

# Staff Benefits

Nottinghamshire Healthcare NHS Foundation Trust



Nottinghamshire Healthcare aims to be diverse, inclusive and a great place to work for all.

Key to this is how we support colleagues throughout their employment in terms of professional support, financial benefits, development opportunities, wellbeing support and staff discounts to name but a few elements.

Information about each of these elements and more are contained within this guide.

With thanks to feedback from colleagues throughout the Trust our benefits are continuously being reviewed.

If you have any ideas on benefits you would like to see across the Trust please do email [StaffEngagement@nottshc.nhs.uk](mailto:StaffEngagement@nottshc.nhs.uk)



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# Values

We will make a difference to the communities we serve by delivering the highest quality physical and mental health care to our patients, and by tackling inequalities in outcomes, experience and access.

## Values and Behaviours



# NHS People Promise

The NHS People Promise, is a promise we must all make to each other – to work together to improve the experience of working in the NHS for everyone.

The NHS People Promise is a national programme, which was launched last year, to raise the profile and importance of staff and the contribution they make. It sets out, in the words of those who work in the NHS, the things that matter most to them and what would most improve their working experience, such as health and wellbeing support, flexible working and to feel we all belong.



“ When things go wrong, we need to make sure that lessons are learnt and things are improved. If we think something might go wrong, it’s important that we all feel able to speak up so that potential harm is prevented.



Simbi Sibanda  
Freedom to Speak Up Guardian

”

“ The NHS People Plan’s commitment to being an inclusive organisation is fundamental for me. I want every member of staff to be certain that they can bring their whole self to work every day, so we can get the very best from all our diversity.



Paul Devlin  
Trust Chair

”

“ Taking the time to thank our teams for doing a good job and recognise those who go ‘the extra mile’ for our staff, patients and their families.



Jen Guiver  
Executive Director of People and Culture

”

# Professional Development

Professional development is a key focus for us, and we want to ensure that all of our staff have opportunities and access to the support, training and encouragement that they need for career progression. When you work for Nottinghamshire Healthcare NHS Foundation Trust, you will have access to wide range of training and development opportunities.

## Workforce Development Fund

We have a dedicated Workforce Development fund, providing financial support to our staff to undertake additional study if they wish to. In addition, we also offer mentorship and paid time to study. This includes, apprenticeship, degree and master qualifications, the Band 2-4 Care Certificate and other training opportunities.

## 24 Month Preceptorship Programme

We offer a comprehensive and supportive Preceptorship Programme for up to 24 months. It is designed to support newly qualified clinicians in making the transition from student to practitioner and will enable them to develop confidence as an independent clinician, and to refine their skills, values and behaviours.

## Managerial and Clinical Supervision

All staff will receive regular one to one managerial supervision to meet organisational service, professional and personal objectives. Supervision forms a key part of individual performance management and is the foundation on which appraisal is built. For those staff working in direct patient care, they will also receive clinical supervision, which ensures participants have the opportunity to reflect, evaluate and develop their own clinical practice and provide a support system for one another.

## Apprenticeship Programs

As a Trust we support colleagues to seek work related qualifications, these can be achieved through apprenticeship programs from level 1-7 free to employees through the work place apprenticeship levy.

## Career Conversations – Coaching and Mentoring

Discussions about your development and career progression are held regularly as part of our appraisal and supervision conversations. You can also expect to receive coaching and mentoring from senior colleagues and peers throughout your career.

## Leadership and Management Programmes

We offer Leadership and Management programmes for our staff, including Vision 27 and The Mary Seacole Programme.



# Flexible Working

At Notts Healthcare, we are committed to improving the working lives of all of our staff workforce and recognise the importance of promoting a healthy work life balance by providing modernised and flexible working options, enabling you to successfully combine your working lives with your responsibilities outside of work.

We accept flexible working requests from day one, regardless of length of service. Flexible working options includes Working from Home, Agile Working, Unique Working Patterns, Job Shares, Term-Time Contracts, Compressed Hours, Annualised Hours, Part-Time Opportunities and Bank Roles.

Our range of flexible working options are designed to help all staff balance their work and home life.

# Leave Entitlements

We at Notts HealthCare understand the importance of annual leave and its impact on both physical and mental health wellbeing as well improving our employee work-life balance. As well as well-deserved time off for annual leave, we also recognise that our employees may need time off for other circumstances.

## Annual Leave

You will get a generous allowance of annual leave each year, starting at 27 days plus 8 Bank Holidays (Pro-Rata), which rises to 29 days after five years' service and 33 after ten years' service. We also run a Buy and Sell Annual Leave scheme, which allows you to take more or less holiday if you so choose to.

## Additional Leave

All of our staff are also entitled to, Study Leave, Career Breaks, specific Family Leave for Family Support, Paid Sickness Allowance, Disability Leave, Compassionate Leave and Emergency Leave.

## Reservists

We offer additional leave for Reservists. We provide 10 days extra paid leave for Reservist and Cadet Adult Volunteers to attend annual training.



# Physical Wellbeing

We recognise our duty of care as an employer to look after our employees wellbeing. Physical wellbeing is vital for your overall health and mental wellbeing. We believe that supporting our workforce to be as healthy and well as possible, we will not only be A Great Place to Work, but also be able to offer greater support to our patients, carers, and service users.

## Gym Discounts

Staff have access to corporate discounts on a range of gyms and health clubs throughout the region.

## Cycle to Work Scheme

If you would like an alternative to public transport or want to get the family out on bikes for their daily dose of exercise, we offer savings on bikes, high-vis clothing and safety accessories for your commute with our Cycle to Work staff benefit. This will give the whole family some much needed fresh air with our online Bike Shop where you can spread the cost through monthly salary reductions.

## Smoking Cessation

The Trust is committed to creating and maintaining a completely Smoke-Free environment, for the health benefits of all workers, patients and visitors. We now have a dedicated smoking cessation trainer, who is available to offer advice and guidance and support to staff around smoking cessation.

## Flu Vaccines

All of our staff are offered FREE seasonal flu vaccines to help to protect themselves, colleagues, family, friends and our patients.

## Physiotherapy Services

All Notts Healthcare staff have access to a free physiotherapy service, where no GP referral is required. This is a self-referral service for both work and non-work related problems.

## Eye Test Vouchers

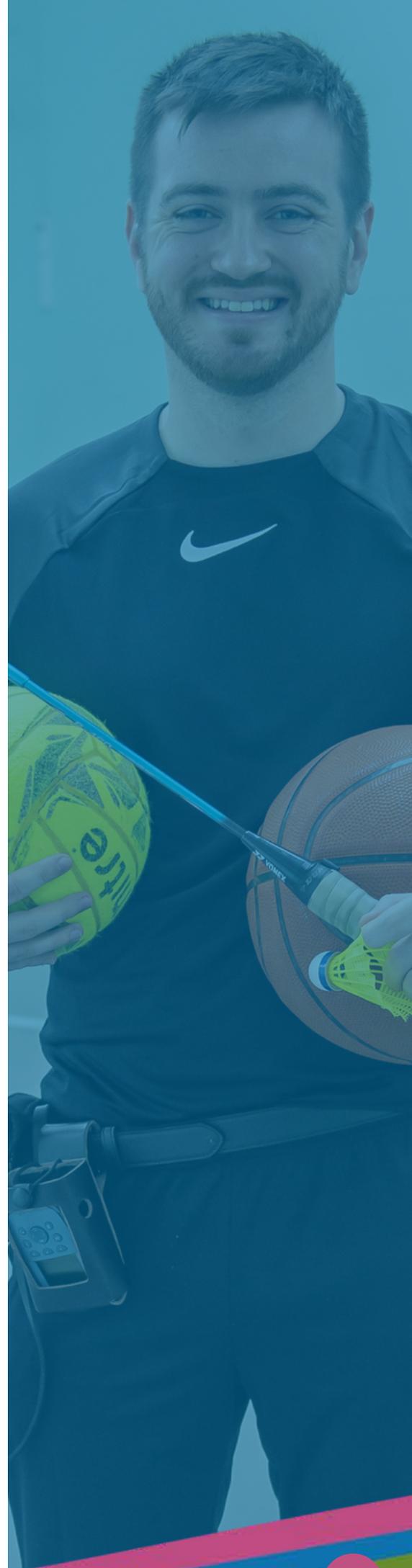
A scheme has been set up between the Trust and Specsavers to enable DSE users to access a voucher that covers the cost of an eye test and where applicable a contribution towards glasses.

## Disability Confident Employer

We are part of the Disability Confident Employer scheme, which encourages us as an employer to think differently about disability and take action to improve how we recruit, retain and develop disabled people.

## Menopause at Work

We are committed to supporting colleagues affected by the menopause.



# Mental Wellbeing

View and download the Staff Health and Wellbeing booklet by scanning the QR code.

Our trust is committed to protecting the mental wellbeing of all of our staff and ensuring that your health is not adversely affected by your work. Wellbeing conversations are held regularly with all staff through managerial supervision, and we have a dedicated Staff Health and Wellbeing team in place which offer a variety of services.



## Staff Wellbeing Service

This is a confidential service for all staff across the Trust. The team will provide initial pastoral support and signpost you to help find the most appropriate support services, dependent upon your needs. In some situations, they can also refer you directly and put you in contact with the relevant services.

The service can also provide a named member of the team that you can contact directly. This will usually be by arrangement with your line manager and might be especially helpful for any staff who are experiencing difficult and sensitive circumstances.

This service can also be accessed by staff who are absent from work for any reason.

## Staff Counselling

All staff have access to counselling, which is a free and confidential service, giving you the opportunity to talk through and address any difficulties you may have, whether it be work or home related.

## Occupational Health Services

Staff or managers can make referrals with the Trust's Occupational Health Service.

This service can help managers and staff to identify what can be done to support their health and wellbeing needs, to enable them to safely stay in or return to their workplace.

## Access to Work Mental Health Support

If you struggle with your mental health whilst at work, you can access 9 months of support, with weekly check-ins and no waiting list.

The service offers practical advice and support, including coping strategies, workplace adjustments and plans to return to work.

## Mental Health First Aiders

Mental Health First Aiders are employees who challenge stigma and encourage positive mental health in the organisation and for its workforce. These Aiders help the organisation to promote positive mental health and role model positive mental health working practices. They are available to have open conversations with colleagues about mental health, and to signpost individuals to appropriate available support.

## Mindfulness Courses

Mindfulness courses, workshops and drop-in sessions are available to all staff. Mindfulness is a way of paying attention to and seeing clearly whatever is happening in our lives. Practicing mindfulness allows us to be fully present in our life and work to improve our quality of life.

## Employee Assistance Programme

Our employees have access to 24/7 wellbeing support line which offers support, advice and information for problems at work or home including anxiety, stress and depression, to help with your mental health and wellbeing. It gives you access to qualified professionals who provide independent confidential counselling support and an online Cognitive Behavioural Therapy (CBT) programme.

## Chaplaincy and Spiritual Health

We have a dedicated Multi Faith team, made up of Chaplains and Spirituality and Wellbeing Practitioners, who are committed to supporting all Trust staff and patients to connect with their spirituality, religion and culture, as well as with their health, wellbeing and recovery needs.

## Employer Promises

As a Trust, we have signed up to a number of initiatives and charters to demonstrate our dedication in providing the best working environment possible for all of our staff. This includes the Mindful Employer Charter, which supports employers to take a positive approach towards mental health at work. We are also part of the Disability Confident Employer scheme, which encourages us as an employer to think differently about disability and take action to improve how we recruit, retain and develop disabled people.

## Health and Wellbeing Champions

Our team of Health and Wellbeing Champions support colleagues across the organisation with their health and wellbeing by signposting to resources available, providing feedback about what support is needed and help to promote what is happening within the Staff Health and Wellbeing Team.

# Family Support

We pride ourselves on being a family friendly employer and therefore we have various offers in place to provide support to our staff. In addition to statutory rights in relation to maternity leave, paternity leave, parental leave and adoption leave, we also offer enhanced rates of pay and time off to our employees.

## Occupational Maternity/Adoption Pay

Our enhanced maternity and adoption package\* includes: 8 weeks at full pay, 18 weeks at half pay plus Statutory Maternity Pay or Maternity Allowance and then 13 weeks on Statutory Maternity Pay or Maternity Allowance. Employees are also entitled to take a further 13 weeks as unpaid leave to bring the total leave to 52 weeks.

## Paternity Leave

Depending on length of service, staff can be entitled to up to 2 weeks of leave at full pay\*

## Parental Leave

In addition to the paid family leave, we offer our staff up to 18 weeks of unpaid leave for each child up to their 18th birthday\*.

## Paid Time off for IVF Appointments & Treatment

As well as these options for new parents, we offer support and paid time for our staff who may be undergoing IVF or other fertility treatments. Any staff undergoing fertility treatment are entitled to paid time off to attend appointments and treatment.

## Additional Leave

We offer a range of additional leave to support you at difficult times, including carers leave and emergency leave.

## Employers for Carers Scheme

Supporting our staff who have caring responsibilities is a priority for us, and why Notts Healthcare are part of the Employers for Carers Scheme. The Carer scheme supports employers to build a positive and inclusive workplace for staff who are, or will become, carers and to make the most of the talents that carers can bring to the workforce.

\*Criteria Applies



# Financial Perks

We know how hard our dedicated staff work, and so offer additional financial perks on top of the base salary. You will receive a competitive salary, in line with the national NHS terms and conditions (Agenda for Change).

## Enhanced Rates of Pay

All of our staff received enhanced rates of pay for any unsocial hours worked during evenings, nights, weekends and bank holidays. Enhanced rates of pay are between 30% - 85%, depending on Pay Band and the day or occasion worked.

## Parking and Travel

All of our Trust sites offer free and unlimited parking to all members of staff. Staff have access to the Car Lease scheme, Cycle to Work scheme and bus, tram and travel passes.

## Instant Pay - Wagestream

We now offer Instant Pay for all employees, which allows access to earned wages in real time, as well as the facility to track earnings, resources around financial resilience and a saving facility.



Scan the QR code to download the Wagestream app

## Retail Discounts

All employees will have access to a staff benefits portal. This offers a wide range of discounts and offers at 100's of well-known retailers, restaurants, venues and services. You will have access to Home and Electronics salary sacrifice scheme, gym discounts and health and wellbeing support.

You will be entitled to a range of national and local discounts for NHS employees.

## Golden Hello Payment of up to £2750

For some of our services and professions, new starters to the trust could be eligible for an additional £2,750 Golden Hello Payment.

To find out which roles this payment currently applies to, please contact [recruitment@nottshc.nhs.uk](mailto:recruitment@nottshc.nhs.uk) for more details. (Terms & Conditions apply)

## Refer a Friend Incentive of £500

All staff are eligible for the Refer a Friend scheme\*, where you could earn £500 just by referring a friend to come and work for Notts Healthcare (for eligible roles only)

## NHS Discounts

As NHS Employees we all have access to many discounts from national sites. Blue Light Card, NHS Discounts and many more. Our advice is to ask wherever you go as discounts vary quite a lot.

\*Criteria Applies



# Financial Support

As well as the financial benefits outlined in Family Support and Financial Perks, we also offer other types of financial support to our staff.

## NHS Pension Scheme

The NHS Pension Scheme continues to be one of the most comprehensive and generous schemes available in the UK. Membership of the scheme is automatic when you join us. The employer contribution rate, paid jointly by the Trust and NHS England, is 20.68% of your salary toward the cost of your pension, along with employee contributions (rates are variable).

## Enhanced Sick Pay and Leave

During absence for illness, you will be entitled to receive Statutory and/or Occupational Sick Pay, of between 1 - 6 months full pay plus 2 – 6 months half pay, depending on the length of continuous NHS service an employee has.

## Relocation Allowance of up to £8000\*

We offer up to £8,000 to newly appointed staff\* to assist with the costs of relocation and can go towards the removal costs, legal fees, survey costs, stamp duty and domestic goods.

## Registration Fees

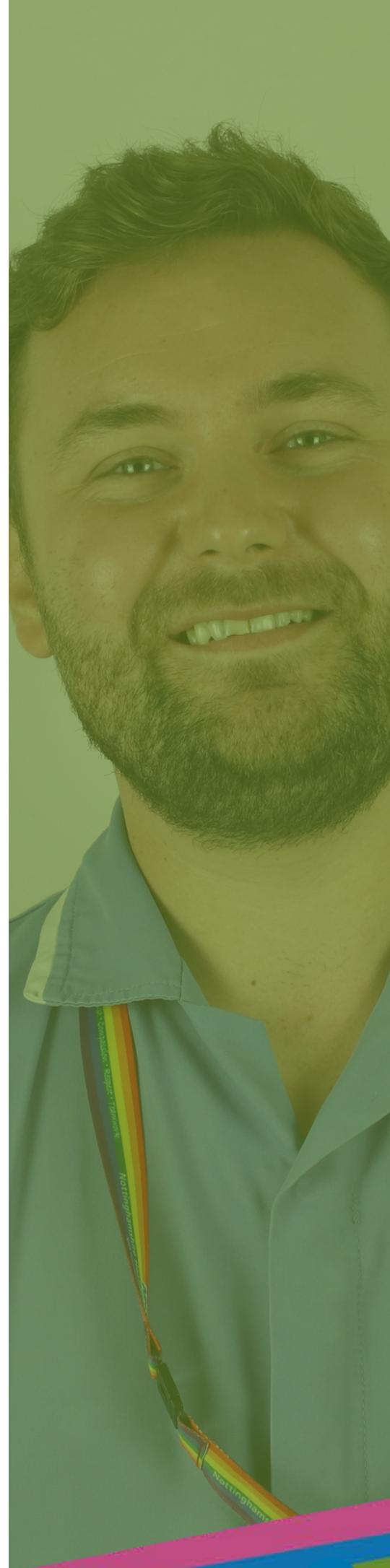
We cover the cost for DBS checks for all staff. We also reimburse the NMC Registration fee for the first year for all newly qualified staff.

## Death in Service Benefits

Any employees that are actively contributing to the NHS Pension Scheme are entitled to death in membership benefits, including life assurance and family benefits. The scheme provides a lump sum and pension benefits to eligible dependants.

Notts Healthcare are signed up to the Dying to Work Charter, which pledges that any employee who becomes terminally ill will have their employment and benefits protected.

\*Criteria Applies



# Professional Support

We value the importance of an inclusive, supportive, open and honest workplace. We have numerous networks, guardians and champions in place, focused on different themes who are passionate about supporting colleagues to keep abreast of key information, support others in their work, share learning and ultimately change the culture of the organisation.

## The NHS People Promise

This is a promise we must all make to each other to work together to improve the experience of working in the NHS for everyone. The themes and words that make up Our People Promise have come from those who work in the NHS.

## Just and Restorative Culture

Notts Healthcare follow a Just and Restorative Culture way of working, ensuring that all policies and processes are supportive of colleagues yet ensure accountability. A Just and Restorative Culture means acting with compassion, treating people fairly and justly and embracing a learning culture; where if something goes wrong we seek first to understand and focusing on what happened rather than who may be at fault

## Staff Side Employee Representation

Staff Side work as the collective body of recognised Trade Unions, we support the interest of our members of staff through consultations and negotiations on their behalf. Each division has its own Staff Side for issues that are pertinent to that division and in addition we have a Staff Side for matters relating to the whole of the Trust.

## Freedom to Speak up Guardian

We have dedicated Freedom to Speak Up Guardians, whose role is to support staff in raising concerns by offering an independent and confidential service while promoting an open and honest "no blame" culture, where staff can raise concerns safely without fear of reprisal.

## Staff Equality, Diversity and Inclusivity Networks

We want a culture of diversity, fairness, and equality for all our employees, potential employees, service users, carers and members of the public. We are committed to ensuring that everyone is treated fairly regardless of any protected characteristics and that difference is embraced. We will do this by valuing and celebrating individual differences. We are proud to be Stonewall Diversity Champions.

## Support for the Armed Forces Community

Notts Healthcare is a Veteran Aware organisation in recognition of our commitment to improving NHS care for the Armed Forces Community which includes regulars, reservist personnel, veterans, bereaved family members, spouses and family members. We are proud to be an Armed Forces Covenant Employer Recognition Scheme Gold Award holder, which demonstrates support to defence and the armed forces community. We are also part of the Step into Health for Armed Forces programme, which provides support and a dedicated pathway into a career in the NHS. The Trust has a Armed Forces Community Network running to support our Armed Forces Community colleagues.

\*Criteria Applies



# JOIN OUR BANK!

Bank workers form an essential part of our services, providing cover for vacancies and other staffing shortfalls.

Nottinghamshire Healthcare offers a wide range of bank opportunities for both clinical and non-clinical staff, covering a wide geographical area and a number of different services including mental health, forensic services, children's services, admin support and more.

Joining the Trust Bank is a great opportunity. Not only can you gain more experience, but you can also work in a variety of different specialties and locations.

Bank work is perfect for individuals who don't want full time, permanent employment, such as those who are studying, providing care to dependents, already working part time or even those who might work full time but want to pick up additional work experience and further develop their skills.

## KEY BENEFITS

- Opportunities to gain experience in a variety of specialist teams
- Access to the NHS pension scheme
- Access to NHS benefits and discounts
- Induction and mandatory training provided & paid for attending
- Access to the Trust Health and Wellbeing support services
- Access to Wagestream, allowing you to stream wages before payday
- First pick of shifts via an online system
- Flexibility to pick and choose when and where you work

Telephone: 01159 691300

Clinical Bank Enquiries: [NurseBank@nottshc.nhs.uk](mailto:NurseBank@nottshc.nhs.uk)

Non-Clinical Bank Enquiries: [AdminBank@nottshc.nhs.uk](mailto:AdminBank@nottshc.nhs.uk)

SCAN ME!



[recruitment.nottshc.nhs.uk](https://recruitment.nottshc.nhs.uk)

