

Staff Benefits



Introduction

Hello and welcome to the Staff Benefits booklet; your one stop guide to the national and local discounts available to you as an employee of the NHS and the Great Western Hospital NHS Foundation Trust.

Wherever you work within the Trust, you are part of a dedicated, skilled and talented team, committed to the care of patients within our hospital and the local community. A career here offers the opportunity to work with a local employer, develop your skills and build a strong and rewarding career.

The work you do can be extremely challenging so we are delighted to be able to keep you up to date with offers and opportunities for you and all your family to make savings on your spending, access days out and to look after your health, wellbeing and your future.

All the benefits listed were current at the time of issue; for updates and new opportunities please see the Staff Benefits section on the intranet.

If you have any feedback on the booklet please do not hesitate to let us know.



Oonagh Fitzgerald
Director of HR

The Great Western Hospitals NHS Foundation Trust is committed to providing the best work/life balance and opportunities to all of its employees.

In this booklet you will find details of many discounts and benefits available to you as an employee. To make things easier we have categorised them into 3 areas so anything you're looking for specifically should be easy to find. You will also find contact details for the various benefits where appropriate.

Financial

- Pension Scheme
- Annual Leave
- Computershare Salary Sacrifice inc Childcare Vouchers and computers
- Free Childcare places
- Pennies from Heaven
- Discounted Bus Travel Pass
- Staff Lottery
- Long Service & Retirement

Support, Health & Wellbeing

- Cycle to Work Scheme
- Occupational Health Services
- Staff Support
- Seasonal Flu Vaccinations
- Family Friendly Policies

High Street and Online Retailer Discounts

- High Street Retailers
- Food and Drink
- Holidays
- Mobile Phones
- Cashback Discount Cards.

Financial

Pension

The NHS Pension Scheme is for all full-time and part-time NHS employees. Eligible employees are automatically included but they can opt-out. It is a Career Average Revalued Earnings (CARE) scheme, rather than a final salary scheme where benefits are built up on the value of your pensionable earnings each year during your NHS career. Members of the NHS Pension scheme are entitled to:

- A pension linked to pay and length of membership
- Optional lump sum retiring allowance
- Life assurance, partner/survivor and children's benefits
- Voluntary early retirement
- Ill health retirement
- Purchase of additional pension

For further information on the NHS Pension scheme please visit www.nhsbsa.nhs.uk/Pensions

Computershare

Trust staff can save money on the latest computers, smart TVs, phones and bikes by buying them through the salary sacrifice scheme Computershare Salary Extras. The scheme allows you to pay through deductions from your salary, making the cost more affordable and saving on income tax, pension and national insurance. **To find out more, call 0330 1000 918 or visit www.computershare.com/salaryextras** and type in the username 'GWH' in the registration box at the bottom right of the page. You then need to register using the password 'benefits'. The scheme for computers and phones etc. is open at selected times throughout the year, the bike scheme is open all year round.

Pennies from Heaven

Do you know how many pennies were on your latest payslip? Did you know that you could use those pennies as a charitable donation each month for our Trust charity Brighter Futures? **The Pennies from Heaven scheme allows you to donate your spare pennies by rounding your pay down to the nearest pound and then donating the pennies to the programme.** For further information on this charitable scheme please visit the Brighter Futures Intranet Page and follow the link to sign up.

Annual Leave

All employees start with 27 days Annual Leave entitlement. (Pro-rata for first year dependent on start date as well as if you are a part time employee.) This rises to 29 days after 5 years service and 33 days after 10 years service. This is in addition to the statutory holidays.

Staff Lottery

Join the Staff Lottery and you could win monthly cash prizes from £50-£1,000 in the staff lottery. You can buy up to ten chances to win each month and each chance to win costs £1. All you need to do is complete the application form available in the Staff Area of the Trust Intranet and return it to the Payroll department. Good luck!

Childcare

30 hours free childcare a week pilot scheme.

Staff at the Great Western Hospital with young families will be all too familiar with the hassle associated with finding affordable childcare locally. But thanks to a new pilot scheme from Swindon Borough Council, those stresses may soon be a thing of the past as staff can now claim up to 30 hours of free childcare a week.

Swindon has been chosen by the Department of Education to be one of eight pilot areas, which entitles parents to free care from local nurseries, pre-schools and child-minders. As spaces are limited, to be eligible for the pilot all parents in a household must meet the criteria below, and at least one should work for GWH.

- Have children aged either three or four years
- Live in Swindon
- Not earn more than £100,000 a year
- Agree to childcare being provided in Swindon

It is hoped that as many staff as possible will take advantage of this new scheme, which has been offered to the Trust ahead of the national roll out to all eligible youngsters from September 2017.

For more information contact **Ruth Scott at ruth.scott@gwh.nhs.uk**

Financial

Salary Sacrifice – Childcare Vouchers

Childcare vouchers are an employee benefit for all eligible working parents

They are a Government-approved, tax-efficient way of paying for childcare. If you join the scheme, you can exchange up to £243 a month (£55 a week) of your gross salary for childcare vouchers. The part of your gross salary you exchange for childcare vouchers is tax-free and exempt from National Insurance contributions (NI). Because of this, you can make savings of up to £933 a parent, a year. It doesn't cost you anything to sign up for childcare vouchers and the scheme applies whatever rate of tax you pay. What's more, both parents can request childcare vouchers, which means your family could save up to £1,866 a year.

You can use vouchers to pay for a wide variety of childcare for **children up to the age of 16**.

All registered childcare providers can accept childcare vouchers as a method of payment, including:

- Nurseries
- Nannies
- Au pairs
- Crèches
- Childminders
- Out of school clubs (such as Explore Learning)
- Extra-curricular activities (such as music lessons)
- Breakfast and after-school clubs
- Holiday clubs or schemes
- Activity holiday companies including Camp Beaumont, Kings Camps and Supercamps
- Qualifying childcare offered by school

For more information please see www.computershare.com/salaryextras

Onsite Nursery – The Co-Operative Childcare

The Co-operative Childcare nursery is well positioned on the main hospital site in Swindon. It is a purpose built, stimulating, safe and secure environment for your children and they pride themselves on their warm and welcoming atmosphere. They are conveniently located only two minutes from the main hospital building. The hospital has a direct bus route from the town centre and is part of all other main bus routes. There are drop off parking spaces outside the nursery car park available for dropping off and collecting children. The nursery is open to the general public as well as hospital staff.

They have four age appropriate spacious rooms, 0-1 year olds, 1-2 years, 2-3 year olds and 3-5 year olds. All rooms have direct access and 'free flow' into the secure garden area. Each room is self contained with a sleep room/area, nappy/toilet area and a milk kitchen for younger rooms.

The nursery has its own garden that has a separate area for our children aged under 2 years of age. The age appropriate garden areas have a variety of equipment that provide opportunities for physical play with a large range of outdoor toys and activities available for our children to access at all times.

Staff can exchange a reduction in salary for a place at the Co-operative Nursery, which will enable you to save Tax, National Insurance and pension contributions on the costs of childcare. This means tax, national insurance and pension deductions will be based on your newly agreed reduced salary.

For more information, contact the **nursery on 01793 605861**.

Support, Health & Wellbeing

Discounted Bus Travel Pass

If you are going to be regularly travelling to work by bus, an annual pass can save you a great deal of money. The Trust will buy the pass for you, then automatically deduct the cost from your salary (either monthly or quarterly).

Two passes are available: the standard Travelpass (for the Swindon urban area) and the Travelpass Plus (which also includes the outlying areas).

The costs

The annual passes provide **discounts of nearly 20%** on the normal fares.

Travelpass

Annual cost: £544.00

Monthly deduction: £45.33

Quarterly deduction: £141.00

Annual Travelpass Plus

Annual cost: £629.00

Monthly deduction: £52.42

Quarterly deduction: £163.00

Other benefits

Annual Travelpass and Travelpass Plus cards allow you to use the Thamesdown Transport service at all times - making bus travel in Swindon outside of your commute effectively free.

Annual bus pass holders are also eligible for 10 free car parking passes every two months - allowing you to use staff car parks (pro-rata according to the number of days you work).

Staff Support

The Trust provides a range of services to support your mental health and emotional wellbeing. The Service offers counselling, stress management, personal/professional support, critical incident debriefing/defusing, solution focussed therapy, CBT, financial advice, signposting, general advice. Each session lasts for fifty minutes, providing an opportunity to talk confidentially about work related or personal issues that may be causing distress. All sessions are offered in a neutral, non-judgemental and safe environment. The Service is completely confidential and provided by professional and experienced therapists. The Trust will fund up to six sessions of support for each member of staff. Appointments can be flexible with some early evening availability. For more information or to make an appointment **please call 01793 815279**. There are also a range of leaflets available to download in the Staff Support section of the Staff Area on the Intranet.

Occupational Health Service

The Health and Wellbeing Service aims to promote and maintain the highest possible level of physical, mental and social wellbeing of all employees, with the emphasis being placed on the prevention of illness. Without staff that are well and at work the NHS could not deliver quality and effective care to patients. The service strives to ensure that staff are provided with an environment and opportunities that encourage and enable you to lead healthy lives and make choices that support your wellbeing. Health and Wellbeing at the Great Western Hospitals Trust encompasses many areas and we are proud to offer many services to staff:

Occupational Health Service - services offered by the OH service include;

- Flu vaccinations
- Physiotherapy Service
- Management Referrals
- Clinic Nurse Appointments
- Sharps and Contamination injuries support
- Skin Care Information
- Vouchers for eye tests (for regular VDU users)

Cycle to Work

We're keen to encourage our staff to cycle to work wherever practicable. There's good access to the GWH site for cyclists, and there's a Cycle Centre with secure cycle parking, secure lockers and changing facilities. If you haven't got a bike, then there's even a scheme to help you loan or buy one. The benefits of cycling to work include reducing your carbon footprint, increasing fitness levels, cycle parking at GWH is completely free and good access and secure facilities. You will also be eligible for up to 10 free car parking passes every two months - allowing you to use the staff car parks. For more information on the Cycle to Work scheme please see the **"Travelling to Work" section in the Staff Area of the Intranet.**

Support, Health & Wellbeing (continued)

Training & Development

Great Western Hospitals NHS Foundation Trust recognises the importance of learning and on-going development as a driving factor for business success, individual satisfaction and growth. We also recognise people learn all the time and you will want to ensure what we are delivering adds overall capability and capacity to your organisation. The hospital has experts spread across the organisation who will provide you with a solution to your learning and development requirements, through our Academy. We will support clinical and non-clinical staff to provide the highest quality of care and to ensure you get the most out of your role. You will be offered support, guidance, training and a wide range of opportunities at whatever stage you are in your career.

Staff Recognition

Great Western Hospitals NHS Foundation Trust recognises the vital contribution that all of our staff make in continuously providing the highest standards of care to our patients. We celebrate the successes and achievements of our staff in a range of ways.

Staff Excellence Awards - Our annual awards recognise the hard work and dedication shown by our staff at Great Western Hospital and in our community services across Wiltshire. Categories include Team of the Year and the People's Choice Award, with nominations from the patients and public that we serve. STAR of the Month

The STAR of the Month award - is a special award linked to our Trust values - Service, Teamwork, Ambition, and Respect (STAR). Staff nominate their colleagues who demonstrate the values in their everyday work and a winner is chosen every month.

National Recognition - Our staff strive for excellence and we encourage and support them to shout about the great work they're doing by nominating themselves or others for national awards. Recently we have been shortlisted for the Health Service Journal Awards and the Patient Safety Awards, and one of our nurses won the British Journal of Nursing (BJN) Nurse of the Year Award.

Seasonal Flu Vaccinations

All employees at GWH are encouraged to have the seasonal flu jab each year. This is provided free of charge and administered by the OH team. Vaccination is not just about keeping yourself safe, it's about protecting your colleagues, your family and your patients. You can carry and pass the virus on to others without having any symptoms yourself, so even if you consider yourself healthy, you might be risking the lives of others. The Trust programme commences in the autumn months and the aim is to vaccinate at least 75% of staff who have regular contact with patients.

Family Friendly Policies

The NHS has a number of family friendly policies designed to help you maintain a healthy work/life balance. These include;

- Maternity / Adoption Leave
- Paternity Leave
- Flexible Working
- Sick Pay

For more details on all of these policies you can speak to your line manager, HR or view them in the Trust Wide Documents folder on the Trust T: Drive.

Long Service & Retirement Awards

We recognise that staff choose to have a long and successful career at Great Western Hospitals with Long Service and Retirement Awards. As a token of our appreciation, we recognise all of our staff that complete over 25 years service with a commemorative certificate. We also recognise our retiring staff with a certificate and gift voucher or retirement gift (depending on length on service).

Discounts for GWH Staff

High street shopping discounts

Alongside the Agenda for Change and the Trust benefits there are also increasing numbers of discounts and offers available to NHS employees from various retailers, both online and in store. These offers are always changing and being added to but in this section you will find the details of retailers who offer in store discounts, websites that offer online discounts and cards that you can apply for to save you money. Retailers in this section offer discounts to NHS employees on production of your staff ID card. (Please note that these external providers are not regulated by the Trust in any way.)

Retailer	% discount
The Body Shop	10%
Burton	10%
Cineworld	10%
Café Rouge	20%
Dorothy Perkins	10%
Domino's	50% (Usually collection only so call local store and ask first)
Evans	10%
Frankie and Bennies	20%
GAP	10%
Haven	10%
Hilton	40%
Miss Selfridge	10%
National Express	15%
Nandos	20%
O2	20%
Subway	10%
Specsavers	Free NHS Eye Test and money off glasses
Three	25%
Topshop	10%
Topman	10%
Vodafone	20%
Wallis	10%

Local Discounts

There are increasing numbers of local retailers and services that are offering NHS Staff discounts on goods and services. We will be adding them to this section as we hear about them. If you are aware of any please email GWH.staffBenefits@gwh.nhs.uk giving us as much detail as possible and we will add them in this section.

Below are some of the local benefits that GWH employees can enjoy.

Retailer	Offer
Kidzabout	Free adult entry for GWH employees on production of ID card.
Pebley Beach Hyundai Swindon and Cirencester	Discounts on new cars. Visit www.affinity.hyundai.co.uk Log in using code B30 and configure a new car to see the offers available or call 01793 816815
Boots (at GWH site)	10% off all purchases made in store including orders placed in store from Boots.com

Disclaimer

The Trust has not specifically negotiated with any of these companies and cannot be held responsible for the goods and/or services they provide, or the validity of the offers. The offers available may be withdrawn at any time.

Online retailer discounts

There are a number of websites that offer NHS employees discounts. With most of these sites you will need to register with them prior to being able to access the site and then the discounts will be available to you. Some of the websites also offer you the opportunity for card based discounts. These usually have a small Annual Fee attached to them. On the next page is a list of such websites along with the type of offers that they have available.

Discounts for GWH Staff

www.healthservicediscounts.com – Discount offers for NHS Staff

www.redguava.co.uk – Discount offers for NHS Staff (**Login = GWH and Password = BENEFITS**)

www.psdiscounts.com/nhsstaff - Cashback website for online purchases / Black Card (pre-paid debit card) for in store cash back purchases. The Trust discount code so you can purchase the Black card at a reduced rate of £2.99 (from £9.99) is **gwhncb**

www.bluelightcard.co.uk – Discount offers for NHS Staff. Online discounts and card available for high street shopping. Access to special days for employees e.g. Services Day at Alton Towers – reduced price entry and discount on hotel bookings

Following are some examples of the kind of places and types of discounts that you can access through these websites.

Retailer	Offer
www.healthservicediscounts.com	
Alton Towers	Save up to 45%
Go Ape	20% off Sun – Fri
Halfords	50% off an MOT, 5% off servicing & repairs
RED Driving School	2 hours for the price of 1
Virgin Holidays	5% discount
www.redguava.co.uk	
Haven Holidays	10% off best prices
Hotpoint	Up to 30% off plus additional offers
Legoland Windsor	Up to £20 off per ticket
Merlin Annual Pass	Up to £35 off per ticket
Virgin Experience Days	20% off
www.bluelightcard.co.uk	
Europcar	Up to 20% off
Go Outdoors	10% off in store
InsureMore Travel Insurance	Up to 35% off plus kids free
Tempur Mattresses	25% off
Vodafone	Up to 30% off