



# Employee Benefits



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# Welcome

Dear Colleague,

Stockton-on-Tees Borough Council is a great place to work. It is a place where we work hard and are proud to serve the people of the borough. It is also important to me that this is a place where you can be the best you can be, so we will support you in your own development and in the work you do for the people of the borough.

We've produced this summary guide to outline the benefits of working at the Council so that you have a handy reference all in one place. We will also use it to continue to attract the best people to come and work at the Council.

With best wishes,



**Julie Danks**

June 2019



# Pay & Reward



## Pay

The grade of your job is determined by Job Evaluation and annual pay awards are subject to national negotiations with the Trade Unions.

Your salary will be paid to you in 12 equal instalments into the bank account of your choice on the last working day of each month.



## Sick Pay

The Council operates the nationally agreed sick pay scheme which entitles employees to a period of full pay and half pay depending on service. The maximum sick pay is 6 months full pay and 6 months half pay.



## Pensions

The Council operates two occupational pension schemes. You will be automatically entered into the Local Government Pension Scheme (LGPS), unless your job role meets the eligibility criteria for the Teachers Pensions.



The LGPS is an Employer contributory Career Average scheme, operated by the Teesside Pension Fund. The Council's LGPS Pensions and Retirement Policy explains some of the benefits available to you as a member and provides an overview of how the scheme works, the financial protection that it offers you and your family, and the options available for your retirement. For more information visit [www.lgps.org.uk](http://www.lgps.org.uk) or [www.teespen.org.uk](http://www.teespen.org.uk)



The Teachers' pension is a Career Average scheme. There is an eligibility criterion that must be met in order to join this scheme. For information please visit the Teachers' pensions website [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk)

# Work Life Balance & Attendance



## Annual Leave Entitlement

The Council offers an annual leave entitlement of:

- 26 days\* plus Bank Holidays for employees with less than 5 years Local Government Service
- 31 days\* plus Bank Holidays for employees with over 5 years Local Government Service

\* pro-rata for part time employees



## Additional Annual Leave Purchase

You can purchase between 3 and 10 days additional leave per year with a deduction in pay spread over a 12 month period. For more information see the Work Life Balance & Attendance policy on the Intranet or ask your line manager.



## Leave of Absence

The Work Life Balance and Attendance Policy provides guidance around paid and unpaid leave of absence, which should be agreed between you and your manager. In particular the policy recognises that you may need more support where there is a family bereavement, critical illness or other emergency situation involving a dependent, and medical procedures and reasonable recovery time. For more information see the policy on the intranet or ask your manager.



## Flexitime Scheme

Flexitime is available to employees subject to the needs of the service. Not all services are able to offer flexitime due to operational requirements i.e. shift working arrangements.

Flexitime allows employees the ability to have a degree of flexibility over their working hours by varying the start and finish times of work, and take upto 3 breaks a day to assist in balancing personal commitments with work. Employees can also accrue flexi leave (where work is available) to take hours back at a later date. For more information please see the Council's Intranet.

# Family Friendly Benefits



## Flexible Working

A flexible working request can help you to balance your working life with other priorities, including parental and other caring responsibilities, life-long learning, charity work, leisure activities and other interests, subject to ensuring that staffing levels and the demands of the business are met. For details on how to submit a flexible working request for consideration by your line manager, please see the Work Life Balance and Attendance Policy on the Intranet.



## Becoming a Parent Policy

The Council is committed to helping working parents balance work and family life. The Council's Becoming a Parent Policy outlines the leave entitlement and enhanced payments available for: Maternity Leave, Adoption Leave, Shared Parental Leave, Paternity Leave, Maternity/Adoption Support Leave, Fostering and Special Guardianship Leave, and IVF treatment.



## Tax-Free Childcare

Tax-Free Childcare can give eligible families an extra 20% towards childcare costs.

Working parents with children under 12 (or under 17 for disabled children), may be eligible for the scheme. The government will top-up the money an employee pays into the account. For every £8 paid in, the government will add an extra £2. Employee's could receive up to £2,000 per child per year (£4,000 per disabled child)

Tax-Free Childcare scheme can help to pay for:

- Tax-Free Childcare scheme can help to pay for:
- Registered childminders, nurseries and nannies
- Registered after-school clubs and playschemes
- Registered schools
- Home careworkers working for a registered home care agency

For further information and to register please visit: [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)



# Health and Wellbeing



## Physiotherapy Services - Body 2 Fit

Body2Fit are the Council's provider of Physiotherapy Services. As an employee, you can have free early access to advice and treatment for the following services:

- up to 5 physiotherapy sessions
- a workplace assessment
- an initial podiatry assessment

For more details including how to make a referral please see the Intranet or speak to your line manager.



## Tees Active Leisure

Tees Active's Leisure Card is free for Stockton Borough Council Employees and is an excellent way to save money on leisure activities in Tees Active centres across the borough.

- Billingham Forum
- Splash
- Thornaby Pavillion
- Thornaby Pool

The card is valid for a year and gives you various discounts ranging from 5% to 30% for activities listed at participating centres.

Contact your local Tees Active Centre for further information or visit [www.teesactive.co.uk](http://www.teesactive.co.uk)

# Personal Development



## Training Programme

The Council is committed to supporting our employees to ensure that we all have the skills, knowledge and behaviours to respond positively to change and deliver efficient customer focused services to the people of our borough. The Corporate Training & Development programme provides:

- New starter induction
- Training for all employees
- Specific training for managers

For more information on our training & development opportunities please see the intranet or contact the HR team on 01642 528277.



## Talent Network

The Talent Network is a register of employees who are interested in utilising their talents and skills across the Council beyond their immediate job role. The skills, talents and aspirations of employees joining the network will be entered into the Talent Network database and this will help to build a picture of all the talent within our organisation. As a member of the Talent Network you will also be invited to our Setting The Standard sessions. To find out how you can get involved please contact [TalentNetwork@stockton.gov.uk](mailto:TalentNetwork@stockton.gov.uk)



## Investors in People Award

In 2018 we were awarded Investors In People Accredited Standard.

Investors in People sets out the criteria for high performance through people. It is the UK's leading accreditation for people management and signals a high performing culture and a commitment to employee development and success.

The Council have held the IIP award since 2000, and apply for re-accreditation every three years. We recognise that what we deliver as a Council cannot be achieved without the hard work, passion and dedication we have from our Employees

# Employee Engagement



## Shaping a Brighter Future (SBF)

The SBF programme is looking across the whole Council at 'who we are and how we do things', and our values and behaviours. Particularly important areas include staff support and development, team work and talent identification and identifying ways to increase our capacity through increased resilience. The programme already involves employees from across the organisation. To find out how you can get involved please contact [sbf@stockton.gov.uk](mailto:sbf@stockton.gov.uk)



## Equality Staff Forums

The Council has four equality staff forums:

- The Disability Forum
- Black and Minority Ethnic Forum
- Lesbian, Gay, Bisexual & Transgender Staff Forum
- Young Staff Forum (16-29 years old)

The forums are led by employees and provide members opportunities for networking, peer support and personal development. They also consult with the Council on a range of matters, and arrange annual events to support Council objectives, to raise awareness and celebrate diversity.

To find out more information about the staff forums and how to join, please contact [staff.forums@stockton.gov.uk](mailto:staff.forums@stockton.gov.uk)



## Intranet

The intranet provides you with everything you need in one place. It's the first screen you see when you turn on a PC at the Council. You'll find all our policies, procedures and forms and guidance, plus more information on Employee Support and Benefits.

There's a daily news banner, a discussion forum, a useful "Who Does What" Directory of all employees and links to HR Online and Maps at Stockton. This is also where you can tell us your 'Bright Ideas' or 'Ask Neil' a question.

# Employee Engagement



## KYIT

The “Keeping You in Touch” (KYiT) weekly newsletter is published every Friday on the intranet and includes lots of information about work life as well as community and local news. A number of paper copies are also produced and are available in Council buildings for employees who don’t have regular access to the intranet. If you’re having trouble getting hold of a copy please let the Communications team know on 01642 527307 and they’ll fix it.



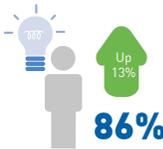
## Employee Survey

The Employee Survey takes place every two years and it’s a great chance to share your thoughts to help us get a true picture of how you feel about the Council, your job, and working here.

By answering the questions you will be helping us to understand and support you – it really is a time when you can be open and honest – an opportunity for you to say what you feel.

We think SBC is a great place to work! But don’t just take our word for it. Here are some of the results from our latest Employee Survey (2018).

I have taken the opportunity to learn something new at work this year



I understand how my work contributes to the success of the organisation



I would recommend this organisation as a great place to work



I believe that one of my responsibilities is to continually look for new ways to improve the way we work

There is someone at work who encourages my development



My immediate manager/ supervisor encourages us to come up with new or better ways of doing things

I am able to strike the right balance between my work and home life



# Employee Engagement



## Trade Unions

The Council works in partnership with Trade Unions and meets regularly with representatives to discuss issues affecting the council and its workforce. Trade Unions can provide a range of support to their members from representation on individual workplace or personal issues, to consumer benefits such as reduced rates on mortgages and insurance. You can contact the unions on:



### **GMB**

[www.gmb.org.uk](http://www.gmb.org.uk)  
01642 241751



### **Unison**

[www.unison.org.uk](http://www.unison.org.uk)  
01642 528685



### **Unite**

[www.unitetheunion.org](http://www.unitetheunion.org)  
01642 242314

# Other Employee Benefits



## Car Lease Scheme

The Council operates a salary sacrifice car lease scheme with Zenith as a way of enabling you to lease a new fully maintained and insured car and benefit from lower costs and tax benefits at the same time. It is available to SBC employees, subject to eligibility checks and insurance restrictions. For details see the intranet.



## Car Parking Permits

As an SBC employee you can get a discounted rate on Long Stay Car Parking Permits for use in all Council long stay car parks across the Borough. For more details see the intranet.



## Bus and Train Discounts

As an SBC employee you can take advantage of discount offers on annual tickets from Arriva, Go North East, Stagecoach and Northern Rail. You can pay for annual tickets directly from your pay and spread the cost over a 12 month period. For details visit the intranet.



## Cycle to Work

In association with Cyclescheme Limited and Halfords we can help you purchase a bike through salary sacrifice. You enter into a hire agreement where payments are taken from your salary each month for 12 months. The savings are made on the tax and National Insurance on the portion of your salary you are sacrificing for the benefit of the bike. For more information see the intranet or contact [egds@stockton.gov.uk](mailto:egds@stockton.gov.uk) or call 01642 526709

# Other Employee Benefits



## Your Community Bank

Tees Credit Union has recently merged with Moneywise Credit Union to make the largest community based credit union in the North East. A Credit Union is a financial co-operative which offers safe savings, affordable loans and related services to their members. You can have money paid direct from your salary into an account to build up your savings or repay a loan. For further information visit [www.moneywise.org.uk](http://www.moneywise.org.uk) or call 01642 941911



## Cineworld Cinema Discounts

There are great benefits for you in the form of discounted Cineworld Cinema tickets on...

- 2D Cinema 2Codes
- Premium eCodes (valid for 3D, IMAX, 4DX & Superscreen showings)
- Popcorn & Drinks Vouchers
- Annual Cinema passes
- Gift Cards

More information on how to claim can be found on the intranet

**We are...** an organisation where we all make a positive contribution at work for the whole council. Where we never lose sight of the fact we are here to serve the people of the borough.

## **This is a place where...**

- We are valued, trusted and supported
- We are heard
- We take responsibility for our own development
- We work hard
- We are not afraid to try something new
- We belong



**Stockton-on-Tees**  
BOROUGH COUNCIL