





## Introduction

Working with us is more than just a job. It's being part of an organisation which puts people at the heart of all we do, providing opportunities to make a real difference to local residents by contributing to our vision of a Perth and Kinross where everyone can live life well, free from poverty and inequalities.

As an employer we recognise that our people are our most valuable resource. We strive to be an employer of choice by offering the people in our teams excellent terms and conditions and a wide range of employee benefits to ensure that our reward package is competitive, relevant and inclusive.

This booklet provides an overview of the key benefits currently available to you as a Perth and Kinross Council employee.

## Introducing Vivup

Throughout this booklet you will see references to benefits which are available through our employee benefits platform provider Vivup. These include lifestyle savings such as eGift and physical gift cards for a variety of stores, discount codes and local discounts; health and wellbeing supports; payroll pay options to spread the cost of home and electronics from John Lewis and Partners, Currys, the Tusker car employee benefit, and shared cost additional voluntary contributions facilitated by My Money Matters.

**[Register now](#)** to discover an exciting range of benefits to support your mental, physical and financial wellbeing!



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# Family/Carers Support and Leave

## Career breaks

The career break scheme is open to Chief Officers and Single Status employees to take a break from employment for a personal commitment. You may be eligible if you have two years' continuous service with Perth and Kinross Council at the stage of application. Separate national provisions apply to Teaching and Associated Professionals.

## Carer's leave and leave for emergency domestic incidents

If anyone relies on you for the provision of care you are entitled to reasonable **time off work** to allow you to deal with incidents requiring immediate attention. Consideration can be given to grant a maximum of three days' paid leave of absence in a calendar year (maximum 21.6 hours – pro rata for part-time employees and those working non-standard days).

## Flexible working

Through our commitment to work life balance, we offer solutions to help employees balance the demands of work and life pressures. If certain criteria is met, flexible working options include:

- part-time working
- job sharing
- school term time working
- annualised hours
- flexi time
- time off in lieu
- compressed working hours
- shift working
- working from home

## Maternity/Adoption/Parental leave and paternity leave

We recognise that becoming a parent is one of the most important events in employees' lives. We help you put your family first by offering **enhanced occupational schemes** in excess of the statutory minimum (subject to meeting the qualifying criteria).

# Financial Wellbeing

## Cost of living

If you are struggling with the cost of living there is a range of support and help available to you.

Information can be found on the [Cost of Living page](#) on the website.

## Home electronics [Vivup]

Under the [Home Electronics Scheme](#) you will have access to thousands of home and electronic items fulfilled by Currys and John Lewis & Partners, including the latest tech, gaming essentials, appliances, toys and furniture whilst spreading the cost through fixed monthly salary deductions. If you meet the eligibility criteria the scheme allows you to save on National Insurance and Pension Contributions.

## Legal access scheme

[Aberdein Considine](#) offer employees of Perth and Kinross Council and their family members discount on professional services which cover property, legal and financial services.

## Lifestyle savings [Vivup]

With the cost of living continuing to rise the lifestyle savings on offer via our [employee benefits platform](#) Vivup will help make your money go a little bit further. You have the opportunity to explore a huge range of instant discounts to save money across hundreds of the UK's High Street and online retailers, including supermarket shopping. There is an option to explore by category, brand or retailer to help you secure savings on essential expenditure.

## Low carbon car scheme

This [salary sacrifice scheme](#) provides an opportunity to lease a brand new fully maintained and insured car, subject to eligibility. There are no credit checks, with all running costs covered in a fixed monthly amount which is deducted from pay for a period of up to four years.

## Perth and Kinross Credit Union

[Perth and Kinross Credit Union](#) is a not-for-profit financial co-operative. It is open to everyone living, working or studying in the Perth and Kinross local authority area, offering members financial security by providing savings accounts and loans at competitive rates.

With payments taken directly from your salary it can be a useful tool to manage your finances.

## Removal and relocation expenses

We will consider reimbursing removal expenses up to a maximum of £8,000 (inclusive of VAT) where there is proven recruitment or retention difficulties.

## Retirement and pensions

We offer a generous pension scheme to both local government and teaching employees.

The Local Government Pension Scheme (LGPS) is administered by Dundee City Council which offers a pension based on career average revalued earnings (CARE) which increases each year in line with price inflation.

The Scottish Teachers Pension Scheme (STPS) is administered by the Scottish Public Pension Agency which offers a pension base on career average revalued earnings (CARE) which increases each year in line with price inflation.

More information on the benefits of these schemes, including retirement options can be found on our [Employment Information - Retirement and Pensions web page](#).

## Shared Cost and Additional Voluntary Contributions

You have the opportunity to make further pension contributions over and above your main pension scheme deductions by signing up to an Additional Voluntary Contribution (AVC) or a Shared Cost Voluntary Contribution (SCAVC)

If you meet the qualifying criteria the benefits of signing up to these schemes include:

- increased pension benefits at retirement
- reduced Income Tax and National Insurance for SCAVC deductions (LGPS members)
- reduced Income Tax for AVC deductions (STPS members)
- more information can be found on our [Employment Information SCAVC and AVC web page](#)

## Tax-free childcare

The Government's [Tax-Free Childcare Scheme](#) enables eligible working families to save up to 20% of their childcare costs. It is available for working parents with children aged 0 to 11 (or 0 to 16 for children with a disability).

For every £8 you deposit into your online account, the Government will add £2 up to a maximum of £2,000 per year per child (or £4,000 for children with a disability).

The Scheme is available for families where:

- parents work in the UK, this includes those who are self-employed
- each parent earns at least the [National Minimum Wage or Living Wage](#) for 16 hours a week and no more than £100,000 a year

- parent(s) are not already receiving support through Working Tax Credit, Child Tax Credit, Universal Credit or Childcare Vouchers
- parents must have; a National Insurance number, British, Irish citizenship or settled or pre-settled status with permission to access public funds - your UK residence card will tell you if you cannot do this

## **Tay Valley Credit Union**

Tay Valley Credit Union is a not-for-profit financial co-operative. It is open to employees of Perth and Kinross Council, Angus Council, Dundee City Council and Fife Council, offering members financial security by providing savings accounts and loans at competitive rates.

With payments taken directly from your salary it can be a useful tool to manage your finances.

## Health and Wellbeing

We are committed to creating and maintaining a working environment that enhances the health, safety and wellbeing of our employees.

Some of the key benefits are listed below. For more information access the [Employment Information page](#) on our website.

### Occupational Health support

We recognise our responsibility for the health, safety and welfare of our employees. Our [Occupational Health Service](#), in conjunction with health and wellbeing policies, allows us to help individuals whilst at work, when on sick leave and returning to work.

If you are off ill, we offer a generous [sickness benefit scheme](#) where, depending on length of continuous service, you may be entitled to receive full pay and half pay up to a maximum of 26 weeks.

For Teachers and Associated Professionals information pertaining to sickness entitlement can be found in the SNCT handbook [Part 2 Section 6](#).

### Employee Assistance Programme [Vivup]

We understand the difficulty of balancing work, home and life pressures. Life can be challenging but support is available through our Employee Assistance Programme.

[Vivup](#), our employee assistance provider, offers confidential professional counselling, information services and debt management help 24 hours per day, 365 days per year.

### Access to Work Mental Health Support Service

The [Access to Work Mental Health Support Service](#) can provide a mental health professional to talk to and tailored support plan for a period of up to 9 months if you are experiencing mental health difficulties and meet their eligibility criteria.

The Access to Work Mental Health Support Service was set up and funded by the Department for Work and Pensions and is delivered by Able Futures on their behalf.

It is free and completely confidential and Able Futures will not make anyone aware that you have accessed the service. You will be appointed a mental health professional to talk to, they will provide support, guidance and work with you towards a plan for improving your mental health.

### Phased return to work

We support up to a four week phased return to work following a period of absence before annual leave, unpaid leave or temporary adjustment to hours is required.



## Employer supported volunteer leave

Participation in a volunteering project can be a truly rewarding experience. As part of our Offer, we are eager to encourage employees to enjoy the benefits of volunteering and to contribute to improving life for people living, working and visiting our area.

The [Employer Supported Volunteering Policy](#) can support employees who are currently participating in volunteering or it can give employees who feel inspired to explore volunteering the chance to become involved. It can also encourage teams or groups of like-minded employees to volunteer for a specific project or event which will benefit our local communities.

## Annual leave purchase scheme

The Annual Leave Purchase Scheme is available to all employees, except Craft employees, Teachers and Single Status employees, who work in a school or early years setting and whose holidays are aligned with the school year.

The Scheme is a voluntary arrangement which allows eligible employees to request up to two extra weeks' annual leave in a salary repayment arrangement.

Information is released each September to allow for requests to be considered for the following year.

## Corporate Health Cash Plan

We all have a variety of health needs from dentist's and optician's bills to unexpected illness that result in the need for a stay in hospital. Looking after our health is very important, but the cost may influence some people to defer the treatment.

In return for a small monthly premium, the [BHSF Health Cash Plan](#) offers the policyholder, and perhaps their family too, cash benefits towards everyday health care costs.

## Cycle to work scheme

We operate a [cycle to work scheme](#) in conjunction with HM Revenue & Customs Regulations. This allows employees and Councillors to benefit from savings on Income Tax and National Insurance when they purchase a cycle and cycle safety equipment up to the value of £3,000 including VAT subject to qualifying criteria.

The cycle scheme is a voluntary arrangement where employees have the chance to lease a cycle and cycle safety equipment over a 12 or 18 month period for use in travelling for some/part journeys to and from work. The lease cost is deducted from the employee's gross pay in equal instalments over a 12 or 18 month period.



## **Eye examinations for display screen equipment (DSE) users**

All employees are entitled to eyesight tests. We will contribute a fixed amount (£49) towards the cost of glasses if they are specifically and solely for DSE use.



## Learning and Development

We recognise that learning and development is pivotal in delivering the vision for both the organisation and our employees.

We want our employees to be skilled, motivated and driven to deliver excellent customer service to the people and communities we serve. Your continual learning and development is important to us therefore we offer inclusive opportunities using a different range of methods to meet different learning styles including:

- On-the-job training (digital and face-to-face)
- Shadowing
- Coaching and mentoring
- Vocational qualifications
- Development discussions

We share a range of online and in person training opportunities and awareness sessions on our intranet for you to get involved with.

In addition, we have the [PKC Learn eLearning platform](#) which all staff can access at a time and place that suits them.