



# Our staff benefits

## **Staff benefits information pack**

Details of the wide range of benefits on offer to our staff

## Our staff benefits:

The Council is committed to having a pay system which is fair and enables the recruitment and retainment of the quality of staff needed to achieve its objectives. It is committed to paying the 'London Living Wage'.

Alongside this commitment on pay, we offer a wide range of benefits to our staff.

**Annual Leave -** Annual leave entitlement varies according to the employee's grade and length of service (see below table). The minimum entitlement is 22 days per year rising to a maximum 30 days for most posts after 5 years continuous service.

We also have established provisions to support employees who need to take time off from work for compassionate reasons or to attend to unforeseen or urgent personal and family matters.

Pay - spinal point	Annual Leave Entitlement	Annual Leave Entitlement after 5 years' service
Up to and including 21	22	27
Points 22 – 28 inclusive	25	28
Points 29 – 31 inclusive	26	29
Point 32 and above (inc LSMR posts)	27	30
Chief Officers and other JNC Officers	29	32

\* Pro-rata for part-time employees

**Pension -** The Council is part of the Local Government Pension Scheme. Membership is automatic unless you choose not to join. The scheme provides a guaranteed pension based on final pay and length of time as a member. Subject to qualifying conditions, the Scheme also provides a lump sum in the event of death, survivor's pensions for partners, ill-health benefits and early payment if made redundant over the age of 50.

**Learning and Development -** As an Investors in People employer, the Council provides many opportunities for people to develop new skills and potentially gain qualifications. We provide basic skills training for those who need and want it.

**Flexible Working -** The Council recognises the need for people to have an appropriate work/life balance. We support people with caring responsibilities. We operate a flexi-time scheme (within our 35 hours working week) and a variety of flexible contracts, such as term-time only.

**Employee Support -** You will have access to the Council in-house team of occupational health specialists. The Occupational Health Service is accredited to the Safe Effective Quality Occupational Health Service (SEQOHS). Occupational Health offer a range of services, from management referrals, health checks, work related disease vaccinations, seasonal flu vaccinations and more,

You will have access to the Councils Employee Assistance Programme (EAP). You can contact the EAP regarding a variety of personal and work

related issues for Counselling or simply for information or support. Contact can be made via telephone, email or via their website.

The Council also operate a personal health management system; called Revitalised, which you will have access to.

**Support Groups -**

To hear the views of particular groups of staff, we have established staff support and networking groups for BME (Black and Minority Ethnic), Disabled and LGBT (Lesbian, Gay, Bi-sexual and Transgender) employees.

**Wider Wallet -**

Through the “Wider Wallet” scheme, staff can access discounts on many online/high street stores and local businesses and save money on theme parks, theatre, cinema and eating out. There are also travel and holiday discounts, access to childcare vouchers and health plans.

**Quality homes for affordable prices****Opportunities for our children’s social work staff**

Children’s social work staff are eligible to apply to rent new build properties, providing you with the opportunity to rent a quality property at an affordable price. The availability of the right property cannot be guaranteed, but as the properties offered are all part of the major regeneration programme currently happening across Barking & Dagenham, phases of new build properties are regularly becoming available.

**Other staff benefits:**

- Appraisals
- Credit Union
- Cycle purchase scheme
- Discounted gym membership
- Discounted parking
- No smoking policy
- Season ticket / travel loans
- Trade unions
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## Car Allowance

Car Allowance falls into two different categories – Essential and Casual and is limited to specific roles in only a few services.

The car allowance payable depends on the duties of the post occupied. Roles such as Children's Social Workers, using their car to do home visits, as well as Independent Reviewing Officers are categorised as an Essential User, which is explained as follows:

Essential User - this is where the duties of the post require an employee to use their own vehicle.

Casual User - this is where it is merely desirable for an employee to have a vehicle available.

In addition to mileage claims, an Essential User is also entitled to receive a Lump Sum payment dependent on the cc rating of the vehicle used.

Casual users receive a higher mileage claim rate but no Lump Sum.

<b>Engine Size</b>	<b><i>Essential Lump Sum per annum</i></b>	<b>Essential Mileage rate up to 8500 miles</b>	<b>Essential Mileage rate over 8500 miles</b>	<b>Casual Mileage rate up to 8500 miles</b>	<b>Casual Mileage rate over 8500 miles</b>
Up to 999cc	£846.00	0.369p per mile	0.137p per mile	0.45p per mile	0.144p per mile
Above 1000cc	£963.00	0.409p per mile	0.144p per mile	0.45p per mile	0.144p per mile

## Supporting the Health and Wellbeing of our staff

Work can have a positive impact on our health and wellbeing.

Healthy and well motivated employees can have an equally positive impact on the productivity and effectiveness of the Council.

### Employee Assistance Programme (EAP)

The EAP is a welfare initiative available to you by telephone and online to provide you with counselling, information, signposting and support for any personal or work-related concerns you may have.

The EAP is delivered by Workplace Options. They are passionate about:

- Improving employee satisfaction and performance.
- Preserving personal health and well-being.
- Enabling work-life balance.

### Together we are supporting our most valuable assets — our people

For further information about our Employee Assistance Programme please see the attached leaflet, *'Achieving balance through total well-being and support - Workplace Options'*

WEBSITE: [www.workplaceoptions.co.uk](http://www.workplaceoptions.co.uk)

## Health Checks

A health check is a perfect opportunity to get to know the facts about your body and discuss any health and wellbeing enquiries with a qualified Occupational Health Adviser.

Everyone attending a Health Check will also receive **1 month free leisure membership** at a Council run centre.

### What is a health check?

A health check includes general lifestyle and cardiovascular questions and a measurement of:

- Cholesterol
- Blood pressure
- Blood sugar
- Height and weight; used to calculate your BMI

Signposting opportunities are also available on attending a health check for example stop smoking service, weight watchers and much more.

Health checks take place at Occupational Health, Civic Centre, Dagenham, appointments can also be booked for Barking Town Hall. These are booked by simply contacting the OH Service.

## Mental Wellbeing

The Council recognises that delivery of quality services depends on a healthy, well motivated, workforce. It aims to minimise excessive pressure in the workplace with the provision of training and information to manage excessive pressure across the organisation.

Managers have a responsibility to manage work performance, support the engagement and wellbeing of their staff, and create a productive, healthy working environment. Managers and Supervisors are expected to:

- manage in a way which recognises and reduces pressure
- undertake risk assessments which incorporate pressure and resilience
- recognise the signs that may indicate excessive pressure within themselves or others
- develop skills in supporting colleagues and understand the measures necessary to address the risk of excessive pressure in the workplace
- be aware that their own behaviour may contribute to excessive pressure on others and take action to remedy this
- be aware of the sources of help and advice available to them

All members of staff have a responsibility to themselves and their colleagues to take action to minimise excessive pressure / stress in the workplace. This includes taking steps to minimise their own stress and to modify their behaviour when it is causing excessive pressure in others.

Staff should let their managers know of concerns or worries related to their work, which are causing excessive pressure and may adversely affect their health or their ability to perform their duties safely and effectively.

To support staff there are a number of things we have put in place:

- Managing Pressure Information and Guidance
- Pressure and Resilience Assessments and Workshop
- A Management module on building resilience
- Revitalised

## Revitalised

Revitalised is an online health and wellbeing resource that offers you a combination of personally tailored programmes and general health information and support. As this is a web based tool you can access the service 24/7 from any computer with internet access

### Summary of user benefits

- Personal Training Programme
- Weight Management Plan
- Healthy Eating & Nutritional Advice
- Stress Management Solutions
- 10 Minute Wellness
- General Advice Centre
- Local & National discounts
- Social Message Board
- Sleep Pattern Analysis
- Ask the Expert Service

It's totally confidential and free for you and your family (aged 18+) to access.

The service is easily accessed via the online Revitalised Wellbeing Zone. You can even take control of you health and wellbeing by downloading the mobile wellbeing Zone APP.

A downloadable copy of the Revitalised Users Manual has been created to help you get the most out of the system.

Usage of 'Revitalised' is entirely confidential; no one will know you are a Revitalised user.

## Occupational Health

At Barking and Dagenham we have an in-house Occupational Health (OH) Service. The aim of the service is to support managers and employees with the identification of health risks arising out of work activity and issues that affect employee wellbeing and performance at work.

As well as the usual services, such as New Starter Medical Assessment (NSMA), Sickness Management (Referrals and Reviews) and Ill Health Retirement (of which B&D has very few), Having an in-house service allows us to deliver a number of additional services on site, to support the health and wellbeing of our staff.

These are:

- **Counselling:** The aim of the counselling service is to provide a confidential service to an employee to explore specific challenges they are facing either in or out of work and to identify ways of coping with those challenges
- **Physiotherapy:** The aim of the physiotherapy service is to enable employees to be provided physiotherapy to assist with recovery from injuries or to avoid their re-occurrence and speed their return to work. The service bypasses the wait for an NHS physiotherapy appointment too
- **Vaccinations and Immunisation Advice:** Occupational Health can advise as to what jabs may be necessary to protect staff at work. Seasonal Flu jabs are available annually too
- **Care of the Back Training:** The aim of these 1.5 hour briefings is to reduce sickness absences, support employees suffering with back problems, (this may include new and expectant mothers) and promote self ownership of health issues. Employees are provided with an insight into the causes of back pain, ways to reduce the effects of back pain and its impact on lifestyle
- **Health and Lifestyle Checks:** These checks are free, they are available to all employees and are designed to identify any underlying health issues and provide one stop support and advice. Since starting the service, there have been several occasions where we have identified, previously undetected health problems that members of staff were unaware of. The check is more detailed than a GP check and is also linked to public health targets to tackle; Mental Health, Obesity, Smoking, Alcohol & Drugs and helps to combat underlying/latent and potentially harmful long-term conditions (stress, diabetes, asthma etc) and support long term condition management
- **Healthy Eating Support:** OH is able to provide support and where necessary signpost an employee for further support



## London Borough of Barking & Dagenham Council benefits platform

At **B&D** we have a staff benefits platform which is provided by Wider Wallet.

Wider Wallet offers privileged access to a tempting package of discounts and corporate benefits, all designed to make your money stretch further.

### Here's a taste of what's inside:

Boost your spending power with discounts on day-to-day costs including supermarket shopping, high-street stores, DIY, motoring and family finance.

Maximise your leisure time with special offers on travel, theme parks, family outings and experience days.

Experience wellbeing with relaxing spa breaks, free health screening and great value health insurance.

Sign up free today and enjoy the benefits of a wider wallet!

### Reloadable gift cards

Save money on everyday shopping by purchasing discounted gift cards for your favourite stores. The gift cards will be sent to you by post and you can then top them up with a credit or debit card, by phone or online. The discount applies every time you top up, so for every £10 you top up you'll receive more than £10 on your gift card.



### Discounted gift vouchers

Save money on traditional gift vouchers by buying them at a discount to face value. We recommend ordering several vouchers at once or combining your order with reloadable gift cards, to get best value from the postage.



## Downloadable vouchers

Some of our suppliers provide downloadable vouchers, which you can print from your account. Downloadable vouchers are most often used for leisure activities, such as theme parks and days out.



## Cashback

We've teamed up with TopCashback to provide you with access to some fantastic cashback offers. Simply register with TopCashback through Wider Wallet, then search for your chosen retailer on the TopCashback website and shop online in your normal way. Your cashback will be credited to your TopCashBack account and you'll also receive a £5 introductory bonus for registering through Wider Wallet.



## Online discounts

Discounts are available on a wide range of websites. In some cases you will need to quote a discount code when you checkout, while in other cases you will be directed to a site which has already had a discount applied. Instructions are shown each time you access an offer.

