



Work & Wellbeing



A guide to **Employee workplace health and benefits**



Mansfield
District Council

Here at Mansfield District Council, an extensive workplace health and benefits package is offered to all our employees.

It ranges from flexible working, generous annual leave entitlement and pension scheme to childcare vouchers, cycle to work scheme, discount vouchers and reduced gym membership.

We are also committed to supporting all employees to succeed in their role and have a wealth of training opportunities. Some of the many benefits are outlined below but please keep checking the intranet for further updates on all the latest benefits.

Flexible working

There's the opportunity to request to alter your working pattern to a more flexible arrangement. This may be to support you with childcare or care commitments or to enable you to more effectively manage your work life balance.

It's not just about going part time or working different hours; it can include other flexible arrangements such as adjusting start / finish times, the location that you work at or the pattern of the days you work. Any requests will be considered by your manager and further information about how you can submit a flexible working request is included in the policy on the intranet.

Save money on childcare

This scheme offers the chance to save money on childcare. Eligible working parents can exchange a proportion of their gross salary for childcare vouchers. The exchanged proportion of the salary is exempt from tax and National Insurance contributions, allowing savings to be made on childcare costs. **For details please check out the lifestyle hub at www.perks-mansfield.com**



Discounted leisure centre memberships

The Leisure Membership Scheme is available to all employees at a discounted rate.

Staff have access to all council leisure centres for a reduced price of the normal membership rates.

For more information please stop by at any of the council leisure centres.

Health and wellbeing

Mansfield District Council is committed to employee health and wellbeing. The focus of our scheme is to help colleagues stay fit and healthy.

There are health campaigns held throughout the year including healthy eating events, Stoptober, Blood Pressure Awareness, and sports activities among others.

You will find Health Champions across the organisation to signpost and advise you on various issues regarding workplace health. Keep checking the intranet and noticeboards for events and activities.



Free parking



If you are designated as an essential or casual car user, you will be issued with a car parking permit for use when undertaking official business.

Your manager will advise you if you are entitled to a pass and will contact Human Resources for one to be issued. The pass is valid for use in any Mansfield District Council administered car park when you are at work and must not be used at any other time or by any other person.

Contact HR on extension 3249 for more information.

Discounts and offers

Kaarp Benefits offer a range of discounts and offers to Mansfield District Council employees on entertainment, health, finance, motoring, shopping and travel, right at your fingertips.

Check out www.kaarp.co.uk for all the details.

Free eye tests

Employees who use visual display units/computers are entitled to a free eye test and £15 towards a pair of glasses at Tesco Opticians. Please contact Tracey Hill at Bassetlaw District Council on **01909 535587** to find out more.

'No claims bonus' protection scheme

This scheme is designed to provide you with compensation for loss of bonus or payment of excess (or both) when you use a private vehicle, either whilst engaged on council work and / or parked on council property whilst at work.

More details of the scheme, application forms and claim forms can be obtained from the Finance Department.

Cycle to work scheme



Want to get fitter but conscious of the costs?

The cycle to work scheme is a 'salary sacrifice' scheme where staff can buy a bike and equipment of their choice (up to a max. of £1,000) and pay for it through an amount to be taken off their salary each month over 12 months saving up to 42%. The bike should be used for at least 50% of the time to travel to and from work. Details at www.perks-mansfield.com.

Car loan scheme

The car loan scheme offers competitive and preferential rates for employees to buy a vehicle.

The scheme is available to those who have been employed by the council for at least three months and whose post is designated either as a casual or essential user. Details are available on the HR section of the intranet.

Pension

Eligible employees have the option to join the local government pension scheme.

Your contribution to the scheme is dependent on your pensionable earnings, the higher your earnings, the higher your contribution rate. The council, as your employer, also makes a contribution. In line with legislation the council is required to automatically enrol all eligible employees within the scheme on appointment but you do have the choice to opt out of the scheme if you wish. To find out more please contact a member of the HR team.

Living wage employer

The council is an accredited living wage employer, which means all employees are paid at least the living wage. The Living Wage figures are announced each November. For details - www.livingwage.org.uk

PAM Assist – employee assistance

Support is available from PAM Assist 24/7 for all of life's ups and downs; family matters, debt, counselling, benefits and tax credits, relationships and more. Contact PAM Assist on **0800 882 4102**, or visit www.pamassist.co.uk and download the App.



Learning and development

The council's Learning and Development team work with the trade unions and learning providers to ensure that all employees have equal access to learning and have the same opportunities afforded to them. This includes flexible methods of learning being provided to those individuals who have particular needs.

There is a full training programme available. What's more, as well as face to face training delivery, the online MEL supports learning from a PC, either at home or at work. A number of courses are available to all employees through this medium.

For more information log onto <http://mansfield.learningpool.com>

Generous annual leave

Full time employees are given basic entitlement which is 27 days, after five years the entitlement will increase to 34 days. Part time employee's entitlement will be pro-rated; depending on the hours worked, and leave entitlement may be calculated in hours.

Occupational health services

If you have a health issue, your manager may refer you to occupational health in order to gain more information about your health and advice on support mechanisms that can be put into place.

Talk to your line manager if you would like further information. They can arrange this through the HR team, if they feel that it is appropriate and helpful.

Referred physiotherapy

In some instances, occupational health may recommend that physiotherapy would be beneficial to prevent further health issues which could result in time off work. Your manager will talk to you about this if the occupational health service recommends it.

Health care scheme

The cost of looking after your family's everyday healthcare can soon mount up. Simply Health provides cover in which you claim money back for dental check-ups, eye tests, physiotherapy and more, up to annual limits. Call 0800 980 7890 or visit www.simplyhealth.co.uk for more information.



Long service awards

Employees who work in local government for a long period of time are rewarded for their commitment and loyalty of providing a good service to the local communities. Employees who work in local government for 25 years are rewarded with £100, and those who work for 40 years employees are rewarded with £500.