

Reward & Recognition



Reward & Recognition

at Sandwell and West Birmingham NHS Trust

At SWB we put our people at the heart of what we do through our 3 P's: Patients, People, Population.

We aim to “cultivate and sustain happy, productive and engaged staff”.

To support our valued colleagues, we are delighted to offer a wide range of non-contractual employee benefits and recognition schemes, which are available to our Trust employees. These complement some of the generous NHS terms and conditions on offer too.

Find out more about what you can access in this guide.

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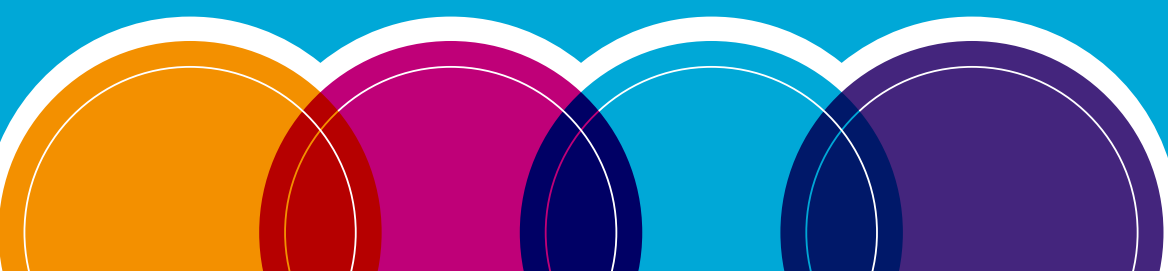
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NHS core benefits

Total reward statement (TRS)

This provides personalised information about the value of your employment package.

It also provides details about your pay and the benefits available locally within the Trust. For members of the NHS Pension Scheme your TRS may also include an annual pension benefit statement. You can access your TRS by logging in to your ESR portal.

Annual leave entitlement

NHS employees benefit from generous annual leave, above the statutory entitlement.

If you are on Agenda for Change terms and conditions you benefit from 27 days annual leave per year, plus eight public holidays. This rises to 29 days after five years' NHS service and 33 days after ten years' NHS service (pro-rata for part-time colleagues). If you are a medical colleague, you also benefit from enhanced annual leave entitlements, details of which can be found in your contract of employment.



NHS core benefits

Occupational sick pay

NHS employees receive enhanced sick pay (above the statutory rate).

If you are unable to attend work due to ill health, you will receive enhanced sick pay (above the rate of statutory sick pay) depending on your length of service. Details can be found in your contract of employment.

Unsocial hours enhancements

NHS employees receive higher rates of pay for working unsocial hours.

If you are on Agenda for Change terms and conditions and are required to work unsocial hours (i.e. weekdays after 8pm and before 6am, weekends and public holidays) you will receive a higher rate of pay during those hours. Details can be found in Section 2 of the NHS terms and conditions handbook.

For medical colleagues please check your contract of employment and terms and conditions for further information.



NHS core benefits

Flexible working

All NHS employees can apply for flexible working.

You can apply for flexible working opportunities regardless of your reason, length of service and job role. Requests will be considered and supported where possible, or alternative solutions explored to balance individual needs with those of the service and team. Find out more in our Flexible Working Policy, available on the intranet. Also visit the Flexible Working section of the HR intranet page.

Access to Trust Bank

Join our Trust Bank.

You are able to register on our Trust Bank to undertake additional non-contractual work outside of your contracted hours for bank rates of pay.



Pensions

NHS pension scheme

The NHS offers a generous Career Average Revalued Earnings (CARE) scheme, known as the 2015 NHS Pension Scheme.

You will contribute a percentage of your salary each month depending on your level of pay and as your employer, we will also contribute 20.6% of your pensionable pay on top of this.

Your pension contributions are tax-free so you save on tax. Benefits are secure and guaranteed by the government. The value of benefit is not affected by market conditions or falls in the value of investments.

The scheme provides valuable protection for your family, including life assurance and survivor pensions. An ill-health retirement option is also available to scheme employees if you are too ill to continue work.

The scheme includes flexible retirement options to allow staff to retire in a way that suits their needs on approach to retirement. Our pensions page on the intranet contains more information about pension options including annual allowance and lifetime allowance information. We also run regular pre-retirement seminars to support colleagues in planning for their retirement.



Family benefits

Family leave and pay

We offer a variety of options for Family Leave.

Whether you need to take maternity leave, adoption leave (either due to adoption or receiving a child through surrogacy), shared parental leave or new parent support (paternity) leave, there are provisions for taking leave and receiving enhanced pay (above the statutory minimum) depending on your length of service and other eligibility conditions. You may also be able to take unpaid parental leave. Further information can be found in the Family Leave Policy on the HR pages of the intranet.

On-site nursery

We have our own on-site nursery.

Sandwell Day Nursery is a well-established, Ofsted registered, on-site day nursery based at Sandwell Hospital. We offer childcare for children from the age of three months to five years and can care for up to 68 children a day. The nursery is open from 7.15am–5.30pm Monday to Friday (except public holidays). For more information contact our Nursery Manager: emma.collier@nhs.net



Family benefits

Support with childcare costs

You can use the government's tax-free childcare scheme.

The government's Tax-Free Childcare scheme enables eligible parents to get up to £500 every three months (up to £2,000 a year) for each of your children to help with the costs of childcare. This goes up to £1,000 every three months if a child is disabled (up to £4,000 a year).

This can be used to pay for approved childcare such as childminders, nurseries, nannies, after school clubs and play schemes.

Free Childcare for Working Parents

You may be able to get government-funded childcare with approved providers:

- Children aged 9 months - 2 years: 15 hours per week
- Children aged 3-4 years: 30 hours per week

There are also a number of other government-funded childcare support options available.

Find out if you can get government help with childcare costs by visiting: [gov.uk/childcare-calculator](https://www.gov.uk/childcare-calculator) (*Please note, these are government schemes and therefore the Trust is not able to provide any information or advice on these schemes*).

Health and wellbeing

Occupational health and wellbeing service

Providing support with mental and physical health needs.

Our award-winning Occupational Health and Wellbeing service is highly respected regionally and supported by accredited specialists.

We work collaboratively to provide the best for our colleagues through health promotion, prevention and early intervention programmes. This includes end-to-end pathways for musculoskeletal disorders, mental health problems and specialist clinics.

Support is provided through individual consultations with clinicians, with access to advice, onward referrals or Trust-provided support. The service supports return-to-work assessments and helps you with options to get you back to work safely if you've been away through ill health.

Some of the support provided includes (list not exhaustive):

- Free staff physiotherapy service
- Immunisations (including annual flu vaccination)
- Health surveillance
- Alcohol support
- Smoking cessation
- Domestic abuse support
- Eyecare vouchers
- Menopause support

To access these services contact Occupational Health on **0121 507 3306**.



Health and wellbeing

Psychological support

We offer a range of psychological support.

Whether you need peer-to-peer support, professional counselling or secondary care referral, we're here to help. Available support includes Solution-focused Therapy, Trauma-focused CBT and EMDR therapy as determined by the therapist in discussion with the individual.

We work in partnership with secondary care mental health services, including black country mental health service for advanced support. Mental health support is available regardless of whether the issue is work or personal related.

Other support includes:

- Free and confidential staff counselling service (via self-referral to PAM Wellbeing)
- Training and education programmes on managing common mental health problems
- Stress risk assessments via the Stress at Work Policy (available on the intranet) to be conducted between the individual and their line manager.

Health and wellbeing

PAM Wellbeing – Employee Assistance Programme (EAP)

Our Employee Assistance Programme is provided by PAM Wellbeing.

Call the helpline on **0800 882 4102** for free and confidential life management and personal support service that is available 24 hours a day, 365 days a year.

What support is available?

- 24/7 Helpline
- Counselling
- Legal, financial and debt support

PAM Wellbeing provides emotional and practical support on work and personal issues to support your health and wellbeing. The topics they can help you deal with include:

- Stress
- Anxiety
- Relationships
- Bereavement
- Financial wellbeing
- Drug and alcohol abuse
- Family conflict
- Abuse
- Mental health issues
- Legal information
- Divorce
- Caring for relatives
- Addiction
- Emotional support
- Miscarriage
- Funeral arrangements
- Infertility
- Separation
- Living with long term illness
- Support following an accident
- Terminal illness
- Retirement planning and support
- Trauma care
- Understanding the diagnosis

Health and wellbeing



Wellbeing hubs

Our hubs are free and confidential.

Our wellbeing hubs at City and Sandwell hospitals aim to help improve mental health, relieve stress, build resilience and restore balance. The services are free, confidential and delivered by trained wellbeing coaches and holistic therapist. Accessed by calling **0121 507 3306**, services include:

- Confidential chat – an opportunity for colleagues to offload and talk about anything which is troubling them
- Meditation
- Relaxation POD (massage chair)
- Back, hips, leg massager
- Seated acupressure massage

Free on-site gyms

Physical health is important to us, so access to our gym is free.

To support you to keep healthy or rehabilitate, our free gyms at City and Sandwell Hospitals include a good range of exercise equipment to suit different needs. Sign up by calling **0121 507 3306**.

Profession specific wellbeing support

To support the wellbeing of specific groups of colleagues, we also have senior medical and junior medical staff wellbeing leads in the Trust who are available to discuss your specific needs and provide support.

Pastoral support

If you have a problem at work and need to talk, there are a range of options available to support you. As well as speaking to your manager, or accessing support via Occupational Health and Wellbeing, Human Resources or a trade union representative, other options include:

Staff Networks

Provide a safe space for colleagues to come together to share their experiences and offer support to each other. We have the following networks in place: LGBT Staff Network, Disability and Long Term Conditions Staff Network, The Clinical Women's Staff Network, Women's Staff Network, BME Staff Network, Muslim Liaison Group. Visit the Staff Networks intranet page for more information.

Chaplaincy Team

Your Multi Faith Chaplaincy Team is here for people of faith and none. All experienced practitioners, we reach out to all our patients, colleagues and families if needed. We have Sikh, Christian (male and female), Hindu, Muslim (male and female) and Catholic Chaplains. If another specific Chaplain is required, we have a list of Bank Chaplains. You will find space to reflect, or pray, in one of our three chapels, found at Rowley Regis, City and Sandwell hospitals. You can contact us on **0121 507 3552/7** or **0121 507 4055** and leave a message or access our 24-hour service via the Trust operator. Please see the diary on the intranet page for services and Friday prayers.



Pastoral support

Freedom to Speak Up Guardians (FTSU)

When things go wrong, we need to make sure that lessons are learnt and things are improved. It's important that we all feel able to speak up to stop potential harm, or to suggest improvements. Freedom to speak up guardians are one of the many routes you can use to speak up in the Trust. We know that it can sometimes feel difficult to do this, so the FTSU guardians can offer advice, guidance and support to help you raise your concerns. Information can be found on the intranet.

Swartz Rounds

Open to all NHS colleagues, Schwartz Rounds are a forum for clinical and non-clinical staff from all backgrounds and levels, to come together once a month, for one-hour meetings in which staff talk about the emotional and social challenges of caring for patients. Find out more by visiting the intranet.



SWB Benefits

SWB Benefits portal

Access a range of discounts and benefits.

Download our very own SWB Benefits app (or access via a PC) to access a range of salary sacrifice schemes, as well as lifestyle discounts and vouchers. Visit swbhbenefits.co.uk to find out more. New starters will be able to create your account the month after your start date once you are set up in ESR.

Salary sacrifice schemes

We offer a range of salary sacrifice schemes.

These include: lease cars; home technology, smartphones and Cycle to Work. Subject to certain criteria, you can give up some of your salary in return for your chosen benefit. This can help spread the cost over a period of time and provide you with savings on national insurance, pension and, in some instances, tax.



SWB Benefits

Lifestyle discounts

Discounts on a range of leading retailers.

Via the SWB Benefits portal you can access a range of discounts including leading retailers, supermarkets, restaurants, leisure and insurance services, to mention a few. You can also nominate a household member to access the savings as well.

Dental and optical insurance

Via the BHSF Corporate health cash plan. For a small monthly premium, you can claim cashback on dental, optical and therapy treatments. Details available via SWB Benefits portal.



Support with travel

We are working to reduce our impact on the environment and have implemented our Trust Board approved [Green Strategic Plan](#). In line with this plan, we offer support options for those that can cycle, take public transport, car share, walk or drive using low emission vehicles. For more information, contact our Head of Sustainability (Fran) on francesca.silcocks@nhs.net

Cycling

- **Cycle to Work scheme:** Save up to 42% in Tax and National Insurance when acquiring a new bike and cycling accessories through salary sacrifice. Visit swbhbenefits.co.uk.
- **Cycle parking and storage:** Large cycle sheds available at City and Sandwell hospitals and individual locker pods for bike and equipment storage
- **Dr. Bike sessions:** Free on-site bike checks for colleagues
- **Cycle proficiency and led rides:** Run on an ad hoc basis. Enquire if you are interested.
- **Cycle hire:** The West Midland Cycle Hire scheme have hire bikes docked close to City and Sandwell Hospital so if you fancy hopping on a bike visit www.wmcyclehire.co.uk

For more information on cycling to/from work visit our cycling page on the intranet.

Bus Travel

We are working with National Express West Midlands to provide discounted travel for our colleagues. You can order and renew your bus pass online. You can access your bus travel benefits here: nxbusportal2.co.uk/nhs.

For more information on bus travel, visit our internal bus and metro page on the intranet.



Support with travel

Driving

If you have to drive to site, try and do so using a low emission vehicle or by car sharing with colleagues. We offer a lease car salary sacrifice scheme – visit swbhbenefits.co.uk to see if you can pick up a new, low emissions and/or fuel-efficient vehicle.

We have circa 100 electric vehicle charging sockets across our main sites. For more information, visit the sustainability pages on the intranet.

Car sharing

A great way to reduce driving costs, help reduce pollution and take more cars off the road. We have a dedicated car sharing app called Kinto that connects colleagues who share the same route to/from work. There is also a cycling and walking buddying up element for those who want to share cycling and/or walking journeys.

To get started, simply download the Kinto App here: info.kinto-join.co.uk/swbh-nhs/ and join the SWB NHS network communities depending on which site(s) you travel to.

Shuttle bus service

For ease of travel when moving between the main hospital sites for work purposes, there is a free staff shuttle bus between City and Sandwell hospitals that runs every half an hour. Bus stop locations: Sandwell – outside the main entrance, City – outside the Anne Gibson Building (there is an additional drop-off only stop outside the Birmingham Treatment Centre).

Financial wellbeing support

Free will writing service

Protect your family and loved ones at the most difficult of times.

Estate planning and will writing specialists Dunham McCarthy are able to offer you a free will writing service to help you plan for your future, protecting your family and loved ones. Look out for free webinars on the comms bulletins or book an individual appointment via dm-legal.co.uk/swbhnhs

Free mortgage advice

No cost, no catch, no hassle.

Mortgage advice specialists at Dunham McCarthy are able to offer you free expert guidance to help you navigate the homebuying or remortgage process. With access to over 90 lenders, they can secure the best mortgage deal for your unique situation.

For more information and to book your Mortgage appointment visit; <https://dm.mortgage>

Financial wellbeing support options

Information is available on a range of support options to help with financial wellbeing.

Visit our Occupational Health and Wellbeing intranet page to access information including financial wellbeing advice, national credit unions, help with household costs and more.

Financial wellbeing support

Wagestream

Wagestream is a financial wellbeing app, which lets you securely access a percentage of your pay as you earn it for a small fixed fee. Unlike a loan, there is no interest charge, nor does it impact your credit score. This may help with an unexpected bill or an essential purchase rather than using credit cards or loans. The app also allows you to track your earnings, save for a rainy day and access a range of financial wellbeing support. Find out more on the Occupational Health and Wellbeing page on the intranet.



Other discounts

On-site catering discount

Colleagues receive a 15% discount on hot meals in our retail units along with daily staff specials (show your ID to identify as a staff member).

Blue Light card

You can access thousands of discounts online and on the high street.

Available to all NHS staff for £4.99, members of the Blue Light community can register for two years access to more than 15,000 discounts from large national retailers to local businesses across categories such as holidays, cars, days out, fashion, gifts, insurance, phones, and many more, visit bluelightcard.co.uk.



Learning and development opportunities

At SWB, we want our colleagues to continuously learn, grow and thrive in their careers and our protected training budget supports you to achieve this.

The Trust supports development from occupational competences to leadership development. In nursing, there are opportunities to become a Health Care Assistant, nurse associate, to access nursing/midwifery training and preceptorship support for our newly qualified nurses.

More widely, the Trust offers development opportunities linked to service development, professional development CPD and individual training plans agreed via the Personal Development Review (PDR) process.

We support employees to participate in a range of educational programmes from vocational qualifications via a range of apprenticeships to post graduate and master level degree courses.

Our new ARC leadership development programme is based on Professor Michael West's research on compassionate leadership and is being rolled out to support the embedding of our ARC values and behaviours (Ambition, Respect, Compassion). Our Compassionate Care Giver module is for all colleagues, plus there are additional modules aimed at middle and senior managers.

For further information contact swbh.landdd@nhs.net

Recognition schemes

At SWB, we have a range of recognition schemes to highlight and celebrate the fantastic work and commitment of our colleagues. These include:

Star Awards

Our annual Star Awards are a fantastic way to recognise those teams and colleagues who have delivered outstanding care and support throughout the year.

ARC Star

This is a monthly award, chosen and presented by the deputy chair of the organisation.

An ARC Star is someone who consistently lives our Trust values of Ambition, Respect, and Compassion. They will go above and beyond to make a difference to both their colleagues and patients. They display our values and behaviours in everything they do.

Shout outs

An opportunity for anyone to publicly thank another colleague for their contributions. This can be done by visiting the intranet page.



Recognition schemes

Thank you postcards

Our branded post cards can be sent to anyone you just want to say thank you to.

Heartbeat articles

Heartbeat is our monthly staff magazine and is your go to place to get all the latest news, updates and people stories from across the Trust. Whether it's a charitable event, a personal account of a life event or a celebration of how someone has progressed in their role, we've got it covered.

Media profiles

Our external communications team have built a strong relationship with the media regionally and nationally. The team regularly share the good of work colleagues in order to raise the profile of the organisation.



Recognition schemes

WeLearn poster competition

An annual competition aims to share good practice, quality initiatives, innovations, research and partnerships that have resulted in improvements for our patients, relatives and colleagues. To have this work celebrated and recognised with a chance to win a share of the £5,000 of prizes available to teams whose entries are judged as the very best by an esteemed panel.

Long service awards

Colleagues with 20, 30 and 40 years' NHS service receive a service recognition badge and certificate. See our NHS Service Recognition Policy for more information.


Retirement gifts

A monetary thank you gift to colleagues who are retiring, subject to qualifying length of service. See the retirement section of the Human Resources intranet page for more information.

Quality Improvement Half Days (QIHD)

Every month all scheduled clinical activity is stopped during one afternoon to enable teams to get together for a Quality Improvement Half Day. As well as discussing different shared learning topics, teams have time to work on ways in which to improve their service.





Please note: The information contained in this guide is subject to change. If downloading or printing a copy of this document, please be advised that the information it contains may change. You are advised to refer to the most up to date version available on the intranet..