



Causeway  
Coast & Glens  
Borough Council

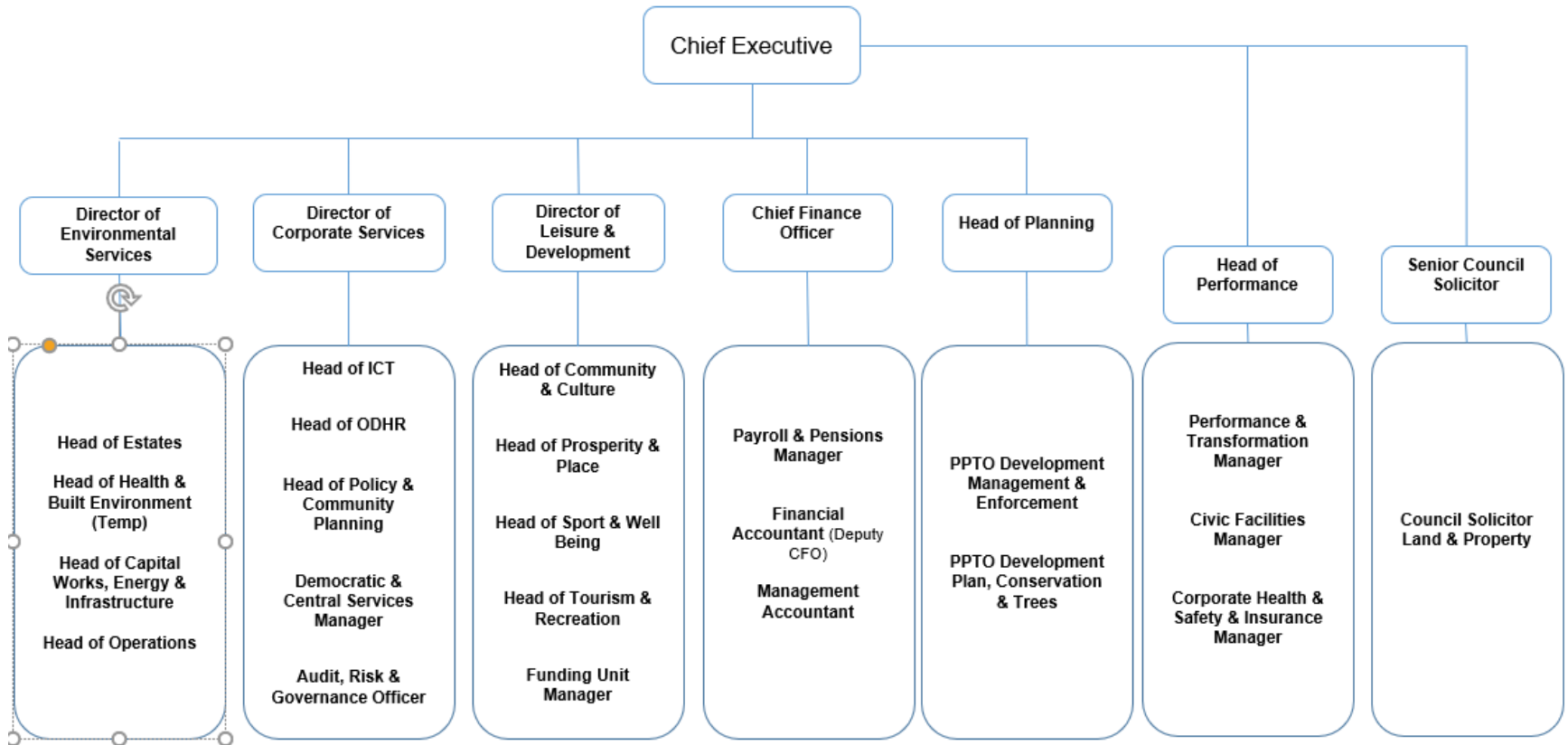
# Causeway Coast & Glens Borough Council

## Employee Benefits

- **Organisation Structure**
- **Terms & Conditions**
- **Staff Portal**
- **Family Friendly**
- **Work Life Balance**
- **Learning & Development**
- **Health & Wellbeing**
- **Other**



# Council Structure



## Salary Structure

- Causeway Coast and Glens Borough Council offer a salary structure and pay scales in line with the provisions of the National Joint Council for Local Government Services (The Green Book, referred to as 'the Scheme') and other locally negotiated agreements as adopted and amended by the Council.
- Subject to satisfactory performance, increments are normally awarded annually on 1 April to staff who have not reached the maximum placing on their scale and have not less than six months' service in their current grade. Staff who start work after 1 October but before 1 April you will receive their incremental increase after six months' employment and thereafter annually on 1 April. Progression within salary bands takes place annually until the maximum of the scale is reached.

## **Annual Leave & Public Holiday Allowance**

- Appointments will be made with an entitlement to 22 days annual leave plus 12 bank or other holidays, pro rata for part time employees.
- Leave entitlement will be increased by three working days in the case of officers who have not less than five years' continuous service and by a further three days in the case of officers who have not less than 10 years' continuous service.
- The leave year commences on 1 April and new entrants to the service are entitled to leave from their effective date of starting. This entitlement applies to five day working patterns. An equivalent leave entitlement will be calculated on a pro-rata basis for alternative work patterns.



## Occupational Sick Pay

The Occupational Sick Pay Scheme is intended to supplement Statutory Sick Pay and Incapacity Benefit so as to maintain normal pay during defined periods of absence on account of sickness, disease, accident or assault.

Employees are entitled to receive sick pay for the following periods:

During first year of service	one month's full pay and (after completing four months service) two months half pay
During second year of service	two months' full pay, and two months' half pay
During third year of service	four months' full pay, and four months' half pay
During fourth and fifth years of service	five months' full pay, and five months' half pay
After five years' service	six months' full pay, and six months' half pay

For any part-time posts, sick pay will be paid on a pro-rata basis in accordance with the scheme.

# Terms & Conditions

## Local Government Pension Scheme

- CCAGBC offers an occupational pension scheme where new employees are automatically enrolled into a contributory scheme. As a member of LGPS, your contribution rate depends on how much you are paid, and unless an employee opts out of the scheme, superannuation contributions will be deducted from your pay.

## Additional Voluntary Contributions

- Additional Voluntary Contributions (AVCs) are a way of topping up your pension. You may wish to consider paying extra pension contribution now to boost your income in later life. There are two ways you can pay extra contributions in the LGPS. You can pay Additional Pension Contributions, Additional Voluntary Contributions, or both. You can also pay extra outside of the LGPS to increase your retirement income.
- Further details surrounding additional contributions can be found at the following link or by contacting Internal Payroll/Pensions. <https://www.lgpsmember.org/your-pension/paying-in/paying-more/>

## Continuous Service

- Council will recognise a previous period of employment for employees transferring from a defined list of organisations. Continuous service will be used for the calculation of many entitlements including annual leave, occupational sick pay, maternity/paternity benefits and redundancy entitlements.

# Staff Portal

The Staff Portal is an important tool to provide up-to-date news and information to staff, allowing accessibility to all employees across Council as it can be accessed on home computers, smart phones, ipads and other electronic devices.

- This provides employees with increased communication and opportunities to seek clarification on any queries or concerns they may have.
- Many of our Staff Benefits, including Policies and Health & Wellbeing resources can be accessed via the Staff Portal.
- Staff Portal – access from Causeway Coast & Glens Borough Council website.

<http://causewayportal.mmcsolutions.biz/>



CCGBC offers enhanced maternity, paternity and adoption pay and benefits in excess of the statutory minimum, following completion of specified length of service.

## **Occupational Maternity**

- Eligible employees, with a minimum of 52 weeks' continuous local government service at the qualifying week, are entitled to an enhanced rate of maternity pay.

## **Occupational Paternity**

- Eligible employees, with a minimum of 26 weeks' continuous local government service at the qualifying week, are entitled to an enhanced rate of paternity pay.

## **Occupational Adoption**

- Eligible employees, with a minimum of 52 weeks' continuous local government service at the qualifying week, are entitled to an enhanced rate of adoption pay.

## **Breastfeeding Policy**

- Causeway Coast and Glens Borough Council supports expectant and new mothers and their partners to feed and care for their baby in ways which support optimal health and well-being, recognising the value of breastfeeding for mothers and babies, in terms of the major importance of early relationships to future health and well-being and the significant contribution which breastfeeding makes to good physical and emotional health outcomes for children and mothers.
- We will ensure all staff at Causeway Coast and Glens Borough Council understand their role and responsibilities in supporting expectant and new mothers, whether they are colleagues, visitors or customers. Causeway Coast and Glens Borough Council encourages and supports breastfeeding employees in continuing to breastfeed their infants following their return to work, which includes expressing milk and employees who wish to express milk to give to their baby will have the same rights.

## **Flexible Working Hours Scheme**

Council offers a Flexible Working Hours Scheme to encourage a greater work life balance for employees whilst maintaining cover in service areas across the Council. This enables employees to balance their work and personal lives more effectively, and provide improved services to customers and ratepayers by providing services which are available to the public throughout the day.

Under the Flexible Working Hours Scheme, eligible staff will continue to work their contractual hours however, may vary their time of arrival and departure from work, vary the length and timing of their lunch breaks and take time off if they work additional hours.

## **Flexible Working**

Council offers a range of flexible working options to suit the lifestyle of employees, supporting work life balance and helping to meet their needs outside of work.

Examples of flexible working practices may include:

- Part time working
- Compressed working hours
- Job sharing
- Reduction in hours
- Term time working
- Flexible working applications should be discussed with your line manager.

## **Agile Working**

Causeway Coast and Glens Borough Council recognises the need to develop modern working practices that enable employees to maximise their performance and productivity whilst maintaining a good work life balance. In addition, new technologies are making it possible to access information remotely, work from a variety of locations, whilst promoting a more joined up service.

## **Special Leave**

Causeway Coast & Glens Borough Council provides a number of special leave options including leave for:

- Bereavement
- Marriage Leave (specific legacy only)
- Jury Service
- Trade Union duties and activities
- Post entry training
- Health & wellbeing
- Services with non-regular forces
- Parental Leave
- Dependents Leave

## **Employer Supported Volunteering (ESV)**

Causeway Coast & Glens Borough Council value the involvement of volunteers and will monitor and review the impact that volunteers have within the services delivered by the council as well as ESV days.

Council will support its employees to participate in volunteering and ESV days organised by Council. Staff will be allowed up to 2 days paid leave to participate in voluntary activity during working hours, within any 12-month period.

Staff involved in voluntary activities may be permitted occasional access, within reason, to use of telephones, printers, etc.

In addition to time off for individual volunteering, Council endeavour to organise an ESV Team Challenge at least one day per year. Participation by staff will be optional.

Council will recognise all volunteer involvement within the council through appropriate events as well as through internal communications.



**Causeway  
Coast & Glens  
Borough Council**

# Learning & Development

## **Learning & Development**

Causeway Coast & Glens Borough Council is committed to continuous professional development by providing learning, development and career progression opportunities to all tiers of employee. As such, we aim to accommodate many varied individual and group training requests across all Council departments as well as providing opportunities for Council scheduled training courses.

## **Local Government Training Group (LGTG)**

The Local Government Training Group (LGTG) is a shared resource which develops learning and development provision and capacity building measures based on the needs of Councils. LGTG is responsible for the oversight and co-ordination of training and development activities for which there is a common need throughout local government.

LGTG training activity is available to employees, managers and Elected Members and offers a range of courses including:

- Recruitment and Selection
- Essential Skills for a First Time Manager
- How to Conduct a Formal Investigation
- Promoting Personal Health and Wellbeing
- Building Resilience
- Train the Trainer
- Mental Health First Aid



## **Assistance to Study**

- Council will support employees who wish to enhance their job performance by undertaking a formal course leading to a recognised academic/vocational qualification which is related to their role. Council is keen to support personal development, which contributes towards the achievement of organisational objectives and to encourage a learning organisation.
- Commitment to financial assistance for approved Assistance to Study applications will be granted up to £1,000 per academic year.

## **Performance Contribution & Development Review (PCDR)**

- Causeway Coast & Glens Borough Council places a focus on efficiency, productivity and innovation and through the PCDR process, Council's aim is to contribute and support the delivery of sustained excellence, continuous improvement and positive outcomes for Council and its employees.
- This process will ensure that every individual, team and service understand what is expected of them in their role, whilst ensuring that they have the authority, capacity and learning to meet the agreed expectations and performance outcomes. All employees are encouraged to engage in a review process alongside Council's commitment to support employees to develop the skills and competencies they need.



## E-Learning – iHasco

iHasco is Causeway Coast and Glens Borough Council's E-Learning platform which has been developed to provide our employees with learning and development opportunities that enable you to effectively contribute to organisational success both now and into the future.

This platform allows for a more flexible 'blended' approach to learning and development to suit different learning needs. This platform provides an extensive library of training modules and accredited courses. Allocated training can be completed at a time that is convenient to the learner.

### Sample Courses

Display Screen Equipment	Time Management
Fire Awareness Training	Effective Remote Working
Health & Safety Essentials	Resilience Training
GDPR UK: Essentials	Conflict Resolution
Mental Health Awareness	Returning to Work (during/after Covid)



Causeway Coast & Glens Borough Council is committed to building an environment which supports the health and wellbeing of all our employees. Our workplace standards, policies and initiatives aim to encourage a wellbeing culture amongst staff, to embrace and maintain a healthy lifestyle.

## **Staywell Hub**

- In order to support our health and wellbeing, StayWell is an online portal dedicated to employee mental and physical wellbeing. You will be able to access the site at work and at home to include:
- The latest health news and information
- Health apps, health checks and other digital wellbeing tools
- Bookable workplace wellbeing services
- A wellbeing calendar of activities, campaigns and events
- Helplines and webchat
- Wellbeing champion support and tools

## **Inspire**

- This is an independent, confidential and professional counselling service available 24 hours a day, 7 days a week. All employees within Causeway Coast and Glens Borough Council can avail off this service at any time. Inspire Workplaces Contact Number is 0800 389 5362.

## Occupational Health

Occupational Health support services are available for all Council employees and can be accessed for a number of reasons including:

- Absence from work due to long-term sickness
- Return to work following long-term sickness
- Repeated periods of short-term absence
- Work performance concerns
- Recovery from injury or accident
- Musculoskeletal issues
- Stress
- OH will provide professional, independent advice to assist OD/HR in supporting individual employee cases.

## Physiotherapy

- Council employees can access support for up to 6 physiotherapy sessions in each financial year up to the value of £150 (up to £25 per session), in order to support the employee within work or during a return to work.

## Eye Test Policy

It is the policy of Council that all staff have a safe and healthy place of work to include work activities involving the use of a desktop computer (PC), laptop, or a tablet, otherwise known as Display Screen Equipment (DSE). In committing to obligations under the DSE (NI) Regulations 1992 Causeway Coast & Glens Borough Council provide:

- Self-assessments supported by online training and associated guidance
- Occupational Health referrals regarding DSE use as required
- Suitable work equipment
- Eye examination and testing for DSE users and corrective spectacles as required (Covering eye test costs up to £25, frames up to £40 and DSE lenses up to £65)
- Safety spectacles as required

## Cycle to Work Scheme

- Eligible employees are encouraged to cycle to work and can save between on the cost of a bicycle and cyclist safety equipment using Council's Cycle to Work Scheme up to a maximum value. Various suppliers are working in partnership with Cyclescheme, and a list of suppliers is available from the website [www.cyclescheme.co.uk](http://www.cyclescheme.co.uk). Details of the Cycle to Work Scheme can be found on the Staff Portal.

## Leisure Discounts

Employees are eligible for discounts when using Council's Leisure Centres, with membership available from £15.00 per month, and concessions available for daily use, to be used across:

- Coleraine Leisure Centre
- Jim Watt Sports Centre
- Roe Valley Leisure Centre
- Dungiven Sports Centre
- Joey Dunlop Leisure Centre
- Sheksburn Recreation Centre

## Staff Room Facilities

- All Council buildings have facilities where food preparation, storage and filter water facilities are available.

## Car Parking

- Many Council buildings have car parking facilities for employees and Council visitors, operating in line with Council building opening hours and staff guidelines for use.