

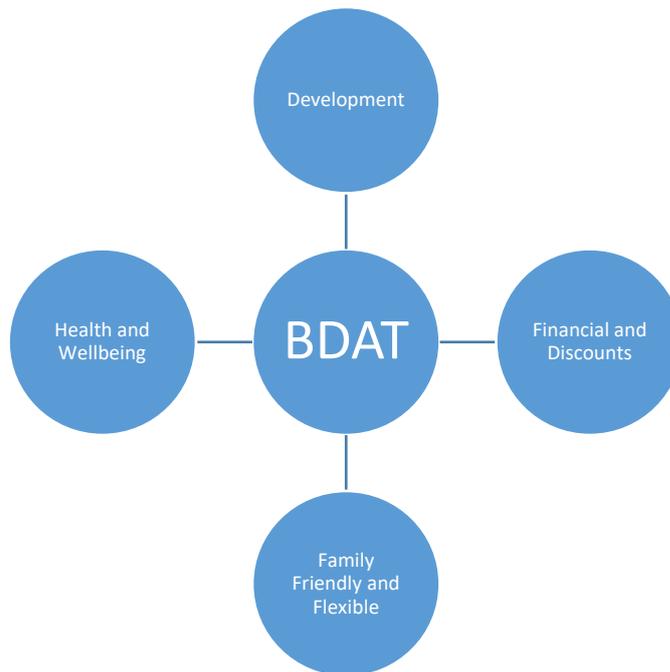
# **EMPLOYEE BENEFITS SCHEME – POLICY AND APPLICATION**

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## EMPLOYEE BENEFITS SCHEME

Bradford Diocesan Academies Trust (BDAT) aims to be the employer of choice in the local area and has a range of staff benefits designed to attract and retain the best staff. Some of these benefits are at no cost to the individual, whereas others may come at a cost to the individual but the tangible benefits are far greater than just the financial cost.

The scheme can be broken down into constituent parts as below:



Each constituent part of the benefits scheme is explained as follows:

### **Development**

BDAT encourages personal and professional development at all levels. Job specific training is offered throughout the Trust for new staff or for the development of existing staff in using new resources or technologies.

Individual academies have their own staff development budgets and disburse this according to the school development plan and the needs of staff.

Career development courses may be funded by the academy or Trust, and may attract either a return of service or a financial commitment from the individual on a case by case basis.

### **Family Friendly and Flexible**

BDAT offers maternity, paternity and adoption leave and pay and shared parental leave in accordance with extant legislation.

Academies will consider flexible working requests on a case by case basis.

Academies offer a childcare voucher scheme. It is expected that the Trust will offer an overarching scheme offering savings to staff members taking up this option. The scheme is operated by KiddiVouchers through BHSF.

### **Health and Wellbeing**

As part of the insurance arrangements, BDAT is able to access initial counselling sessions for staff exhibiting signs of stress. This service is available through academies in the first instance.

A discounted gym membership scheme is available through the partnership arrangements with BHSF. This scheme is at a cost to the individual.

A discounted healthcare scheme is also available through the BHSF partnership which is a health cash plan operated by Health4All. The plan allows employees to pay a small monthly premium and claim back cash on the cost of dental, optical and therapy treatments plus much more.

A Plan4Life Cancer Cover scheme is available through BHSF, again at a discounted rate, as is Pay4Sure sick pay insurance and Care4 life insurance. Further details are available on request.

### **Financial**

In addition to the discounted health schemes above, the partnership with BHSF gives access to salary sacrifice schemes for:

- Cycle to work
- Child care

Broadly these schemes operate whereby the staff members voluntarily sacrifice part of their salary to pay for the cost of purchase or lease of equipment listed above. There are tax implications with each scheme and further advice and details should be sought.

In addition to the salary sacrifice schemes, through our partnership with BHSF staff members are able to access discounts on high street shopping and days out by using the BHSF Web Portal. Essentially, this part of the scheme operates by a staff member logging in through the web portal and making a purchase of a voucher for a high street retailer with a face value of say £100 but paying only between £88 to £92 for the voucher depending on store. The same applies for days out.

The BHSF website [www.bhsf.co.uk](http://www.bhsf.co.uk) contains a plethora of information for interested parties to review. Details are available from your school business manager or from the Trust Central Office (Director of Operations, Peter Thompson).

All staff are eligible to access the Lloyds Bank car leasing scheme through Lex Autolease; this is a free benefit as part of the service offered to the Trust by Lloyds Bank PLC. This is an individual arrangement and agreement between staff member and Lex Autolease; employees are able to access new cars on a lease at a preferential rate with fleet discount savings being passed on to the employee. The employee will need to log on to the Lex Autolease website and undertake the appropriate financial checks if they wish to exercise this option. Details are available from the Director of Operations.

### **Eligibility**

All Trust staff are eligible to apply for discounted schemes, including car leasing, as these have no tax or NI implications and are considered personal choice using disposable income.

To qualify for the salary sacrifice schemes, with the exception of childcare schemes, staff must meet the following criteria:

- Have completed probationary period
- Have a minimum 12 months service
- Not be in their final three years of planned service
- Not be under threat of redundancy or dismissal
- Salary sacrifice must not take the individual hourly rate of pay below the NLW
- Indemnify the Trust against the cost of early exit from a scheme if leaving the Trust's employment before the scheme completes

### **Further Details**

For further details, please contact your School Business Manager. The overall scheme coordinator is the Chief Operating Officer.