

# Employee Benefits



# NHS Confederation employee benefits



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If you have any questions, please contact the HR Team at [askhr@nhsconfed.org](mailto:askhr@nhsconfed.org)

# Pay and Conditions

## Pay

The NHS Confederation's pay structure will be included in your welcome pack sent with your contract of employment.

Salaries are paid monthly on the 25<sup>th</sup> of the month. If the 25<sup>th</sup> falls on a weekend or bank holiday, you will be paid on the preceding Friday.



## Payroll giving

Payroll giving is a flexible scheme which allows anyone who pays UK income tax to give regularly and on a tax-free basis to the charities and good causes of their choice. The NHS Confederation is registered with the Charities Trust who administer the scheme for us.

## Pensions

We offer a group stakeholder pension plan administered by Scottish Widows.

You will be automatically enrolled onto the scheme after 60 days of employment with the NHS Confederation if you meet the criteria. The organisation will contribute 6 per cent of basic pay providing that you contribute 3 per cent of your basic pay.

If you are currently a member of the NHS Pension Scheme and have not had a break in contributions for more than 12 months, you can continue with that scheme for up to five years from joining the organisation. More information can also be found on the [NHS Pensions website](#)

## Annual leave

### Entitlement

Our holiday year runs from 1 April to 31 March.

All employees are entitled to 30 days holiday per annum, this is pro rated for part time employees.

### Office Closure Days

Up to 4 days of your annual leave will be used to close down the office between Christmas and New Year.

### Buying and selling annual leave

In February each year we offer staff the opportunity to buy or sell up to one working week's leave, terms and conditions apply.

## Death in service

This benefit is available to all permanent and fixed term employees. The benefit is four times annual salary. You are able to nominate beneficiaries by completing a nomination form. Please speak to HR for more information.

The NHS Pension or civil service pension entitles you to other benefits.

# Health and Wellbeing

## Employee assistant (counselling)

Counselling support is offered through our occupational health service subject to criteria.

Please ask HR for further information.



## Eye tests

We will cover the cost of your annual eye test and should you require glasses specifically for VDU use we will contribute a maximum of £50 towards these.

Any costs towards eye tests and glasses can be claimed back through the expenses procedure.

Claims must be supported by a receipt and, if claiming for glasses, by an opticians certificate stating VDU use.

## Mindful employer plus

As an organisation, we have signed up to mindful employer plus.

This gives all our employees and managers access to a free telephone support line –

- 0300 555 6006 (for employees)
- 0300 555 5002 (for managers).

## Flu jabs

All staff are entitled to a flu jab around October/November. We have a clinic set up within the Leeds and London offices.

If you are unable to attend the clinics you can go elsewhere and claim the cost back through the expenses policy.

## Occupational health

The NHS Confederation are committed to ensuring all staff's health and wellbeing are supported, which is why we have an independent occupational health provider as one of our support services.

Occupational health can provide advice and guidance on supporting staff and managers with any health-related matters.

# Family Friendly

## Flexi time

The flexi-scheme aims to provide staff with an opportunity to work flexibly in order to achieve their work-life balance.

Your line manager will explain the scheme in more details during your induction.



## Flexible working

It is the Confederation's view that the promotion of flexible working arrangements increases staff motivation, performance and productivity, reduces stress and encourages staff retention by enabling employees to balance their work life with their other priorities.

The flexible working policy and application form can be found on our intranet (the Oracle) once you start.

## Childcare

### Maternity/paternity/adoption and share parental leave

The NHS Confederation offer enhanced pay for those eligible. There is also a section dedicated to maternity/paternity/adoption and shared parental leave.

### Childcare choices

For advice on the tax free childcare scheme please visit: [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

### Financial support

For information about child benefits, financial support and tax credits please visit: [www.gov.uk](http://www.gov.uk)

# Travel

## Cycle to work – tax free bikes

In order to encourage more commuting by bike, the government has created a tax break that gives you significant savings on a bike.

By making monthly payments from your salary allowing you to take advantage of income tax, national insurance and generally VAT savings –usually between 41 per cent to 50 per cent off suggested retail prices.

Terms and conditions apply to the scheme. Please see HR for eligibility.



## Green travel planners

Employees based in Yorkshire have access to a locally run green and sustainable travel initiative.

This scheme gives staff a 15 per cent discount off the cost of their season tickets when purchased through this scheme. Further information is available from AskHR.

## Season ticket loan

We offer an interest free loan which employees can take out for the cost effective purchasing of annual travel tickets. The repayments will be deducted on a monthly basis from your salary.

Further information is available from AskHR.

# Learning and Development

## Induction

All new staff members should receive a comprehensive induction into the organisation.



## Coaching and mentoring

Mentoring is a great way of learning from your peers. If you feel you would benefit from a mentor talk to your manager.

## Apprenticeships

As well as a route into first time employment, apprenticeships can be also be offered to existing staff.

## Internal expertise

With teams of expert in communications, events, commercials, policy and all areas of finance, HR, workforce strategy and engagement, there is a huge amount of internal expertise available to you. If you are doing something for the first time and need help it is highly likely that someone working nearby who can help.

## Professional qualifications

Staff who wish to pursue a formal qualification relating to their role may be able to receive financial support at the discretion of their senior manager. For further information read the guide to accessing training and development which can be found on the Oracle.

## Career opportunities

The NHS Confederation has a central list of vacancies that all staff members can apply for.

The current vacancies page can be found on our intranet site (the Oracle).

## Secondments

Secondments offer a way to gain experience in order to progress your career, they can also offer the opportunity to try out different types of roles.

Any secondment will need to be agreed with your current line manager.

# Staff Networks

## Greener confed group

The greener confed group are committed to creating a more environmentally friendly organisation and aim to lead by example in the wider NHS. Please speak to a member of the group if you have suggestions or ideas.

Alternatively, you can leave a message in the suggestion box located in the ground floor kitchen of the Leeds office.



## Staff forum

The staff forum meets nine times a year, it is an opportunity to discuss a wide range of subject areas across the organisation. With some of the aims being to improve staff engagement and improve decision making by taking views of staff into consideration.

We currently have 11 staff representatives across the organisation.

## Confed workforce inclusion group (CWIG)

The CWIG is a working group which aims to support the organisations work around being disability confident, which replaced the two ticks scheme.

The group has a number of champions who represent their directorate, they benefit from bespoke training and guidance on all things inclusion and support the organisation to become more boldly inclusive and empowering of everyone.

## Dignity and respect champions

The dignity and respect champions are an informal point of contact if you feel you haven't been treated respectfully at work, or if you have concerns about behaviour that you have witnessed.

They are available to listen to your concerns in confidence and support you to resolve issues informally if appropriate.

# Other rewards and benefits

## Dress code

The organisation does not have a dress code, we just ask you to dress appropriately for what you are doing that day and the environment in which you are working.



## Discounts

If you have a NHS Confederation staff card to get into the office, you can use this to access discounts at a number of different retailers. If you would like a card please contact office management once you have started.

### Health Service discounts

You can also sign up to receive discounts at a number of different retailers through the [health service discounts website](#).

## NHS Confederations' accreditations

