

Staff Benefits Booklet

Respecting everyone
Embracing change
Recognising success
Working together
Our hospitals.



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University Hospitals Bristol NHS Foundation Trust is delighted to offer you a package of flexible benefits in addition to salary, NHS pension, annual leave and retirement options. With so much choice, we hope there is something to suit everyone. We have included a snapshot below of all the key benefits you could be entitled to as a member of UH Bristol, which we have grouped into four categories, so anything you're specifically looking for should be easy to find. Should you have any queries about any of the benefits, there are contact details attached to each of them.

The production of this booklet has been funded by Above & Beyond, the local charity that raises funds for the hospitals within University Hospitals Bristol NHS Foundation Trust.



Above & Beyond raises funds for Bristol's city centre hospitals.
We invest in projects that make a real difference to patient care.
Registered Charity No: 229945 www.aboveandbeyond.org.uk

HEALTH & WELLBEING



CYCLE TO WORK (CYCLEScheme)

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Regular cycling can help you lose weight, reduce stress and improve your fitness, as well helping to protect the environment. If you travel for at least part of your journey to work by bike, the Cyclescheme will enable you to get a bike and accessories completely tax-free – savings can start at a minimum of 25% (including end of hire fee) but most people save more.

For full details including a calculator to see how much you could save, visit www.cyclescheme.co.uk and enter employer code: 3c4cb6. Alternatively, call 0844 879 5101 or email info@cyclescheme.co.uk

BUILDING RESILIENCE PROGRAMME

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We aim to safeguard colleagues by offering coping strategies to improve quality of life both at work and at home, thus improving overall

personal wellbeing. This may be in the form of an accredited health and wellbeing programme; stress awareness sessions, and/or other bespoke staff health and wellbeing workshops. For more information, please call Claire Haley, staff benefits and wellbeing lead on (0117) 342 3749 or email benefits@uhbristol.nhs.uk

ORAL HEALTH CHECK

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You can have a free check up with a student dental hygiene/therapist at the Dental Hospital plus possible treatment if you are not registered with a dentist or have visited one in the last 12 months. One course of treatment will be completed, provided this falls within the remit of the students.

To arrange an appointment please call (0117) 342 4382 or email staff_oralhealth@uhbristol.nhs.uk who will get in touch to confirm your appointment.

PHYSIO DIRECT

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Telephone access to physiotherapy assessment and personalised advice is available at UH Bristol without seeing your GP. The specialist guidance and exercises should aid early recovery from joint, muscle and spinal problems commonly resulting from back pain or sports injuries. Book your telephone consultation on (0117) 342 3400 – the physiotherapists will return your call to carry out a telephone consultation. If they feel you require an appointment they will organise a referral for you.

PHYSIOSELECT

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Improve your posture, flexibility, strength and general fitness with pilates, circuits and hydrotherapy classes delivered within the physiotherapy department. Call Physio Select for further details of classes on (0117) 342 3866 or email physioselect@uhbristol.nhs.uk

ALCOHOL & SUBSTANCE SUPPORT

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There is a range of information and guidance for staff in terms of alcohol and substance use. A dedicated page can be found within the Staff Health and Wellbeing section of HRWeb on Connect, or can be made available, in strictest confidence, via Claire Haley, staff benefits and wellbeing lead on (0117) 342 3749.

WORKING DURING PREGNANCY WORKSHOPS

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The monthly 'Working during pregnancy workshops' aim to support staff during any stage of pregnancy by providing information and guidance for you to remain happy and healthy at work – up until the start of your maternity leave. To book your place, please contact Claire Haley, staff benefits and wellbeing lead on (0117) 342 3749 or email childcare@uhbristol.nhs.uk

SEASONAL FLU VACCINATIONS & TRAVEL CLINIC

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Free flu vaccinations are undertaken annually by Occupational Health at various onsite locations. In addition, the travel clinic based within the Whitefriars centre provides specialist travel health advice and immunisations to staff at competitive prices. For more information visit the Occupational Health website: www.apohs.nhs.uk, call (0117) 342 3400 or email occupationalhealth@uhbristol.nhs.uk

SUPPORT TO STOP SMOKING

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Staff can access onsite stop smoking support with Smokefree Bristol who hold weekly clinics within the respiratory department. The Boots store within the BRI Welcome Centre also has trained advisors available Monday to Friday and can offer information and advice on-the-spot or via appointment. Details of the Smokefree Bristol clinic are available on Connect or call (0117) 922 2255.

FINANCIAL



CHILDCARE VOUCHER SCHEME

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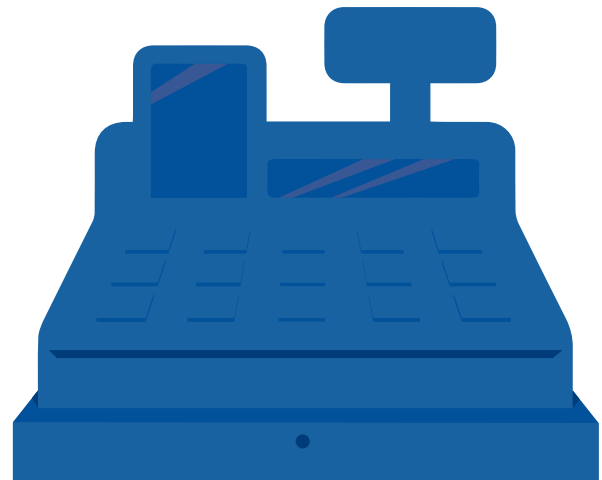
Do you pay for registered childcare for a child/ren aged up to 15 years? You could enjoy generous savings by purchasing childcare vouchers through your monthly gross salary which is exempt from tax and national insurance. The scheme is administered by Kiddivouchers (scheme reference S989981K). For full information and joining instructions contact Claire Haley, staff benefits and wellbeing lead on (0117) 342 3749, email childcare@uhbristol.nhs.uk or visit www.kiddivouchers.com

application form, see FinWeb on Connect or contact the finance department on (0117) 342 3651.

CORPORATE PARK & RIDE BUS SEASON TICKET

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This is a 12 month corporate scheme for permanent employees, allowing unlimited travel on any of the three Bristol park and ride services – see www.travelwest.info/parkandride. The cost of the pass is split over 12 equal payments and is taken from the employee's net pay. For more information about this scheme including its terms and conditions and an



CAR PARK DISCOUNTS

Where it is not possible for staff to use non-car methods of travel, we work hard to provide onsite car parking and discounted offsite car parking for staff. We also offer a salary exchange scheme for staff members who use UH Bristol's onsite car parks or pay for season tickets for local NCP car parks. Details of discounted parking options for staff can be found on Connect within the Facilities and Estates section or call (0117) 342 3231 / 4025.

FREE SHUTTLE BUS (HUBS)

The HUBS bus is for patients, visitors and all staff at UH Bristol, as well as staff of and visitors to the University of Bristol. It operates every 30 minutes from 6:30am to 6:20pm weekdays and stops include Cabot Circus, Bristol Temple Meads, Broadmead and St Michael's Hospital – see the timetable on Connect or contact the transport manager on (0117) 342 4886.

NHS PENSION SCHEME

Anyone who starts working for the NHS automatically becomes a member of the NHS Pension Scheme, but membership is voluntary and you can opt not to join and leave the scheme at any time. The NHS Pension Scheme is administered by the NHS Business Service Authority, where you can find more information about the scheme.

ANNUAL LEAVE

Everyone who joins UH Bristol receives a salary that matches their ability and responsibilities, and is given every opportunity to increase it through training and development. On top of your basic salary, you will receive at least 27 days' holiday each year, plus the range of other staff benefits we offer.

EXCLUSIVE LOCAL DISCOUNTS



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A wide range of money-saving offers are negotiated with local retailers and service providers. The full list can be found within the discount section on the staff bulletin board on Connect or from the staff benefits and wellbeing lead on (0117) 342 3749 or email benefits@uhbristol.nhs.uk. Discounts have been divided into the following categories:

- Childcare and family services
- Health and wellbeing
- Holidays, travel and transport
- Sport, leisure and entertainment
- Shopping
- Food and drink
- Home and garden

MONEY ADVICE SERVICE

The Money Advice Service has been set up by the Government to offer clear, unbiased money advice you can trust. A trained money advisor visits UH Bristol on a monthly basis to provide face-to-face appointments on general money-related topics such as mortgage advice, managing debt or budget planning. Book in strictest confidence via Claire Haley, staff benefits and wellbeing lead on (0117) 342 3749 or email benefits@uhbristol.nhs.uk

THE GRAND APPEAL STAFF LOTTERY

Joining the Grand Appeal Staff Lottery is simple and the cost is just £1 per month deducted straight from your salary. Of this, 50p is distributed in prizes and 50p is donated directly to The Grand Appeal. For more information on The Grand Appeal lottery please contact the corporate fundraiser on (0117) 927 3888 or email helen@grandappeal.org.uk

CHARITABLE GIVING

The Payroll Giving scheme has proven to be the best way to donate to a charitable organisation. It is a tax efficient way of giving to charity – any PAYE liability is calculated after the Payroll Giving contribution has been deducted from gross pay, so the tax that would have been sent to the Chancellor of the Exchequer is received by the nominated charities.

Once set up, there is nothing more for you to do other than change your nominated charities or the amount of your Payroll Giving deduction. For further information, please contact the payroll department on (0117) 342 0868 or email PayrollEnquiries@uhbristol.nhs.uk

PENNIES FROM HEAVEN

Do you know how many pennies are on your payslip this month? Why not use them to help improve healthcare for some of the world's poorest people. The Mbarara Links Programme helps improve healthcare in Uganda by our staff sharing their skills with staff in Mbarara University Hospital. The Pennies from Heaven scheme allows you to donate your spare pennies to charity by rounding down your pay to the nearest pound and then donating the pennies to the programme. For further information, please contact the payroll department on (0117) 342 0868 or email PayrollEnquiries@uhbristol.nhs.uk



LIFESTYLE



EXTRA AUTHORISED UNPAID ANNUAL LEAVE

Occasionally, UH Bristol operates an extra authorised unpaid annual leave scheme whereby staff can apply to take up to two weeks (of their normal working week) unpaid annual leave. The extra authorised unpaid leave scheme is not available all year round so look out for notifications in Newsbeat and Connect for details of the next round of applications, or ask your manager for details.

HEALTH SCREENING MOTS

In autumn 2015, we plan to introduce individual health screening for staff interested in learning more about their health. The screening will be undertaken by a mobile health screening nurse using a body composition monitor, and will include:

- weight and height measurement to provide BMI calculation
- body fat percentage
- visceral fat classification
- skeletal muscle percentage
- resting metabolism and resting heart rate
- blood pressure reading
- cholesterol testing.

WORK LIFE BALANCE

UH Bristol is committed to the principle of work life balance and flexible working. We recognise that your home, family, personal and public duties can, at certain times, impact on your working life and it is recognised that individuals work best when they can balance their work responsibilities with the rest of their lives.

In order to support colleagues and enable them to balance home and work lives, we have a range of policies and practices which include:

- Maternity policy
- Shared parental leave policy
- Flexible working, home working and flexi time
- Career break and sabbatical leave
- Voluntary hours reduction.

Full details are available from the Employee Services team on (0117) 342 5000, option 3.

BIG GREEN SCHEME

The Big Green Scheme promotes lifestyle choices aimed at improving people's health and wellbeing. The scheme is also working to reduce our environmental impact across all areas including energy, transport and procurement through our Sustainable Development Plan. Find out more, including a calendar of events, from the Big Green Scheme pages on Connect or email thebiggreenscheme@uhbristol.nhs.uk

SUPPORT FOR EMPLOYEES



CHILD CARE GUIDANCE

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The staff benefits and wellbeing lead is available to assist colleagues with childcare responsibilities on any childcare related enquiry, from searching for a childcare provider such as day nursery or child-minder to finding out about any financial support available to help with the costs. Contact Claire Haley, staff benefits and wellbeing lead on (0117) 342 3749 or email childcare@uhbristol.nhs.uk

AVON PARTNERSHIP OCCUPATIONAL HEALTH SERVICE

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The occupational health service offers advice on health, safety and wellbeing at work. The team operates alongside UH Bristol to ensure that your working environment is safe and offers a wide range of services to maintain and improve your health. For more information visit the Occupational Health website www.apohs.nhs.uk, call (0117) 342 3400 or email occupationalhealth@uhbristol.nhs.uk



TEACHING, LEARNING & DEVELOPMENT

UH Bristol is committed to the training and development of its talented workforce. Provision within our education and resource centre includes a library and information service, which offers a wide range of learning and development opportunities for all staff, and the study leave policy ensures equality of access to this to all staff. For more information see the Teaching and Learning website on Connect.

STAFF NETWORK AROUND CANCER (SNAC)

SNAC offers support to all staff who have received a cancer diagnosis by organising workshops, providing information and opportunities to network. Workshops organised to date have covered a range of topics including managing stress, coping with side effects, managing fatigue, complimentary therapies and much more. The aim of each workshop is to provide information, support and an opportunity to meet other people who have had similar experiences.

For further information, please contact Occupational Health on (0117) 342 0612 or 0611.

BLACK, ASIAN & MINORITY ETHNIC WORKERS (BAME)

The BAME forum is a network of UH Bristol staff from multi-disciplinary backgrounds. It endeavours to support, involve and develop its members of diverse cultural backgrounds to achieve their optimum professional levels within their work environment.

For further information please contact Everton Barclay on (0117) 342 0020.

COUNSELLING SERVICE

As part of the occupational health service, UH Bristol provides a free, professional therapeutic counselling service to any staff member – who can refer themselves. Issues commonly brought to staff counselling sessions include anxiety, stress, depression, phobias, bereavement, panic attacks, and relationship issues. For more information or to make an appointment, please call (0117) 342 0611, email occupation-alhealth@uhbristol.nhs.uk or visit the Occupational Health website www.apohs.nhs.uk

LIVING AND WORKING WITH DISABILITY, ILLNESS OR IMPAIRMENT (LAWDII)

The LAWDII forum enables staff and volunteers with physical, sensory or mental impairments to raise awareness of any issues they may have encountered at work. They also play a key part in problem solving and resolving concerns around any forms of discrimination; physical access problems; barriers to communication and any lack of consideration or understanding from other staff. For further details, call (0117) 342 0826 or email LAWDII@uhbristol.nhs.uk

LESBIAN, GAY, BISEXUAL & TRANSGENDER GROUP (LGBT)

The lesbian, gay, bisexual and transgender staff group provides information and advice to all lesbian, gay, bisexual and trans people who work within the UH Bristol. The meetings are a safe space to talk about individual work-related issues and to seek solutions among supportive colleagues.

For further information contact Andy Hole on (0117) 342 3939 or email LGBTForum@UHBristol.nhs.uk

EMPLOYEE HEALTH & WELLBEING FRAMEWORK

UH Bristol is committed to protecting, nurturing and promoting the health and wellbeing of its employees and volunteers as is reasonably practicable, through a supportive culture that involves the provision of relevant training to ensure that healthy working practices are developed and implemented by working in partnership with employees, staff side organisations and associated professionals.

The purpose of the employee health and wellbeing framework is to set out the roles and responsibilities of the Trust, its employees, its managers and leaders and its staff side representatives in relation to this aim.

You can view the full framework within a dedicated staff and wellbeing section of HRWeb on Connect. Here you will also find information and guidance on a wide range of topics including healthy eating, physical activity, mental health and wellbeing, weight management, men's health, our domestic violence and abuse policy and provision and so much more.

STAFF SIDE – TRADE UNIONS

Trade unions are organised groups of workers who come together to support each other in the workplace, negotiating with employers to improve pay, terms and conditions and ensure fair and equal treatment.

The Joint Union Committee (JUC) is dedicated to protecting your rights at work. We represent a combination of all unions operating within UH Bristol. We meet every month to discuss matters affecting all members of staff. These concerns are then discussed jointly with senior management at the monthly Industrial Relations Group meeting and the Consultative Committee meeting.

To find out more about joining a Union see Connect or contact a member of the Joint Union Committee: JUC joint chair (0117) 342 0826/0824, vice chair (0117) 342 6216 or secretary (0117) 342 9769.

LOYALTY VOUCHERS & RETIREMENT PARTY

UH Bristol employees with 20 years or more service are eligible for a maximum of £125 towards the cost of a retirement party held on UH Bristol premises. Loyalty vouchers can also be applied for on either first retirement or, if returning, at a later date – but only once, and are awarded for service within UH Bristol only.

- 20 to 25 years: £100 of Debenhams or Marks and Spencer Vouchers
- 25 years plus: £200 Debenhams or Marks and Spencer

Further information about this provision can be found in the Retirement Policy and Procedure.



RECOGNISING SUCCESS AWARDS

The annual Recognising Success Awards, funded by Above & Beyond, celebrate the staff and trainees who transform care every day across our hospitals. Each year, staff are invited to nominate individuals and teams who:

- live our shared values
- bring our mission to provide excellent patient care, research and teaching every day to life.
- fulfill the category for which they are being nominated.

The awards provide the perfect opportunity to celebrate and acknowledge the achievements of individuals and teams from all different areas and divisions. All shortlisted nominees attend an annual awards ceremony and celebration dinner. Look out for notifications in Newsbeat or from your manager or department.

TOTAL REWARD STATEMENT

Your Total Reward Statement gives personalised information about the value of your employment package and remuneration. For members of the NHS Pension Scheme, TRS may also include an annual pension benefit statement.

Access your Total Reward Statement plus the full range of benefits via the ESR login: https://esr.mhapp.nhs.uk/OA_HTML/AppsLogin
Click Employee Self-Service (Limited Access)



This booklet has been designed to guide you through the key benefits at UH Bristol. The most up-to-date version plus any additional staff benefits not listed here can be found at HRWeb on Connect within the staff benefits listing or on request from the staff benefits and wellbeing lead.

We are constantly seeking to develop new benefits and incentives that colleagues value. If you have any ideas or suggestions then please contact Claire Haley, staff benefits and wellbeing lead on (0117) 342 3749 or email: benefits@uhbristol.nhs.uk

