



Your Rewards & Benefits



Hi,

The Council passionately believes in supporting its workforce.

This short guide has been developed to give you an overview of the rewards and benefits the Council offers to you and your colleagues. As well as identifying those things the Council must provide by law as an employer, it also details the additional rewards and benefits the Council makes available to support you in everyday life, including discount schemes.

I hope you find the guide helpful.

Rob Barlow
Chief Executive



Your
Schemes &
Discounts...



Your
Health &
Wellbeing...



Your
Pay...



Your
Time Off...



Other
Benefits...



Tedder Hall

East Lindsey
DISTRICT COUNCIL
Tel: 01507 601111

Your Schemes & Discounts...

Childcare Vouchers

Working families, including self-employed, in the UK, with children under 12 (or under 17 if disabled) are entitled to tax-free childcare vouchers. For every £8 you pay in, the government will add an extra £2, up to £2,000 per child per year. For more information visit www.gov.uk.

Cycle Purchase Scheme

Subject to annual approval, we participate in a cycle to work scheme where you can purchase a bike and spread the cost through 12-month salary deductions. More information on the scheme, and the application form are available on the HR A-Z or via your line manager.

Payment of Professional Subscriptions / Membership Fees

You will be reimbursed one membership subscription of a national, regional or area organisation of professional employees which is of direct benefit to the work of the Council. Please discuss with your line manager before making a subscription.

Access to Union membership

The recognised unions are Unison and GMB. If you wish to join, further information can be found at:

- www.unison.org.uk
- www.gmb.org.uk

Car loans

To qualify for a loan you will need to require the use of a car for the efficient performance of the duties of your role. This does not include commuting to and from work. If you wish to consider a loan, please view the Policy on the Intranet or speak to your line manager.

Credit Union Payroll Deductions

We have teamed up with Lincolnshire Credit Union to offer you the option of entering a salary deductions savings scheme. An amount is deducted from your salary every month, and put into a Lincolnshire Credit Union savings account for you. It's an easy way to save a little every month.

Discount Schemes

KAARP

Kaarp provide savings when shopping at well known retailers. Discounts and deals cover national attractions, days out, high street shops and more.

To find out more, go to: www.kaarp.co.uk and enter the following login details

Username - ELINDSEY

Password - BENEFITS



Your Health & Wellbeing...

Eye Test Vouchers

We provide employees with free eye test vouchers for those who use a computer as part of their daily work. Depending on if prescriptions incorporate the use of glasses for visual display screen use, employees may be able to receive a further voucher as contribution towards the cost of their glasses. These vouchers are accepted at most high street opticians.

Flu Voucher Scheme

Subject to annual approval, we provide employees with free flu jab vouchers through local pharmacies to help protect you from illness in the winter months. The scheme is open mid-September until the end of December.

Westfield Health Cash Plan

Westfield Health provide a Health Cash Plan that can be deducted as a salary sacrifice.

A Health Cash Plan allows employees to claim money back, up to set limits, towards the cost of your essential healthcare, as well as providing access to valuable health and wellbeing services. Employees can choose from five levels of cover to find a price to suit your budget. Dependent children are covered for free on key benefits and if an employee's partner also buys cover, children will receive double the benefits.

Employee Assist Programme (EAP)

The Employee Assistance programme provides you with a free and confidential support service, offering unlimited access to advice & information and coaching & counselling where appropriate. Available 24 hours a day, 365 days a year, the service is here to help you manage all of life's events and support you through challenges. Their expert advisors are there to help, whenever you need them.

You can contact the EAP service at any time of the day or night via phone on 0800 111 6387 or the online portal at www.my-eap.com.



Your Time Off...

Annual Leave

We provide a minimum of 23 days leave, with up to a further 5 days upon completion of 5 years' service with the Council.

Through our Holiday Purchase Scheme, you may also be able to purchase up to a further 10 day's holiday (subject to approval from your manager).

Flexitime

The Flexitime scheme, where applicable, allows for flexibility at the beginning, middle and end of the day. We do, however, expect teams to ensure there is adequate cover. Core hours are 10am-12noon and 2pm-4pm. Outside of these hours, subject to agreement with your line manager, you can be flexible providing you work your contracted hours.

Public Holidays

Statutory bank holidays are paid at the usual rate of pay and most employees are not required to attend work. If you are required to work on a bank holiday, you will receive an enhanced rate of pay and additional time off.

Religious Holidays

You may take up to three days unpaid leave per year for religious observance.

Bereavement / Compassionate Leave

At the discretion of your Service Manager, you may be granted paid compassionate leave of up to 5 days in a 12 month period. You should speak to your manager in the first instance, who will support you in your individual circumstances. The HR Team are available to give further assistance and advice if required.

Hospital & Medical Appointments

Subject to delivery, where you are required to attend a hospital appointment during your normal working hours paid time off will be granted. We also provide time off if you give blood.

We do, however, encourage colleagues to try to arrange appointments outside of working hours, or in such a way that minimises impact on service delivery.

Ante Natal Care

Expectant mothers are entitled to paid time off for Ante Natal care. This includes appointments at hospital, with general practitioners and/or midwives and attending Ante Natal classes. Fathers, partners and parents-to-be are also afforded the right to unpaid time off work to attend up to two Ante Natal appointments.

Fertility Treatment

Those who are attempting to become parents will be entitled to up to 7 days paid time off for fertility treatment in any given year. All information will be treated in the strictest confidence. Your manager may request to see evidence, for example, an appointment card.

Maternity Leave

All pregnant employees, regardless of length of service, are entitled to take up to 52 weeks Maternity Leave.

You may start your Maternity Leave any time from 11 weeks before your baby is due. You must complete the application for Maternity Leave form giving notice to your manager of your intended start date.

Paternity Leave

Paternity Leave allows employees whose partner is having a baby to take time off from work after the birth of the child (Paternity Leave cannot commence before the child has been born). Employees qualify for statutory Paternity Pay if they have been employed by the Council continuously for 26 weeks by 15 weeks before the week the baby is due.

Employees who meet the eligibility criteria have the option to take one or two week's Paternity Leave within 56 days of the birth of the child.

Shared Parental Leave (SPL)

Shared Parental Leave allows both parents of a child to share the statutory leave and pay that was previously only available to mothers or primary adopters.

Now mothers/adopters may end their Maternity Leave and pay early and allow the father/their partner to take some of the leave and pay. This will allow parents to share the leave in Shared Parental Leave (SPL).




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Adoption Leave

If you are adopting children you are entitled to a period of Adoption Leave regardless of your length of service. The amount of leave and Adoption Pay for which employees qualify will differ, dependent on length of service at the time notification of the match is given.

Adoption Leave does not apply to those adopting a partner's child.

Parental Leave

Parental Leave is a statutory right for parents of a child up to the age of 18 to take up to 18 weeks of unpaid leave.

A maximum of 4 weeks of Parental Leave may be taken in any 12 month period. Parental Leave must be taken in a block of at least 1 week, except in cases where the child concerned is registered disabled.

Entitlement may be taken with any number of employers, and entitlement will reduce with every week of leave taken, regardless of whether the leave was taken with the current employer or a previous employer.

Emergency Dependants Leave

We make the provision for you to take up to 3 days paid time off in any 12 month period, and a reasonable amount of unpaid time off in connection with domestic incidents involving dependants.

The granting of additional unpaid leave is at the discretion of your Service Manager and will be assessed based on the individual circumstances of each case. In this context we define a dependant as a child or close relative who at times of illness or distress requires personal support from the employee, or is reliant on the employee for the provision or arrangement of their personal care.

Career Break

If you have over five years' service you are eligible to request an unpaid career break to pursue other interests for a period of twelve months.

The break does not affect your length of service with the Council, and you may return to your permanent post.

Your Service Manager will need to consider your request in light of service requirements before a decision can be made. Whilst on a career break an employee must not undertake paid employment without first seeking approval from the Council.

Study Leave for Approved Qualification

In certain roles you may be required to, or choose to, work towards specific qualifications and awards by professional bodies. In some cases these will be taught during the working week in which case you will be released on a half day or full day of the week to attend college.

Local Authority Interviews

If you are attending an interview with another Local Authority or internally you are able to take paid time off following approval from your Line Manager. If the interview is

with another organisation this time should be taken as annual leave, flexitime or unpaid.

Public Duties

We allow up to 10 paid working days in a 12 month period for those undertaking the following roles:

- School Governor
- Elected member of another Local Authority
- Magisterial Duties
- Election Duties
- Training for service with non-regular Forces (e.g. TA or equivalent)
- Member of a health authority
- Member of a school council
- Member of any statutory tribunal (for example an employment tribunal)
- Member of the Environment Agency
- Jury Service – paid as usual for duration
- Member of the prison independent monitoring boards
- Member of an Exam Board
- Attending court as a witness

Trade Union Duties

We recognise the need for and the purpose of Trade Unions, and have agreed 'Time off' and facilities for Trade Union Representatives.

All employees who are accredited representatives of Trade Unions recognised by the Council are required to request permission for time-off during the working day. Normally and where possible 7 days' notice should be given to request for time off.

Retained Firefighters Training Leave

If you are training to be a retained firefighter you are allowed up to 10 days paid leave to undertake the training. This training must be authorised by your Service Manager.

If you are a retained firefighter you should not be on call during your working hours. You must also ensure that any additional duties you undertake outside of work do not result in a breach of the Working Time Regulations.

Flexible Working Opportunities

We recognise that a healthy balance between work and the rest of our lives is important to all of us.

You may submit a flexible working request if you have over 26 week's continuous service. We allow one application per 12 months.

We operate the following opportunities for flexible working:

- **Job Sharing** - This is where two people share one job. All full time posts within the council are open to job share unless the operational requirements of a post make it impossible to share.
- **Annualised Hours** - An agreed number of hours are worked per year but with a more flexible approach to working patterns.
- **Term Time Working** - Working during school term-time only, and salary is reduced to a pro rata basis.
- **Part Time Working** - A permanent reduction in working hours (and remuneration).
- **V-Time (Voluntary Reduced Work Time)** - A temporary reduction in working hours (and remuneration).
- **Remote Working** - Where appropriate and in line with business needs, you may be allowed to work remotely for part of your contracted hours, including working from home.
- **Compressed Working Week** - This allows you to work your hours over fewer, but longer days. This pattern of working is suitable for those jobs where additional cover would not be required during the jobholder's absence.



Your Pay...

All employees are paid monthly on the 23rd (or nearest working day) of each month, directly into bank or building society accounts.

Occupational Sick Pay

Occupational Sick Pay allowance depends upon length of your continuous local government service.

During 1st year of service	During 2nd year of service	During 3rd year of service	During 4th & 5th year of service	After 5 years of service
One month full pay and, after completing four months employment, two months half pay	Two months full pay and two months half pay	Four months full pay and four months half pay	Five months full pay and five months half pay	Six months full pay and six months half pay

Maternity Pay (Statutory & Enhanced)

Statutory Maternity Pay and Occupational Maternity Pay are dependent on length of service with the Council, further information on pay entitlement whilst on Maternity Leave can be found in the Maternity Leave Policy.



Other Benefits...

Local Government Pension Scheme (LGPS)

If you are on a contract longer than 3 months you are automatically opted into the pension scheme. The Local Government Pension Scheme (LGPS) is one of the best occupational schemes in the UK with the Council's contribution at 16.3%.

Why it pays to be a member:

- You get a guaranteed pension for life that goes up every year in line with the cost of living
- You can give up part of your pension for a tax-free lump sum
- You get a pension at any age if you become too ill to work*
- You can retire from age 55 if you're made redundant or your employer consents*
- You can retire from age 55 on reduced benefits*

- You can pay extra to increase your pension benefits
- You get tax relief on your pension contributions
- There are no hidden fees or charges
- For every £1 you pay into the scheme your employer pays an average of £2
- Your pension benefits are guaranteed in law and not affected by share prices or the stock market

**a minimum membership requirement applies*

Death in Service Benefits

- A lump-sum death grant of three times your pay – and you can choose who it goes to
- A pension for your spouse, civil partner or eligible cohabiting partner
- Pensions for your (eligible) children

Inspire

Employee and Team awards

The Inspire Employee and Team awards are designed to recognise outstanding performance, attitude and achievement that contributes to the overall objectives of the Council.

We want to recognise those who consistently go above and beyond. Inspire rewards teams and individuals who demonstrate exceptional performance.

Long Service Awards

We reward loyalty through the Inspire Programme, which recognises those employees who achieve 20, 30 & 40 years' service.

Training and Development Opportunities

We recognise that the Council's most important resource is its employees. It is committed to the learning and development of its entire workforce, so that they will gain the necessary skills to reach their full potential.

As part of our People Strategy, we will:

- Provide you with training and development that is relevant and appropriate and meets the needs of our current and future aims and objectives.
- Provide the opportunity for you to improve your job performance, raise productivity, quality and customer service in pursuit of continuous improvement.
- Develop your potential to meet your personal aspirations for career development and job satisfaction, where these can reasonably be accommodated, in terms of cost and time.
- Promote equality of access to training and development.
- Create an environment which encourages you to take responsibility for your training and career development.
- Ensure you have regular focussed annual reviews, resulting in personal development plans.



Secondment Opportunities

From time to time secondment opportunities arise that you may wish to consider. This may involve you working in a different part of the Council, and will enable you to develop new skills and knowledge. You should gain the approval of your line manager to apply for a secondment, and should you be successful, you are eligible to return to your permanent post at the end of the secondment period.

Inspiring Future Leaders' Programme

The Inspiring Future Leaders' Programme is run on an annual basis and supports those colleagues who wish to develop their leadership skills and gain wider knowledge and experience within the organisation to help progress in their career.





Your Rewards & Benefits

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Further information on any of the elements detailed in this guide can be found on the Council's HR Intranet pages.