

Nottingham City Council

Colleague

Total Rewards

Your Council, your choice



Nottingham
City Council

**Or Welcome to
your**

Total Rewards

Working for Nottingham City Council means you are contributing to the life of local people in a vibrant, diverse and world class city.

We want you to be proud to work for the Council, where our hard working colleagues put citizens at the heart of everything we do.

To acknowledge your commitment and contribution, we have a wide range of benefits and rewards for you to choose from. Read all about these in this booklet.

Save

for a safe future



Sheona Dawes, Specialist Resourcing Facilitator, HR and Transformation – pictured with her daughter Mahala

My Pay & Benefits

As well as your pay, pensions and holiday entitlement, you can choose from a wide variety of employee benefits.

Pay

We are committed to equal pay for work of equal value. Job evaluations, consistent salary levels and clear pay structures are all in place to ensure we provide this.

Nottingham City Council aspires to be a voluntary Living Wage Foundation employer and to pay the rates suggested by the Living Wage Foundation. From 1 April 2017, the Council's grading structure includes a Living Wage Supplement, which makes our lowest hourly rate £8.25 per hour.

Like to know more?

Please see the People Management Handbook on the intranet

Pensions

With 4.6 million members, the Local Government Pensions Scheme is one of the largest public sector pension schemes in the UK. It is a defined benefit pension scheme and we currently pay a significant amount in employer contributions (around 12.5% of pay) for every member, so that we can provide the excellent range of benefits included. These are:

- **A secure pension** – the pension you build up during your employment keeps pace with your pay rises. And, after you retire, your pension keeps pace with cost of living increases.
- **Tax-free cash** – you have the option to exchange part of your pension for some tax-free cash on your retirement.
- **Peace of mind** – your family enjoys financial security, with immediate life cover and a pension for your husband, wife, civil partner or nominated cohabiting partner and eligible children in the event of your death and, if you ever become seriously ill. You could receive ill health benefits.
- **Early retirement** – you can choose to retire from age 55 and receive your benefits immediately (although they may be reduced for early payment).



“I find Works Perks very convenient and great for saving money!”

Mandy Bryce, Finance Analyst, Strategy and Resources

Pensions continued

- Flexible retirement – if you can reduce your hours or move to a less senior position at or after age 55 you can apply to draw the benefits you have built up, helping you ease into retirement (although your benefits may be reduced for early payment).
- Options to pay extra – you can boost your pension by paying more contributions. You get tax relief on those too.
- Understand more – look out for Pensions seminars run by our Pensions team, to help you get the most from your pension.

Like to know more?

Please see the People Management Handbook on the intranet

Annual leave

With the Council you get between 25 and 32 days' holiday a year, depending on your length of service. This is supplemented by public holidays and other special leave provisions. You can also choose to buy additional annual leave through our very popular HolidayPlus and MYtime schemes (see Works Perks section overleaf for more information).

Like to know more?

Please see the People Management Handbook on the intranet

Flexible working

The Council is committed to supporting employees to achieve a positive work life balance. We offer a range of flexible and innovative working arrangements which allow our employees flexibility around when and how they work their contracted hours, while also supporting the delivery of effective customer focused services to meet the needs of our citizens.

Like to know more?

Please see the People Management Handbook on the intranet



“The Pension scheme is one of the only schemes in which the employer will contribute more than double the amount I pay in!”

Dave Green, GMC Union Convenor – pictured with Debra Williams

works perks

Works Perks is our award-winning employee benefits scheme. It offers a number of initiatives to help your money go further, including salary sacrifice schemes from P&MM, our partner in providing benefits. These allow you to exchange part of your salary for non-cash benefits that are exempt from tax and National Insurance Contributions (NICs), meaning it costs you less:



holidayplus and MYtime – buy back annual leave, or reduce your hours enabling you to enjoy more leisure time



childcareplus – childcare vouchers to pay your registered childcarer direct, for less



cycle2work and cycleplus – get a new bicycle and safety equipment, making it easier for you to cycle to work



CAF Give As You earn scheme – an easy way for you to give money to charity through your salary



“I save around £15 per month with my discounted travel card.”

Gina Clark,

Works Perks also includes money saving schemes through which you can pay direct from your salary and get discounts on:

flexible

fitness

50% off Flexible Fitness

Memberships at all Nottingham City Council Leisure Centres – our great value health and fitness membership scheme offering you gyms, swimming, fitness classes, sauna/steam and more.



Annual bus, tram and rail tickets with Robin Hood, Tram2Work and East Midlands Trains.



Healthcare plans from Westfield Health A not-for-profit organisation offering money back towards your essential health costs.

Savings with Nottingham Credit Union



Save with Nottingham Credit Union – a not for profit organisation promoting savings and providing credit at reasonable rates. Save direct from pay.

Lifestylesavings

- **Save up to 20% on the high-street on over 2,000 different shops.** Online voucher codes & cashback means you can earn every time you spend on line
- **Retail cards & vouchers & reloadable cards** offers on high-street brands save at supermarkets and more than 3,000 retailers
- **Discount holidays & travel** save up to 10%
- **Discount cinema tickets** save up to 40% against standard box office prices
- **Offers on beauty, wellbeing, fashion, homeware**
- **Spree Plus Cashback Card** Save between 3% to 15% on your everyday shopping using the spree-plus cashback card which helps you save as you spend.
- **Local offers from local businesses**

Like to know more?

Please see the Works Perks pages on the intranet



“It’s great that colleagues can enjoy such a generous discount on the Flexible Fitness package at all of the Council’s Leisure Centres, including the health suites, fitness classes and gyms.”

Ross Holbrook, Lifeguard and fitness instructor



Grow

& be ambitious

**Dave Walker, Head of Community Cohesion,
Community Protection**

My development

At Nottingham City Council we believe that you are our most valuable resource and so we offer you the choice to benefit from a range of personal, professional and career development activities. **Your personal development plan**

As part of your performance appraisal, you and your manager will work together to design a personalised plan for your development.

It could include:

- Specific training for your job □ Coaching from trained colleagues
- Mentoring from a senior colleague
- Leadership development
- Workshops and courses to meet your learning needs
- Access to a range of books in the Learning Resource Centre
- Online courses and resources
- Access to specially designed talent development programmes



Nottingham's Talent Management strategy includes our Graduate and Apprenticeship programmes which attract more young people into Council jobs and ensure we have a workforce that is representative of the city it serves. Our graduates and apprentices benefit from training and learning, providing them with transferrable skills and increased knowledge, and gain exposure to new projects and experience. They are also eligible for a range of money-saving discounts through our Works Perks scheme.

Please see the Recruitment One Stop Shop intranet pages



“I really appreciate the support and training available here; I’ve developed in confidence and knowledge.”

**Nasreen Miah, Development Facilitator, HR and Transformation
– pictured with Matthew Hackney from the Resourcing and
Reward team**

Enjoy



**Hands on Health discounted
massage in the workplace**

a clean bill of health

My health and lifestyle

We are committed to supporting your wellbeing and work life balance.

Occupational Health and Wellbeing

We have a dedicated team of employee wellbeing professionals available to provide you with advice and information. Your health is important to us and we will support you to take positive steps towards your best possible wellbeing. We work with specialists (including counsellors, occupational health physicians and physiotherapists) and provide health assessments, interventions and support to colleagues.

Like to know more?

Please see the Working Well intranet pages

Balance

We have a number of family friendly policies available, including maternity, adoption, paternity and parental leave, as well as the provision of childcare vouchers. Flexible hours, HolidayPlus and MYtime are also available to help you juggle commitments inside and outside of work. Other flexible options include: part time, job share, compressed hours, term time only and home working.

Like to know more?

Please see the People Management Handbook on the intranet

Employee Assistance Programme

PAM Assist is the Employee Assistance provider for Council colleagues. It offers a free confidential helpline to support you in both your personal and work life. You can access both clinical and professional expertise which gives you a chance to talk about all kinds of issues. You can also access telephone or face to face counselling, whichever is your preference.

Like to know more? PAM Assist is here to help 24 hours a day, 365 days a year on Freephone 0800 882 4102 or

www.pamassist.co.uk

Hands on Health

Hands on Health offers discounted massage treatments for colleagues in the workplace.

Like to know more?

Please see the Works Perks intranet pages



“It’s great for colleagues to know there’s a support service that’s there for them.”

Susannah Brewster, Occupational Health Nurse Adviser

contribute & be proud

My contribution and values

Nottingham is a vibrant, ambitious and diverse city, with one of the youngest populations of any city in the UK.

A core city, our priorities are helping people get healthier; improving neighbourhoods; making Nottingham world class; making Nottingham a safe and clean place and bringing jobs and training opportunities to local people.

As a colleague, you are playing your part in making a difference to our city and to our communities with your contribution, as well as helping to ensure our city has a reputation for being clean, safe, ambitious and proud.

Organisational values

Working for us means working for an organisation with integrity and values that puts citizens at the heart of what we do. Our values spell out bold commitments to our colleagues and citizens about the way we work. They are: Take Responsibility, Work Together, Strive For Better, Care For People, Be Fair.

With a genuine commitment to equality of opportunity for all colleagues and citizens, we are also committed to tackling discrimination and disadvantage. Our approach to diversity aims to recognise, manage and value difference, to enable all colleagues to contribute and realise their full potential.



Like to know more?

Please see the Citizens at the Heart intranet pages

Long Service Award

To recognise long service and commitment, colleagues who complete 25 years' service with the Council receive either a taxable payment of £125 or £125 worth of gift vouchers.

Like to know more?

Please see the People Management Handbook on the intranet

Colleague Support Networks

Help to influence Council decision-making by joining an employee network for BME (Black and Minority Ethnic), LGBT (Lesbian, Gay, Bisexual, Transgender) or disabled colleagues. Choose what suits your lifestyle and free time.

Like to know more?

Please see the Equality and Community Relations intranet pages

Going the Extra Mile (GEM)

We know the importance of recognising colleagues who go above and beyond. Our GEM scheme celebrates excellence and commitment. Colleagues who Go the Extra Mile are nominated for annual awards and invited to celebration events, sponsored by local partners. We also put an emphasis on appreciating the efforts and achievements of colleagues all year round.



Like to know more?

Please see the GEM intranet pages

Charitable activities

The Council's chosen charity is the [Dolly Parton Imagination Library](#). We're working in partnership with The Rotary Club to ensure that all children in Nottingham have access to books to give them the best start in life. Throughout the year, we hold fundraising activities to help realise this ambition.

There may also be events for Children in Need, Sport or Comic Relief, and Macmillan Cancer Support.



Like to know more?

Please see the Dolly Parton Imagination Library website



GEM shortlistees and winners celebrate their achievements, November 2016



Bulky waste collection crew – Darren Chaplin, Ali Sharyati, Jason Copley and Conner Holder



Nottingham
City Council