

# Employee benefits



The Trust has an ambition to be a 'great place to work' and aims to be a 'progressive' employer with appropriate pay and reward strategies. Reward is now recognised as being much wider than solely terms and conditions, pay or pay progression. The Trust recognises the importance of reward in its wider sense, comprising of the full range of staff benefits and health and wellbeing activities and the subsequent introduction of phrases such as 'total rewards benefits'. This booklet therefore highlights some of the benefits available to you as a member of CNTW staff:



## Pay and conditions

The Agenda for Change pay bands can be found [here](#)

There are also pay enhancements to reward out of hours, shift and overtime working.



### Annual leave

We offer 27 days, plus eight bank holidays. This rises to 29 days after five years' service and 33 days after ten years' service.

**Junior Doctors** – 27 days plus eight bank holidays. This rises to 32 days after 3rd point on salary scale.

**Consultants** – 32 days on appointment to consultant grade plus bank holidays. After 7 years' service in consultant grade increases to 34 days plus bank holidays.

**Speciality Doctors** – 25 days plus 2 statutory days plus bank holidays on appointment, increases to 30 days plus 2 statutory days plus bank holidays after 2 years' service unless had 32 days in previous post. This rises to 32 days plus 2 statutory days plus bank holidays after 7 years' service.

**Professional leave** – for Consultants and SAS Doctors is 30 days over a three year period.

- for Core and higher Psychiatry Trainees 30 days per year
- for GP Trainees 30 days per year but maximum of 15 days per 6 month

Rotation with CNTW

- for Foundation yr1 Trainees 30 days per year but only 10 days per 4 month rotation



## NHS Pension Scheme

The NHS Pension scheme continues to be one of the most comprehensive schemes available in the UK. Membership of the NHS Pension scheme is automatic when you join us and as your employer we pay a contribution equal to 14.3% of your salary towards the cost of your pension.

**Pension scheme flexibilities** include the age at which staff can retire, the length of time staff take to retire and the nature and pattern of work and the lead up to final retirement. Key options are:

**Wind down:** as an alternative to retiring, staff can opt to wind down by working fewer days or hours in their current post.

**Step down:** staff who would like to give up the pressure and responsibilities of their current role can opt to step down into a less demanding and lower graded/paid post, which still makes use of their skills and experience.

**Retire and return:** Staff who have reached the normal retirement age can opt to retire, take all of their pension benefits and return to NHS Employment. Options available include registering for Staffing Solutions and in certain cases returning back on a fixed term contract.

**Draw down:** this option is open to members of the 2008 and 2015 pension schemes. Draw down allows members to take part of their pension benefits while continuing in NHS employment.

**Late retirement enhancement 2008 section:** if the member chooses to retire later than their 65th birthday, the pension benefits earned up to their 65th birthday will be increased by the application of late retirement factors.

**Early retirement reduction buy out (ERRBO):** after joining the 2015 scheme there is a 3 month window to take out an agreement with a buy out period. Members can pay additional contributions to buy out, or reduce, the actuarial reduction that would be applied to their pension were they to retire before normal pension age.



## Travel benefits

### Cycle to work

Staff can get a brand new cycle at a discounted rate. The cycle to work scheme is a salary sacrifice scheme which enables staff to purchase a bicycle and equipment, tax free in monthly deductions from salary.

For further information visit [www.cyclescheme.co.uk](http://www.cyclescheme.co.uk)

Staff can also access a cycle scheme dedicated to electric bikes as part of the cycle to work scheme. You can find out more information about electric bikes and the scheme [here](#)



### Travel pass

The travel pass scheme has been set up so staff can benefit from reduced cost travel on public transport in the region. The Trust purchases an annual travel pass on behalf of the member of staff and the cost is then deducted in 12 affordable instalments from their salary. For further information please contact [everyonebenefits@cntw.nhs.uk](mailto:everyonebenefits@cntw.nhs.uk)



### Salary sacrifice car scheme for staff and their families

You (and your family) have the opportunity to lease a brand new car of your choice and take full advantage of the very high discounts available. Salary sacrifice allows you to pay for a car by reducing the amount you earn before tax and national insurance is applied. The main benefit is that you will save income tax, national insurance and pension contributions on the amount you sacrifice.

The scheme is administered in-house and they can provide quotes. For further information visit [www.ntwcars.com](http://www.ntwcars.com) or ring 0191 245 6752

Benefits include:

- Choice of any make of car
- Choice of salary sacrifice or salary deduction
- Includes maintenance, service, tyres and glass
- Full comprehensive insurance
- No deposit and no credit checks
- No obligation quotations
- Significant savings over the cost of providing a private car
- Access to public sector discounts
- Driver support throughout the contract
- 24hr/365 day accident and breakdown recovery
- Accident management and courtesy cars
- Savings of pension contributions, national insurance contributions and income tax
- Unlimited online quotes

### Trust owned sites free parking

Free parking is available on sites owned by the Trust.

### Electric charging points for car

We encourage low carbon travel and to support workplace EV charging there are charge points available for staff and visitors to use at St. Nicholas Hospital (6), Northgate (2), Ferndene (2), Hopewood Park (2) and Monkwearmouth Hospital (2). To access these you would need to register and get an access card from Charge Your Car (CYC) network - this costs £20 per year but you can use it to access any charge point on the CYC network. CYC charge a £1 connection fee per charge for charge points such as ours which do not currently apply a tariff.

There is a staff exemption available when using CNTW hosted charge points - please contact [sarah.neil@cntw.nhs.uk](mailto:sarah.neil@cntw.nhs.uk) for details. The exemption to this is the 4 wall mounted charge points at St. Nicholas Hospital which do not require a card for access.



## Family friendly benefits

### Childcare vouchers

Due to changes regarding the new Tax-Free Childcare Scheme (TFC), the Fidelity Childcare Voucher Scheme (ESC) is closed to new joiners from the 4<sup>th</sup> October 2018.

This includes anyone that has been a previous member of the ESC scheme but has changed employers. However, if an employee has changed employers under a business transfer, that's covered by the Transfer of Undertakings Protection of Employment (TUPE), they will be eligible to join.

After 4<sup>th</sup> October 2018 employees will be permitted to re-join the ESC scheme if they have remained with the same employer and have had a salary deduction taken/voucher issued within the previous 52 weeks. After this period they will be classed as a new joiner and will be unable to re-join the scheme as per HRMC guidelines.

Any employees looking for support with their childcare costs will now need to join the TFC scheme. Further information and a calculator, to help parents to understand what government help they might be entitled to, can be found on the Childcare Choices website –<https://www.childcarechoices.gov.uk/>

### Flexible working

The full range of options are contained within relevant policy documents. They include:

- Annualised hours
- Compressed hours
- Flexi time
- Job share
- Term time working
- Career break



### Occupational maternity leave

Our occupational maternity leave package includes 8 weeks at full pay, 18 weeks at half pay, 13 weeks statutory and 13 weeks unpaid (subject to eligibility).

### Paternity pay

Ordinary paternity leave entitlement is two weeks paid leave to be taken within eight weeks of the baby's birth. Additional unpaid paternity leave of 2-26 weeks is available from 20 weeks after the baby is born.

### Adoption leave

Occupational adoption leave is made up of eight weeks full pay, 18 weeks half pay, 13 weeks statutory pay and 13 weeks unpaid (subject to eligibility).

### Shared parental leave

There is an eligibility to share parental leave so that you can be more flexible in how you share the care of your child in the first year following birth or adoption (subject to eligibility).

### Carer leave

Up to 2 days to provide short term immediate response to unusual disruptions.



## Health Service Journal

Multi-user license subscription to the Health Service Journal. This gives you the opportunity to have free online access to all HSJ articles and content but in addition, now also allows you to have access to HSJ Solutions which will support you in seeking out and learning from best practice across the country. If you do have your own subscription, you might wish to explore whether you need to renew it in view of this opportunity.

### What is it and what do I get?

- HSJ online - full access to the website and e-newsletter alerts with latest news and opinion across health service.
- HSJ Solutions - provides you with up-to-date, independent and peer reviewed best practice case studies to help inform your own change initiatives.

We hope this will provide a useful resource to support your own learning and development, help inform our leadership and strategic thinking by giving us access to the insight and intelligence we need to provide outstanding, safe and compassionate care.

### Next steps.... getting started

To activate your account please use the following link to create a password and set your preferences – you must use your @cntw.nhs.uk email account for this - <https://subs.hsj.co.uk/register/CorporateReg>

If you have any technical queries regarding your online access, please email: [customerservices@hsj.co.uk](mailto:customerservices@hsj.co.uk)



# Training and Development

We offer a broad range of training from our Training Academy as well as Leadership Programmes to help you both personally and professionally.

Predominantly aligned to the Trust Workforce and Professional Strategies, the CNTW Academy is responsible for the delivery of Essential and Clinical training along with the Apprenticeship and Career Development team; the key resource for information and support about apprenticeships across the Trust and is the link to Health Education England for all continuing workforce and professional development.

The development of our Academy is in line with this and our Strategic Aim 5: *Ensuring we have the right staff, with the right skills, in the right place*

## Development Initiatives to support streamlining and creating capacity to care.

- **E-Learning** - The current system has been fully updated meaning that staff are able to access a huge range of e-learning simply and easily both on Trust and personal equipment. All the new content can be accessed on smartphones and tablets making it easier to access no matter where our staff are. Our move to e-learning only for essential training topics has meant a saving of 38,000 hours and in the region of half a million pounds from clinical spend.
- **Nursing Degree Apprenticeships** the nursing degree apprenticeship is enabling people to train to become a graduate registered nurse through an apprentice route. The CNTW Academy Team are delighted to announce that they have been able to offer significant numbers of staff the opportunity to study for their Nursing Degrees as part of an Apprenticeship and the first cohort is due to graduate in 2021.
- **Innovative delivery** – CNTW covers a significant geographical area and attending face to face training is not always convenient or cost effective. The Academy have been delivering training remotely so that staff can join sessions either individually or as groups from their base work area or any other location. This not only allows staff to take part in live training sessions in real time but also allows staff from the more remote areas of the region to get involved with colleagues who they might not normally get an opportunity to link with.
- **The Development of the Career's Development and Advice Service** we have developed our Information Advice and Guidance service to maximise efficiencies and close gaps in service delivery. The Academy is 'a careers advice hub'. We are committed to the continued expansion and development of apprenticeship programmes in line with work force plans. We work to increase apprenticeship opportunities in both numbers and breadth of opportunity – working with managers to understand the business benefits of the apprenticeship offer across the organisation. CNTW are currently exceeding the public sector target for apprenticeships.
- The Academy can be contacted via [CNTWAcademy@cntw.nhs.uk](mailto:CNTWAcademy@cntw.nhs.uk)
- We have a dedicated email address for anyone who would like any career development advice or support [CNTWcareersadvice@cntw.nhs.uk](mailto:CNTWcareersadvice@cntw.nhs.uk)





## Research opportunities

CNTW is one of the leading research active mental health trusts in England, ranking in the top 4 for activity in the annual league tables produced by the National Institute for Health Research. This activity is driven by a board approved R+D Strategy which promotes research across a wide spectrum of conditions and treatment methods and from clinical trials to evaluations to clinical research.

Those working in CNTW have plenty of opportunities to become involved in large scale research and are able to take advantage of a large and experienced Clinical Research Network team to assist. In addition we have opportunities to collaborate with local universities and other clinicians in our Academic Clinical Collaborations (ACCs), which are communities of practice focused on linking up clinicians and academics and developing and delivering new research to the benefit of those who use our services.



## Recognition and long service awards

### Annual awards

An annual awards ceremony is held to recognise staff that have demonstrated the Trust's values and have provided exceptional service over a range of categories

### Long service awards

A celebratory lunch is held for staff who have accrued 25 years' service.



## Discounts and leisure benefits

A range of discounts (e.g. holiday travel, services such as opticians, hair and beauty, shopping and dining out) are available to our employees through the following organisations:

- [Healthcarestaffbenefits.org](http://Healthcarestaffbenefits.org),
- [RedGuava.co.uk](http://RedGuava.co.uk) (login "CNTW", password "BENEFITS"); and
- [www.healthservicediscounts.com](http://www.healthservicediscounts.com).
- [NHS Heroes Hub](http://NHSHeroesHub)

[CSSC \(Civil Servant Sport Council\)](http://CSSC.org) paid membership is available to people working in or receiving a pension from employment in the public sector. The society is part funded by the Cabinet Office. It provides discounted and free leisure activities, including free entry to [English Heritage](http://EnglishHeritage.org), [Historic Royal Palaces](http://HistoricRoyalPalaces.org) and [Cadw sites](http://Cadw.org), as well as local offers and sports and social opportunities.

Also a wide variety of other local and national deals, such as with leisure centres (including those run by [Better.org](http://Better.org) in Cumbria and Newcastle), and [Skinny Pigs](http://SkinnyPigs.com). More details on our [intranet Health and Wellbeing Hub/Employee Benefits and Discounts](#).



### Smart Tech

Smart Tech™ helps you get any new tech product (e.g. computers, TV's, white goods, music equipment and mobile phones etc.) for the best possible price and spread the cost out with easy manageable payments taken from net salary. Apply on line [www.ntwsmarttech.com](http://www.ntwsmarttech.com) and once applied you will receive an e-voucher to spend instore at Currys PC World. For more information contact x66884/57268



## Health and wellbeing

PAM is CNTW's Occupational Health and Wellbeing Provider, a private provider who are experts in dealing with the effects the working environment can have on our health. PAM provide a range of services designed to support staff to improve overall health and wellbeing including occupational health, counselling and physiotherapy services. To find out more how you access this service, click [here](#)

### On site gym facilities – FREE to employees

These are available for all staff to access at the following sites:

- Northgate Tel: Sports Dept ext. 64233
- Hopewood Park Tel: 0191 566 7068
- St Nicholas Hospital Tel: 0191 246 8757
- St Georges Park Tel: 01670 502 660
- Hadrian Clinic Gym: 0191 246 8678

**You can access the Trust guided walks within some of our Trust sites. Click on the different sites to access the walking maps.**

- [St Nicholas Hospital- Blue](#)
- [St Nicholas Hospital- Yellow](#)
- [St George's Park- Yellow](#)
- [Hopewood Park- Blue](#)
- [Hopewood Park- Yellow](#)

### Support for fitness and wellbeing sessions – eg Yoga

#### Smoking cessation support

CNTW is supportive of any member of staff who wished to stop smoking. Advice can be obtained from line managers or Human Resources who will advise on local arrangements for the staff member to be supported in doing so.

Alternatively staff wishing to stop smoking can get support and advice to quit from their Local Stop Smoking Service. Local service details can be found on the Trust Intranet [www.CNTW.nhs.uk/smokefree](http://www.CNTW.nhs.uk/smokefree) , or at [www.smokefree.nhs.uk](http://www.smokefree.nhs.uk) . Staff can also access support via their own GP or local community Pharmacy in most cases.

### Health and wellbeing information, campaigns and challenges.

#### Canteens on Trust owned sites

#### Mediation service

#### Coaching

A coach uses a combination of observation, questioning, listening and feedback to create a conversation that's rich in insight and learning. For the coachee they will experience a greater focus and attention that enables them to develop a greater awareness and appreciation of their own circumstances. In addition they will also create new ways to resolve issues, produce better results and generally their goals more easily.

#### Opportunities to engage in staff networks

### **Library access on some main sites with a wide range of resources**

- Hopewood Park
- St Georges Park
- St Nicholas Hospital
- Walkergate Park

### **Relocation support for hard to fill posts**

### **Free uniform**



### **CNTW Savings scheme**

The Everyone Benefits Scheme allows staff to save directly from their wages. Net deductions are made from salary and have no impact on pension, tax and NI. All savings are paid in October and automatically roll forward from January the following year.

To join the scheme staff must complete an application form, queries should be forwarded to [everyonebenefits@cntw.nhs.uk](mailto:everyonebenefits@cntw.nhs.uk)