified

**9 Implications for Stronger and Safer Communities**

None identified.

**10 Implications for Equalities**

None identified

**11 Author and Contact Officer**

Karen Denton, Principal Organisational Development Manager

**12 Consultees**

Paula Lawton, Principal Democratic Services Manager

**13 Background Papers**

Employee file held within Human Resources.  
Long Service and Retirement Award Policy.