

Employee

Benefits, rewards and recognitions



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Message from Chris Nattress, Principal and Chief Executive

Dear Colleague,

Welcome to Lakes College - we would like to offer you sincere thanks to you for choosing to further your career with us.

We hope you take full advantage of all the Employee Benefits, Rewards and Recognition Scheme on offer to you.

The portfolio of benefits, rewards and recognitions include:

- Core Benefits.
- Equality Benefits.
- Family Friendly Benefits.
- Eco Travel Benefits.
- Health & Wellbeing Benefits.
- Lifestyle Benefits.
- Professional & Personal Development.
- Employee Rewards & Recognition.
- College Facilities.

Chris Nattress
Principal and Chief Executive



Core Benefits

Lakes College's core benefits refers to the basic benefits which employees enjoy as part of their contractual entitlement.

This includes annual leave entitlement, free car parking, occupational pension scheme, occupational sick pay, remuneration and staff appraisal.

The value of these benefits means that based on the average salary, the total reward package for an employee is approximately £50,000.

Employees on appointment automatically receive the following benefits:

- Generous annual leave as follows:

Business Support:

- 29 day per annum (pro-rata) (33 after 5 years).

Lecturers:

- 45 day per annum (pro-rata)

Management Spine Staff

- 37 days per annum (pro-rata)

The above is in addition to the 8 public holidays (pro-rata) x2 discretionary days.

Term time only staff receive a pro-rata of their full-time comparators.

The leave year runs from 01 September to 31 August.

The college requires staff to reserve leave for compulsory closures during Christmas.

Car Parking

The car parks are free to staff, saving up to £250 per annum.

Occupational Pension Scheme

All employees have access to an occupational pension scheme to which the college contributes 18%. This is equivalent to £6300 based on the average salary.

There is two different occupational pension scheme covering different groups of staff.

Business Support

Local Government Pension Scheme

Academic Staff

Teachers' Pension Scheme

Find out more about pensions including retirement benefits and additional voluntary contributions by visiting the website of the relevant occupational pension scheme.

Occupational Sick Pay

LCWC has generous occupational sick pay schemes for employees.

The level of sick pay increases with service. Staff with 5 years service are entitled to 6 months full pay and 6 months half pay.

Entitlement to any sick pay and leave is subject to employees following the procedures set out in the relevant policy and supporting documentation which can be found in the policies and procedures:

- Sickness Absence Management Policy.
- Notification of Sickness Absence Procedure.
- Return to Work Procedure.

Remuneration

LCWC is committed to offering a competitive remuneration and benefits package for all staff.



Sickness Absence Benefits

LCWC offers generous occupational sickness benefits for those employees who are unfortunately unwell.

These benefits include:

- Excellent sickness benefits, increasing with the length of employment.
- Supportive return to work meetings for those returning after sickness absence.
- Supportive return to work plans for those requiring additional support to rehabilitate back to their normal duties.
- Access to occupational health provision.

Performance Development

- LCWC has agreed staff appraisal schemes covering all employees.
- The staff PDR process helps the college measure how its employees perform in their roles and looks to also measure the employees impact on learning, teaching and assessment, as well as ensuring that targets are set are achieved to benefit the organisation and the employee.
- Details of the schemes can be found on the policies and procedures website.

Support for New Staff

LCWC recognises that new employees may be overwhelmed by the vibrancy and the speed in which the college operates and for this reason, the college has developed a programme to support new employees in the early stages of their career at college.

Key elements include:

- Comprehensive first day college wide induction.
- A full departmental staff induction programme within key outcomes at each stage.
- Support for the new teachers via mentor and supporting lesson observations by teaching academy staff.
- Individualised induction support based upon prior experience.

Further information can be obtained from the Human Resources department.



Equality Benefits

LCWC embraces and celebrates its diverse workforce and welcomes job applicants from all backgrounds as each employee brings with them a range of skills and experience.

As part of the college's commitment to celebrate diversity, it offers a number of equality benefits including:

- Encouraging creativity and fostering innovation.
- Putting the college at a clear competitive advantage by employing a workforce with a diverse expertise and skills set.
- Understanding the social and cultural needs of the colleges students and wider community.
- Enhancing the colleges position to recruit and retain highly skilled staff from an increasingly diverse and competitive labour market.
- Having a greater mix of people with a greater mix of skills, experiences, perspectives and ideas for the college to draw on.
- Enhancing employee morale and motivation.

There are a number of family friendly benefits that are considered equality benefits:

- Adoption Leave.
- Child Care Voucher Scheme.
- Flexible Working.
- Fostering Leave.
- Maternity Leave.
- Paternity Leave.
- Parental Leave.



Flexible / Phased Retirement

Teachers' Pension (Phased Retirement)

Phased retirement is a flexible provision in the Teachers' Pension Scheme that offers members greater choice about the way they manage the transition from work to retirement.

Further information can be found on the Teachers' Pension website.

Local Government Pension Scheme Details (Flexible Retirement)

Flexible retirement is where an employee reduces either the hours they work or moves to a post from which they receive less pay and receive payment of their pension (in part or full) as well as their salary.

LCWC recognises the need to keep a highly skilled and experienced workforce for longer and in doing so accepts its responsibility to support those making the gradual transition to retirement.

Any request would be subject to service need.



Family Friendly Benefits

LCWC recognises the need for effective policies which play a key part in supporting employees who are looking to start a family, who have a family / dependants or require some appropriate work life balance.

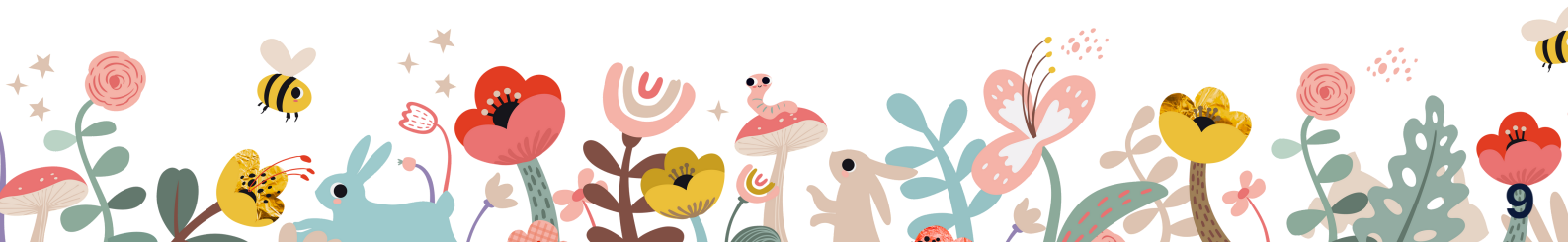
All relevant policies are agreed at the relevant regional negotiating committee or following consultation at the local Joint Consultative Forum (JCF).

Whilst the college must first and foremost ensure its business needs can continue to be met it will consider family friendly policies or approaches wherever possible and fully recognises the positive impact such approaches can have on areas such as:

- Short-term sickness absence.
- Staff turnover.
- Recruiting and attracting high calibre applicants.
- Employee morale and motivation.
- Employee productivity.
- Equality of opportunity.
- Work-life balance.

Adoption Leave

LCWC offers to support those who chose to adopt under its Adoption Leave and Adoption Pay Policies as the college recognises that taking adoption leave is important to ensuring the smooth transition of an adopted child (ren) into an employee's family unit.



Childcare Voucher Scheme

Further information can be obtained from the Human Resources department.

Expectant Parents

All expectant parents are invited to meet with HR where they will be advised of:

- Their role, rights and responsibilities at all stages.
- Key and important information on pay, timescales and notice periods.
- Entitlement to any adoption, maternity, or paternity pay.

The college seeks to ensure that every expectant parent has as much information as possible at this very special time.

Further information can be obtained from the Human Resources department.

Flexible Working Requests

LCWC acknowledges that employees do have the right to apply for work flexibly and has a duty to consider any request seriously, with examples including a change in working hours or working flexi-time.

Flexible working usually means a change to the normal pattern in order to achieve a more effective balance between home and work commitments.

Further information can be obtained from the Human Resources department.



Special Leave of Absence Scheme

LCWC has a generous special leave of absence scheme which allows for time away from work to cover unusual circumstances.

The most important component of a special leave of absence is that the employee's employment continues during the period of absence.

Where the special leave of absence scheme does not cover a particular circumstance, the employee may consider an alternative option such as annual leave, time off in lieu (TOIL) or unpaid time off.

Depending on the circumstances, an employee normally continues to receive the same access to other benefits; however, in the event of unpaid leave the employee should take advice on the implications for their occupational pension.

Further information can be obtained from the Human Resources Department.

Maternity Leave

LCWC considers full maternity leave entitlement to be fifty-two (52) weeks during which time the employee is entitled to benefit from the Terms & Conditions of the contract of employment that would have applied had the employee not been absent except in relation to the payment of salary.

Maternity Leave Period

Employees are encouraged to engage with the "keep in touch" days during the maternity leave period to enable the employee to attend work without losing the right to statutory maternity pay (SMP) or contractual maternity pay.

Further information can be obtained from the Human Resources department.

Paternity Leave

Employees who are partners of pregnant women or adopters are entitled to access the college's paternity leave benefits subject to eligibility and this is in addition to the right to paternal leave.

Such employees are entitled to up to ten (10) working days time off taken in one block of five or ten days on the pro-rata basis.

Paternity leave can only be taken following the birth of the child or placement of the child for adoption and not before.

Further information can be obtained from the Human Resources department.

Eco Travel Benefits

LCWC is committed to adopting eco-friendly services and provisions where possible. This includes promoting and supporting employees who chose to travel to work using a green travel option.

Cycle to Work Scheme

The college has a “Cycle to Work” scheme for those who wish to access a cycle through a hire purchase scheme for the purpose of travelling to work.

Further information can be obtained from the Human Resources department.

Bike Storage

The college provides facilities for cyclists to store their bikes free of charge.



Health and Wellbeing Benefits

LCWC believes good employee health and wellbeing are key for organisational performance.

Gym Membership

LCWC offers a reduced rate for the on-site gym, ActivZone.

For more information, visit the Lakes College website.

Health Needs Assessment

As part of LCWC's commitment to the wellbeing of its employees, it undertakes health needs assessments to evaluate workplace health issues.

The health needs assessments are undertaken via surveys and focus groups with the outcomes used to inform future initiatives to improve the health and wellbeing of employees.

Occupational Health

Employees may be referred to occupational health for one of the following reasons:

- Pre-employment screening.
- To identify any support strategies for employee with a declared health condition.
- To assess if an employee is fit to work / ill health retirement.

Any referrals to the occupational health are made via the HR department.

Free Eye Tests & Flu Jabs

Further information can be obtained from the Human Resources department.

Lifestyle Benefits

The college offers a wide range of benefits under the special leave of absence scheme.

Examples include:

Public Duties

LCWC recognises the value that employees who undertake public duties may bring to the college and employees who hold positions such as Magistrates, Councilors, Governors and other public roles may access some paid time off work.

Further information can be obtained from the Human Resources department.

Graduation Leave

LCWC recognises that employees who have recently undertaken a programme of study and subsequently successfully achieved an academic qualification may be invited to attend a graduation ceremony.

Further information can be obtained from the Human Resources department.



Recognised Trade Unions

LCWC recognises **UCU** and **UNISON**, members of the college management team meet regularly with the trade unions under the auspices of the colleges joint consultative forum.

Employees should contact a trade union representative in the first instance if they wish to join a recognised trade union, or alternatively employees can visit the relevant trade union website.

University of College Union (UCU)

ucu.org.uk

020 7756 2500

UNISON

unison.org.uk

08000 857857



Continuous Professional Development

LCWC is committed to supporting the development of all staff and offers a range of opportunities through its teaching academy.

Teaching Academy

LCWC offers a range of development opportunities throughout the year and some of this training will be mandatory, and other training is optional.

There is a wide variety of activities and training available to all staff delivered by both guest speakers and staff experts in their field.

Attendance at these events allow employees to accrue Continuous Professional Development (CPD) hours.

Management Development Programme

Employees should discuss the management development programme with their line managers as part of their staff PDR.

Professional Updating

The college provides opportunities for professional updating and recognises it is an excellent opportunity for staff to return to their professional / vocational industry to update their experience and skills.

Professional updating allows employees to enhance vocational teaching and learning.

Other employees may choose to undertake research or work shadow pertinent to organisational need.



Rewards and Recognition

LCWC understands the importance to attract, recruit and retain high calibre and professional employees. Rewards can be very meaningful to employees and lead to motivating and improving employee performance.

Staff Briefings

The college management team holds regular staff briefings so that all employees can be briefed on a range of issues that are pertinent to staff, students and the wider community.

Typical matters can include the colleges strategic position, financial update, information on enrolment and student numbers, teaching and learning developments, staffing matters, training plans and to communicate any other developments.

Staff Survey

LCWC undertakes an annual staff survey to capture the opinions and feedback from staff.

The college recognises the importance that staff surveys bring including:

- Recognition of the colleges strengths and areas for improvement in key areas such as understanding strategic priorities, overall employee satisfaction, local line management effectiveness and performance management.
- Opportunity to improve performance by offering useful feedback on areas for improvement.
- Monitor trends over time to determine if improvement implementations are affecting desired areas for change.
- Anonymising the survey to ensure a honest and insightful feedback about topics employees might not be comfortable bringing to managers in person.

College Facilities

Hair & Beauty Salon

- LCWC has a professionally equipped salon that provide a perfect environment for our students to learn the skills and techniques required in the modern beauty industry.
- The salons are open to the public, including all employees, and provide a full range of ladies and gents hair and beauty treatments in relaxed surroundings at competitive prices.

Graduates Restaurant

- Using fresh ingredients and first-hand industry knowledge provided by our tutors - who have worked in some of the best restaurants in the country.

The Shop

- We have an onsite shop which is ran by our Learning Company learners, the shop sells a variety of items including:
 - Sweets and treats.
 - Donated clothes / accessories.
 - Tea and coffee.
 - Household items.

The Print Room

- The Print Room is similar to our Cross College Admin department, and is ran by Learning Company learners.
- The Print Room gets requests forwarded from Cross College Admin, who will laminate, print and do administrative related jobs.
- You can also pop down to The Print Room and hand the learners work to complete in person.

For more information on your facilities, visit our college website.

For Further Information

For further information, please contact the Human Resources department.

If you have any questions, please do not hesitate to contact:

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Left to right: Emmi, Neil, Megan and Paula