

More than just a job

Our benefits and terms and conditions



Published October 2023



Index – links to pages

The information in this document should be read in conjunction with your contract of employment, the standard statement of appointment conditions, and the relevant HR policies which can be found on the BCP Council intranet. Rates provided are correct at point of print.

→ **Leave and time off** page **3-4**

- [Annual leave entitlement](#)
- [Bank \(public\) holidays](#)
- [Buying of annual leave](#)
- [Selling of annual leave](#)
- [Annual leave year](#)
- [Annual leave carry forward](#)
- [Study leave](#)
- [Compassionate leave / bereavement](#)
- [Time off for public duties and volunteering](#)
- [Time off for reservists training](#)
- [Time off for medical appointments](#)
- [Time off for election duties](#)
- [Career break / sabbatical](#)
- [Maternity leave](#)
- [Maternity / adoption support leave](#)
- [Paternity leave](#)
- [Shared parental leave](#)
- [Phased return to work following long term absence](#)
- [Unpaid leave scheme](#)
- [Time off for dependants](#)
- [Parental leave](#)
- [Carers leave](#)
- [Disability leave](#)
- [Adverse weather conditions](#)
- [Christmas closure](#)

→ **Employment** page **5**

- [Standard working week](#)
- [Accrued working hours](#)
- [Probation](#)
- [Notice requirements \(employee\)](#)
- [Redundancy multiplier](#)
- [Changes to your normal place of work](#)
- [Flexible retirement](#)

→ **Pay and allowances** page **6-7**

- [LGPS Pension Scheme inc Employer Contribution](#)
- [Teachers Pension Scheme \(Youth Workers\) inc Employer Contribution](#)
- [Death in Service Scheme \(for colleagues who are members of the LGPS pension scheme\)](#)
- [Death in Service Scheme \(for colleagues who are members of the Teachers pension scheme\)](#)

- [Access to additional pay allowances](#)
- [Overtime / additional hours](#)
- [Bank holiday working](#)
- [Call out](#)
- [Standby](#)
- [Night work](#)
- [Sleep in](#)
- [Temporary withdrawable allowances](#)
- [Tool Allowance](#)
- [Relocation benefit](#)

→ **Travel and subsistence** page **8**

- [Travel for business use](#)
- [Mileage rates](#)
- [Subsistence rates](#)
- [Salary sacrifice – car leasing scheme](#)
- [Salary sacrifice – Cycle to work scheme](#)
- [Sustainable travel](#)

→ **Wellbeing** page **9-10**

- [Occupational Sick Pay Scheme](#)
- [Free eye test for all colleagues and glasses for DSE users](#)
- [Employee Assistance Programme](#)
- [Flu vaccines](#)
- [Discounts on leisure facilities](#)
- [Health care cash plans – salary deductions](#)
- [Personal insurance – salary deductions](#)
- [GP service](#)
- [Staff Network Groups](#)
- [Trade Unions](#)

→ **Other benefits** page **11**

- [Leisure and retail discounts](#)
- [Salary advance](#)
- [Workplace nursery – salary sacrifice](#)
- [Childcare vouchers](#)
- [Learning and development](#)
- [Discounted car parking](#)
- [Refer a friend scheme](#)
- [Our Stars](#)
- [Additional Voluntary contributions](#)

→ **Discounts on council services / facilities** page **12**



Annual leave entitlement

The annual leave entitlement is 28 days for new starters, this rises to 31 days after two years continuous service. Pro-rata for part time colleagues.

Bank (public) holidays

In addition to annual leave entitlement, there are eight statutory bank holidays. Pro-rata for part time colleagues.

Buying of annual leave

Colleagues are able to buy up to 10 days additional annual leave within a specific window. Not applicable for colleagues on term-time contracts in schools.

Selling of annual leave

Colleagues are able to sell up to five days annual leave within a specific window. Not applicable for colleagues on term-time contracts in schools.

Annual leave year

The annual leave year runs between 1 April and 31 March.

Annual leave carry forward

Colleagues are able to carry forward up to five days annual leave, but it must be used within the following annual leave year.

Study leave

Reasonable time may be given at the manager's discretion for study or exams that are relevant to the role.

Compassionate leave / bereavement

Up to five days paid leave per occurrence for either bereavement or compassionate purposes will be given at the manager's discretion. No restrictions on relationships.

Time off for public duties and volunteering

One paid day, with up to two further paid days may be used to undertake a public duty or volunteering within the BCP community providing the service can still meet its demands.

Time off for reservists training

Five days paid leave and five further unpaid days (if required) will be given for reservists training.

Time off for medical appointments

Annual leave or accrued hours should be used to facilitate routine medical or dental appointments. Non-routine hospital appointments will be paid.

Time off for election duties

One days paid leave for colleagues working as Presiding Officers and Poll Clerks at a polling station on election day. Annual leave or accrued hours are to be used for any other duties worked in relation to the election.

Career break / sabbatical

Applications for career breaks / sabbaticals are permitted for colleagues with more than two years service with BCP Council. The length of the break can be between six and 24 months.

Maternity leave

18 weeks occupational maternity pay is available for colleagues with at least one year's continuous local government service at the 11th week before the expected week of childbirth. 90% of contractual weekly earnings will be paid for the first 6 weeks and 50% of contractual weekly earnings for the next 12 weeks, provided the colleague returns to work for at least three months following maternity leave. Statutory paid entitlement to antenatal appointments.



Maternity / adoption support leave

(to support a parent at the time of birth / adoption)

Up to 10 days paid leave can be used for either maternity or adoption support. This can also be used in conjunction with additional two weeks paternity leave paid at Statutory Paternity Pay (SPP) rate if applicable / required.

Paternity leave

Paternity leave is up to two weeks and paid at Statutory Paternity Pay (SPP) rate.

Shared parental leave

Colleagues are entitled to up to 50 week's shared parental leave. In addition, colleagues with at least one year's continuous local government service at the 11th week before the expected week of childbirth, could share the mother's / primary adopter's entitlement to any remaining occupational pay.

Eligible colleagues may be able to receive up to 16 weeks of Occupational Shared Parental Leave Pay, provided the colleague returns to work for at least three months following final Shared Parental Leave period. An additional 21 weeks of Statutory Shared Parental Leave Pay may be available.

Phased return to work following long term absence

Up to four weeks at full pay can be used to facilitate a phased return to work, to support colleagues in returning to work after an extended period of absence related to ill health.

Unpaid leave scheme

Unpaid leave will be granted in exceptional circumstances, but annual leave or accrued hours should be used first where possible.

Time off for dependants

The statutory entitlement of reasonable unpaid time off to deal with emergencies involving a dependant will be given where applicable.

Parental leave

Statutory entitlement will be given for parental leave of up to four unpaid weeks per child, per year.

Carers leave

Up to three days paid leave per year (with a further two days unpaid leave) will be given for a carer who provides unpaid support for a family member, partner or friend who needs help because of their illness, frailty, disability, mental health problem or addiction and who cannot cope without that support. Leave may be taken in hours or full days

Disability leave

Reasonable paid time off will be allowed as a reasonable adjustment, for things typically like treatment, rehabilitation or assessment related to the disability.

Adverse weather conditions

In adverse weather conditions, if colleagues are not able to attend work and sites are open, time off is treated as annual leave, accrued hours or unpaid leave. Where possible colleagues can work remotely.

Christmas closure

Leave or accrued hours should be taken over the Christmas period.



Standard working week

The standard working week is 37 hours Monday to Friday equivalent to 7.4 hours per day exclusive of meal breaks between the hours of 8am and 6pm.

Accrued working hours

Hours and location of work can be flexible and include home working providing it meets the needs of the service. Recording of hours is optional, but excessive build up of hours should be avoided and colleagues are expected to notify their manager where this has occurred in order to identify a suitable outcome.

Probation

A six month probationary period with reviews at one, three and five months applies to all new colleagues to BCP Council.

Notice requirements (colleague)

Band 1-7: 1 month

Band 8 and 9: 2 months

Band 10 and above: 3 months

Redundancy multiplier

There are no statutory age bandings for redundancy calculation. A 1.5 multiplier applies for all colleagues. A statutory cap applies where the cost of pension release for those over age 55 exceeds £8,000.

20 year service cap will also apply.

Changes to your normal place of work

The following mobility clause will apply to all colleagues:

Your normal place of work is as specified in your contract of employment, but you may be required to work at any other place within the BCP area which the council may reasonably require for the proper performance and exercise of your duties.

Your normal place of work may be changed on reasonable notice (minimum four weeks) to any place within the BCP area for business needs or due to the discontinuance of use by the council of that location for your work.

Subject to the suitability of your work and the agreement from your line manager, on any day when you are not required to attend your normal place of work or any other specific place to perform your duties, you are permitted to work from any of the BCP Council offices or from your home provided that these are equipped with all necessary IT, communications and other facilities as the council may reasonably deem to be necessary or desirable for the performance of your duties.

Flexible retirement

Applications for flexible retirement are accepted for colleagues over age 55 with reduced actuary benefits.



LGPS Pension Scheme inc Employer Contribution

The LGPS scheme is a tax-approved defined benefit occupational pension scheme.

You are automatically entered into the scheme if you have a contract of three months or more.

There are different contribution rates for different pay bands, designed to give equality between the cost and benefits of scheme membership.

Below shows the colleagues April 2023 contribution rates:

Up to £16,500	5.50%
£16,501 to £25,900	5.80%
£25,901 to £42,100	6.50%
£42,101 to £53,300	6.80%
£53,301 to £74,700	8.50%
£74,701 to £105,900	9.90%
£105,901 to £124,800	10.50%
£124,801 to £187,200	11.40%
£187,201 or more	12.50%

BCP Council as the employer contributes to the Local Government Pension Scheme.

To view current rates, visit:
dorsetpensionfund.org

Teachers Pension Scheme (Youth Workers) inc Employer Contribution

The Teachers Pension scheme is a tax-approved defined benefit pension scheme.

You are automatically entered into the scheme. There are different contribution rates for different pay bands, designed to give equality between the cost and benefits of scheme membership.

Below shows the colleagues April 2023 contribution rates:

Up to £32,135.99	7.40%
£32,136 to £43,259.99	8.60%
£43,260 to £51,292.99	9.60%
£51,293 to £67,979.99	10.20%
£67,980 to £92,697.99	11.30%
£92,698 and above	11.70%

BCP Council as the employer contributes to the Teachers Pension Scheme.

Death in Service Scheme

(for colleagues who are members of the LGPS pension scheme)

If a colleague dies in service as a member of the LGPS the following benefits are payable:

- a lump sum death grant of three times your assumed pensionable pay
- pensions for eligible children
- a spouses, civil partners or, subject to certain qualifying conditions, an eligible cohabitating partners pension



Death in Service Scheme

(for colleagues who are members of the Teachers pension scheme)

If a colleague dies in service as a member of the Teachers Pensions the following benefits are payable:

- if in the career average scheme, a death grant of three times the final full-time equivalent salary (at date of death) will be paid
- if in the final salary scheme, the death grant would be three times the final average salary
- any surviving spouse or civil partner will automatically receive the death grant unless an alternative death grant nomination has been made.

Access to additional pay allowances

Colleagues at Band 11 and below will be entitled to claim additional pay allowances where appropriate and qualifying criteria is met.

Overtime / additional hours

Plain time will be paid for hours up to 37 or accrued hours.

Time and a half will be paid for hours in excess of 37.

Double time will be paid on a bank holiday or accrued hours equivalent to the number of hours worked.

Night work (between the hours of 10pm and 6am) – time and a third will be paid for hours up to 37 or accrued hours equivalent to the number of hours worked. Time and a half for hours in excess of 37 or accrued hours equivalent to number of hours worked.

Bank holiday working

Plain time will be paid where the bank holiday is part of the standard working week.

Double time will be paid where hours exceed 37 for bank holidays.

Call out

Hours outside of normal contractual hours (with the exception of night work – see below) will be paid at plain time or accrued hours equivalent to number of hours worked.

Bank holidays will be paid as plain time or accrued hours equivalent to number of hours worked.

Night work (between the hours of 10pm and 6am) will be paid at time and a third or accrued hours equivalent to number of hours worked.

Standby

Standby type 1 (on call and required to leave home to provide an essential service if called) paid at £139.25 p/week.

Standby type 2 (on call and able to coordinate response from home if called) paid at £75 p/week.

Night work

Where part of the working week, night work is paid at time and a third.

Where not part of the working week, night work is paid at time and a half for hours in excess of 37.

Sleep in

National minimum wage is paid for sleep in.

Temporary withdrawable allowances

(previously known as Honorariums or recruitment and retention payments) Temporary withdrawable allowances will be non-contractual, time bound and paid only in specific circumstances, e.g. acting up / additional responsibilities.

Tool Allowance

A maximum of £31.26 per month is available to purchase tools, as determined by role.

Relocation benefit

Professionals planning to move to the area have the opportunity to apply for up to £8000 relocation costs for eligible jobs.



Travel for business use

Colleagues are not expected to travel for meetings where it is possible to attend via MS Teams (or a suitable alternative) instead. Should attendance in person be considered absolutely necessary any travel costs should be authorised in advance by an approving manager. Colleagues are expected to identify most cost effective means of travel and travel by public transport where time and distance permits. All journeys over 120 miles round trip must be undertaken in a hire car.

Mileage rates

HMRC rates apply for all business mileage and business cycle related travel.

Subsistence rates

When working over 30 miles away from your contractual base location, subsistence rates will be paid in the following circumstances:

- day one – £20 if not home before 8pm
- day two onwards – £30 per day for meals if not home before 8pm
- or if home before 8pm – £20

Overnight accommodation must be booked at the most cost effective price. No more to be claimed than:

- overnight outside of London – £100
- overnight inside London – £150

Salary sacrifice – car leasing scheme

Colleagues can order a new car with an all-inclusive package, which comes straight from their gross salary, saving on Tax and National Insurance contributions. Electric cars are available.

Salary sacrifice – Cycle to work scheme

Cycle to work scheme is an colleague benefit where you can get a brand new bike by paying through your gross salary, saving on Tax and National Insurance contributions. Conditions apply.

Sustainable travel

BCP Council is committed to developing sustainable transport options for colleagues, which include:

- secure cycle cages, lockers and shower facilities at the main sites
- discounted use of Beryl Bikes and e-scooters
- Staff Active Travel Group (formally BUG)
- cycle training with adults
- colleague car share scheme (Liftshare)
- Co-Wheels car club – free use of cars for business travel (available at own expense for commute or personal use)
- discounted local bus services



Occupational Sick Pay Scheme

The following allowances are available for occupational sick pay:

- during first year of service one month of full pay and (after completing four months service) two months of half pay
- during second year of service two months full pay, two months half pay
- during third year of service four months full pay, four months half pay
- during fourth and fifth years of service five months full pay, five months half pay
- after five years of service six months full pay, six months half pay.

Free eye test for all colleagues and glasses for DSE users

Up to £25 is available for all colleagues towards eye tests at Specsavers and £49 for standard single vision glasses (only for DSE use). There is a two for one offer available when purchasing a qualifying frame.

Employee Assistance Programme

Colleagues can access up to six free sessions with a counsellor. Our provider offers cover for colleagues and their immediate family members, 24 hours a day, seven days a week, 365 days a year.

When calling the employee assistance line, a qualified counsellor will always answer the phone. If they are able to provide immediate support, they will. Otherwise, they will listen and assess needs and may refer colleagues to any of the following support services:

Life support – unlimited access to immediate support for emotional problems and a pathway to up to six structured telephone counselling or face-to-face counselling sessions (employees only) per issue per year.

Legal information – for any issues that cause anxiety or distress including debt management, accountancy, lawsuits, consumer disputes, property or neighbour legalities (employees only).

Bereavement support – qualified and experienced counsellors who can help with grief and related stress plus a team of legal advisors to help with legal issues.

Medical information – qualified nurses on hand to offer advice on a range of medical or health related issues. They can't diagnose but can offer a sympathetic ear and practical information and advice.

CBT online – a range of Cognitive Behaviour Therapy self-help modules, informative factsheets and invaluable advice videos from leading qualified counsellors.

Flu vaccines

All colleagues are eligible to claim a free flu vaccine once a year up to the value of £15.

Tax and National Insurance deductions apply.



Discounts on leisure facilities

BHLive: £32 per month for single memberships at Corfe Mullen, Littledown, Pelhams, Sir David English and Stokewood.

Everyone Active Leisure Centres:

25% discount on pay as you go and all adult memberships – rolling contracts. Available at Ashdown, Rossmore and Poole Dolphin Leisure Centres.

The Junction Leisure Centre, Poole: Gold Membership £15 per month. No contract, six weeks cancellation notice.

2 Riversmeet Leisure Complex,

Christchurch: 20% discount on pay as you go activity, 40% discount on memberships, 20% discount on school holiday club, birthday parties and general facility hire.

Additional leisure discounts are available at many more leisure facilities via the Our Benefits site.

Health care cash plans – salary deductions

Colleagues are able to access health care cash plans via salary deductions.

For the first 13 weeks from launch the scheme will give colleagues temporary immediate benefit whereby they can claim for some health care costs straight away. Some pre-existing conditions are covered on the Cash plan for such things as Physiotherapy, Osteopathic treatment and Chiropractic treatments.

Employees can claim the costs back on a range of everyday healthcare costs, including: dental care, optical and hearing care, therapies / physio, osteopathy, chiropractic, acupuncture, chiropody, homeopathy, reflexology, hospital in-patient and day-case surgery.

Personal insurance – salary deductions

Colleagues can access low cost insurance plans via salary deductions including: personal accident cover, life insurance and cancer cover.

GP service

Colleagues and members of their household can access a fully qualified GP 24/7, 365 days a year to obtain professional medical advice, reassurance and diagnosis on a range of medical matters.

Private prescriptions and delivery options available at a cost.

Staff Network Groups

Colleagues have access to a range of Staff Network Groups which provide a social and empowering safe space for colleagues, and a collective voice to help raise awareness of issues within the wider organisation.

Groups currently include: Race and Cultural Diversity, Religion and Belief, LGBTQ+, Disabled Staff, and a Women's Group.

Trade Unions

Colleagues are able to join one of our recognised trade unions.



Leisure and retail discounts

Discounts on eateries, retailers, travel, events, attractions and more are available through the Our Benefits site.

Salary advance

Colleagues can access an advance of up to 50% of the salary accrued in the current month's pay period.

Workplace nursery – salary sacrifice

Subject to availability, colleagues can access our workplace nursery.

This means your child's nursery fees are deducted straight from your salary before tax and National Insurance, therefore saving you money on your full childcare bill.

Childcare vouchers

Existing scheme members can access childcare vouchers to help save on tax and National Insurance.

No new members accepted, however, tax free child care is now available via the government scheme.

Learning and development

Colleagues can access a range of support, learning and personal development opportunities through a variety of sources including face to face training, virtual training, e-learning via SkillGate, mentoring, coaching, video and discussion groups to accompany an initial programme of on-the-job training in their chosen role.

Discounted car parking

Colleagues are entitled to discounted car parking during working hours in some town centre car parks.

Refer a friend scheme

Refer a friend to join BCP Council in a position which is hard to recruit to and receive £1000 (pro rata for part time colleagues) as a thank you.

Our Stars

A recognition platform for the nomination of colleagues demonstrating BCP Council's values. Escalation of nominations can lead to Shining Stars and Super Stars being invited to Senior Leadership Network for a presentation. Super Stars will receive an additional days annual leave for that year.

Additional Voluntary contributions

In addition to your LGPS pension, you can make additional voluntary contributions through salary sacrifice, saving money on tax and National Insurance

Discounts on council services / facilities

Service	Offer
Adult Skills and Learning	15% discount
Bournemouth Tourist Information Shop	10% discount
BCP Council Seafront catering – kiosks, cafes and restaurants (not in conjunction with other offers)	10% discount (council owned and managed only)
Catering in parks – kiosks, cafes and restaurants (not in conjunction with other offers)	10% discount (council owned and managed only)
Highcliffe Castle	10% discount off: – event tickets – room hire fees (excluding weddings and receptions) – castle shop purchases (not in conjunction with other offers)
Highcliffe Castle walk in tickets (currently pre-booked due to COVID-19)	50% discount
Mini golf at Lower Gardens, Squirrel Café and Sandbanks	10% discount
Pier View room hire	20% discount
Poole Museum exhibitions	25% discount
Poole Museum membership	15% discount
Poole Museum room hire	10% discount
Poole Museum shop and café (exclude tickets for external attractions)	10% discount
Russell-Cotes Art Gallery and Museum	£10 annual membership
Smugglers Cove	10% discount
Upton Country Park catering – tea rooms and kiosks (not in conjunction with other offers)	10% discount
Beach lodges	Colleague discounts available on bookings 10% between stays April and September, and 20% on stays between October and March
Registration Services	10% discount on hire charge for selected civic rooms and attendance of Registrar at external venues
Beach huts	Discounts when available will be advertised on Our Benefits page

Colleague benefits are non-contractual, discretionary benefits that can be varied, withdrawn or supplier changed at any time.