

# Workplace Benefits Booklet



University Hospitals Bristol  
NHS Foundation Trust

Respecting everyone  
Embracing change  
Recognising success  
Working together  
**Our hospitals.**



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University Hospitals Bristol NHS Foundation Trust is delighted to offer you a package of flexible benefits in addition to salary, NHS pension, annual leave and retirement options. With so much choice, we hope there is something to suit everyone. We have included a snapshot below of all the key benefits you could be entitled to as a member of UH Bristol, which we have grouped into four categories, so anything you're specifically looking for should be easy to find. Should you have any queries about any of the benefits, there are contact details attached to each of them.

The production of this booklet has been funded by Above & Beyond, the local charity that raises funds for the hospitals within University Hospitals Bristol NHS Foundation Trust.

**Above  
& Beyond**  
Fundraising for Bristol city centre hospitals

Above & Beyond raises funds for Bristol's city centre hospitals.  
We invest in projects that make a real difference to patient care.  
Registered Charity No: 229945 [www.aboveandbeyond.org.uk](http://www.aboveandbeyond.org.uk)

# HEALTH & WELLBEING



## ORAL HEALTH CHECK

You can have a free check up with a student dental hygiene/therapist at the Dental Hospital plus possible treatment if you are not registered with a dentist or have visited one in the last 12 months. One course of treatment will be completed, provided this falls within the remit of the students.

To arrange an appointment please call (0117) 342 1772 or email [staff\\_oralhealth@uhbristol.nhs.uk](mailto:staff_oralhealth@uhbristol.nhs.uk) who will get in touch to confirm your appointment.

## STEP INTO HEALTH PROGRAMME

A comprehensive course that will dramatically improve your wellbeing and empower you to achieve your own personal health objectives. Covering Physical Activity, Nutrition & Weight Management and Stress Management.

The programme takes approximately 13 weeks and is distance learning, so you never have to attend college. You can study whenever and wherever you choose. You will receive a theory manual, three workbooks and a DVD. The workbooks simply check that you have understood the content of the units and enable you to pass the course and achieve an entry level three Aim Award.

You will be assigned your own tutor who will be on hand to answer any questions you might have. For more information or to apply please contact Linda York on 01509 515438 or [linda.york@loucoll.ac.uk](mailto:linda.york@loucoll.ac.uk)

## PHYSIO DIRECT

Telephone access to physiotherapy assessment and personalised advice is available at UH Bristol without seeing your GP. The specialist guidance and exercises should aid early recovery from joint, muscle and spinal problems commonly resulting from back pain or sports injuries. Book your telephone consultation on (0117) 342 3400 – the physiotherapists will return your call to carry out a telephone consultation. If they feel you require an appointment they will organise a referral for you.

## WORKING DURING PREGNANCY WORKSHOPS

The monthly 'Working during pregnancy workshops' aim to support colleagues during any stage of pregnancy by providing information and guidance for you to remain happy and healthy at work – up until the start of your maternity leave. To book your place, please contact Claire Haley, workplace wellbeing lead on (0117) 342 3413 or email [wellbeing@uhbristol.nhs.uk](mailto:wellbeing@uhbristol.nhs.uk)

## SEASONAL FLU VACCINATIONS

Free flu vaccinations are undertaken annually by the Trust's flu team at various onsite locations. For more information visit the Occupational Health website: [www.apohs.nhs.uk](http://www.apohs.nhs.uk), call (0117) 342 3400 or email [occupationalhealth@uhbristol.nhs.uk](mailto:occupationalhealth@uhbristol.nhs.uk)

## SMOKING CESSATION SUPPORT

Trust Colleagues can access information and guidance on support to stop smoking via a dedicated SmokeFree page on HR Web.

The LiveWell Bristol website also provides local guidance and a helpline (0300 123 1044).

## GETUBETTER APP

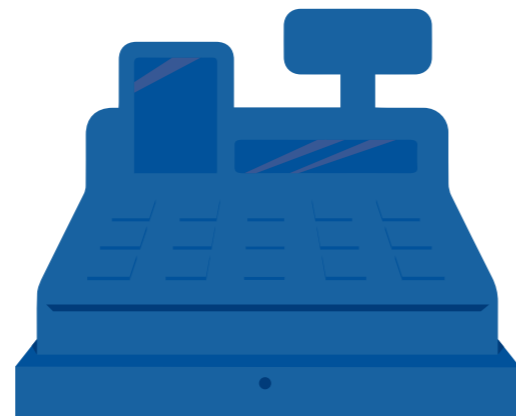
Free access to the getUBetter self-management back care app for staff For more information visit the apohs website <https://www.apohs.nhs.uk>

# FINANCIAL



## CORPORATE PARK & RIDE BUS SEASON TICKET

This is a 12 month corporate scheme for permanent employees, allowing unlimited travel on any of the three Bristol park and ride services – see [www.travelwest.info/parkandride](http://www.travelwest.info/parkandride). The cost of the pass is split over 12 equal payments and is taken from the employee's net pay. For more information about this scheme including its terms and conditions and an application form, see FinWeb on Connect or contact the finance department on (0117) 342 3651.



## CAR PARK DISCOUNTS

Where it is not possible for colleagues to use non-car methods of travel, we work hard to provide onsite car parking and discounted offsite car parking. Details of discounted parking options can be found on Connect within the Facilities and Estates section or call (0117) 342 3231 / 4025.

## FREE SHUTTLE BUS (HUBS)

The HUBS bus is for patients, visitors and colleagues at UH Bristol, as well as colleagues of and visitors to the University of Bristol. It operates every 20 minutes from 6:40am to 8:45pm weekdays and stops include Cabot Circus, Bristol Temple Meads, Broadmead and St Michael's Hospital – see the timetable on Connect or contact the transport manager on (0117) 342 9037.

## NHS PENSION SCHEME

Anyone who starts working for the NHS automatically becomes a member of the NHS Pension Scheme, but membership is voluntary and you can opt not to join and leave the scheme at any time. The NHS Pension Scheme is administered by the NHS Business Service Authority, where you can find more information about the scheme.

For queries, contact the pensions team leader on (0117 342 0842).

## ANNUAL LEAVE

Everyone who joins UH Bristol receives a salary that matches their ability and responsibilities, and is given every opportunity to increase it through training and development. On top of your basic salary, you will receive at least 27 days' holiday each year, plus the range of other staff benefits we offer.

## EXCLUSIVE LOCAL DISCOUNTS



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A wide range of money-saving offers are negotiated with local retailers and service providers. The full list can be found within the discount section on the staff bulletin board on Connect. Discounts have been divided into the following categories:

- Childcare and family services
- Health and wellbeing
- Holidays, travel and transport
- Sport, leisure and entertainment
- Shopping
- Food and drink
- Home and garden

## MY TRUST BENEFITS

My Trust Benefits is a discount programme that provides you with opportunities to save money with hundreds of well-known brands and companies. You can make savings on a wide range of day-to-day items as well as high street products.

Enjoy a range of brand discounts available online and in store in a wide range of categories including travel, tax and finance, insurance, computers and internet, beauty and cosmetics and many more.

## CASHBACK

Every time you shop online with one of the cashback partners, they will give you back a portion of the money you spend that accumulates in your My Trust Benefits cashback account which you can transfer to your own bank account at any time.

## HOTEL BREAKS AND TRAVEL

Exclusive hotel discounts search engine allows you to find hundreds of amazing rates on hotel and leisure breaks throughout Britain. Enjoy further travel offers including car hire, travel insurance, etc.

Register your details at [www.mytrustbenefits.co.uk](http://www.mytrustbenefits.co.uk) or for further information email: [info@mytrustbenefits.co.uk](mailto:info@mytrustbenefits.co.uk)

## THE GRAND APPEAL STAFF LOTTERY

You can join The Grand Appeal's Staff Lottery for as little as £1 each month, which can be deducted straight from your salary. Of every pound, 50p is distributed in prizes and administration costs and 50p is donated directly to The Grand Appeal. To play the lottery, simply sign up here: <https://www.grandappeal.org.uk/support-us/grand-appeal->

lotto/ or contact the Payroll department. For more information on The Grand Appeal lottery please contact Donor Engagement Assistant Georgia Langley on (0117) 927 3888 or email: [georgia@grandappeal.org.uk](mailto:georgia@grandappeal.org.uk)

## CHARITABLE GIVING

The Payroll Giving scheme has proven to be the best way to donate to a charitable organisation. It is a tax efficient way of giving to charity – any PAYE liability is calculated after the Payroll Giving contribution has been deducted from gross pay, so the tax that would have been sent to the Chancellor of the Exchequer is received by the nominated charities.

Once set up, there is nothing more for you to do other than change your nominated charities or the amount of your Payroll Giving deduction. For further information, please contact the payroll department on (0117) 342 0868 or email [PayrollEnquiries@uhbristol.nhs.uk](mailto:PayrollEnquiries@uhbristol.nhs.uk)



# LIFESTYLE



## EXTRA AUTHORISED UNPAID ANNUAL LEAVE & VOLUNTARY HOURS REDUCTION

UH Bristol operates two schemes whereby staff can apply to take up to two weeks (of their normal working week) unpaid annual leave and/or voluntarily reduce their hours over a 12 month period.

These schemes are available for application all year round. See the Leave page of Connect, or ask your manager for further details.

## NHS OVER 40'S HEALTH CHECKS

Bristol Healthy Living Centres in partnership with Bristol City Council are offering free NHS health checks within our workplace. The 30-40 minute health check involves simple checks of blood pressure, cholesterol and weight, and you'll find out where your lifestyle might be putting you at increased risk. You'll be offered information, advice and support to help you stay healthier for longer. Health Checks are confidential (not shared with your organisation) and your results will be transferred back securely to your GP Practice.

Qualifying criteria includes the requirement for you to be registered at a Bristol based GP. Full criteria is available on the Workplace Wellbeing section of Peopleweb or from the Workplace Wellbeing Team on (0117) 34 22113.

## WORK LIFE BALANCE

UH Bristol is committed to the principle of work life balance and flexible working. We recognise that your home, family, personal and public duties can, at certain times, impact on your working life and it is recognised that individuals work best when they can balance their work responsibilities with the rest of their lives.

In order to support colleagues and enable them to balance home and work lives, we have a range of policies and practices which include:

- Maternity policy
- Shared parental leave policy
- Flexible working, home working and flexi time
- Career break and sabbatical leave
- Voluntary hours reduction.

Full details are available from the Employee Services team on (0117) 342 5000, option 3.

## BIG GREEN SCHEME

The Big Green Scheme promotes lifestyle choices aimed at improving people's health and wellbeing. The scheme is also working to reduce our environmental impact across all areas including energy, transport and procurement through our Sustainable Development Plan. Find out more, including a calendar of events, from the Big Green Scheme pages on Connect or email [thbiggreenscheme@uhbristol.nhs.uk](mailto:thbiggreenscheme@uhbristol.nhs.uk)

## CYCLE2WORK (CYCLEScheme)

Regular cycling can help you lose weight, reduce stress and improve your fitness, as well helping to protect the environment. If you travel for at least part of your journey to work by bike, the Cyclescheme will enable you to get a bike and accessories completely tax-free.

Full details of the cycle scheme are available from the residences office manager on (0117) 342 0535. Also look out for notifications on Newsbeat.

# SUPPORT FOR EMPLOYEES



## AVON PARTNERSHIP OCCUPATIONAL HEALTH SERVICE

The occupational health service offers advice on health, safety and wellbeing at work. The team operates alongside UH Bristol to ensure that your working environment is safe and offers a wide range of services to maintain and improve your health. For more information visit the Occupational Health website [www.apohs.nhs.uk](http://www.apohs.nhs.uk), call (0117) 342 3400 or email [occupationalhealth@uhbristol.nhs.uk](mailto:occupationalhealth@uhbristol.nhs.uk)



## TEACHING, LEARNING & DEVELOPMENT

UH Bristol is committed to the training and development of its talented workforce. Provision within our education and resource centre includes a library and information service, which offers a wide range of learning and development opportunities for all staff, and the study leave policy ensures equality of access to this to all staff. For more information see the Teaching and Learning website on Connect.

## BLACK, ASIAN & MINORITY ETHNIC WORKERS (BAME)

The BAME forum is a network of UH Bristol colleagues from multi-disciplinary backgrounds. It endeavours to support, involve and develop its members of diverse cultural backgrounds to achieve their optimum professional levels within their work environment.

For further information please contact Everton Barclay on (0117) 342 0020.

## COUNSELLING SERVICE

As part of the occupational health service, UH Bristol provides a free, professional therapeutic counselling service to any staff member – who can refer themselves. Issues commonly brought to staff counselling sessions include anxiety, stress, depression, phobias, bereavement, panic attacks, and relationship issues. For more information or to make an appointment, please call (0117) 342 3400, email [occupationalhealth@uhbristol.nhs.uk](mailto:occupationalhealth@uhbristol.nhs.uk) or visit the Occupational Health website [www.apohs.nhs.uk](http://www.apohs.nhs.uk)

## LIVING AND WORKING WITH DISABILITY, ILLNESS OR IMPAIRMENT (LAWDII)

The LAWDII forum enables staff and volunteers with physical, sensory or mental impairments to raise awareness of any issues they may have encountered at work. They also play a key part in problem solving and resolving concerns around any forms of discrimination; physical access problems; barriers to communication and any lack of consideration or understanding from other staff. For further details, call (0117) 342 0826 or email: [LAWDII@uhbristol.nhs.uk](mailto:LAWDII@uhbristol.nhs.uk)

## LESBIAN, GAY, BISEXUAL & TRANSGENDER GROUP (LGBT)

The lesbian, gay, bisexual and transgender staff group provides information and advice to all lesbian, gay, bisexual and trans people who work within the UH Bristol. The meetings are a safe space to talk about individual work-related issues and to seek solutions among supportive colleagues.

For further information contact: [LGBTForum@UHBristol.nhs.uk](mailto:LGBTForum@UHBristol.nhs.uk)



## WORKPLACE WELLBEING TEAM

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UH Bristol is committed to protecting, nurturing and promoting the health and wellbeing of its staff, students and volunteers as is reasonably practicable, through a supportive culture that involves the provision of relevant training to ensure that healthy working practices are developed and implemented by working in partnership with employees, staff side organisations and associated professionals.

The Workplace Wellbeing Team offer a range of support options to assist individuals, managers and teams around a range of themes including healthy eating, physical activity, emotional and psychological wellbeing, weight management, men's health, our domestic violence and abuse policy and much more.

Find out more on PeopleWeb via Connect.

## STAFF SIDE – TRADE UNIONS

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Trade unions are organised groups of workers who come together to support each other in the workplace, negotiating with employers to improve pay, terms and conditions and ensure fair and equal treatment.

The Joint Union Committee (JUC) is dedicated to protecting your rights at work. We represent a combination of all unions operating within UH Bristol. We meet every month to discuss matters affecting all members of staff. These concerns are then discussed jointly with senior management at the monthly Industrial Relations Group meeting and the Consultative Committee meeting.

To find out more about joining a Union see Connect or contact a member of the Joint Union Committee: JUC joint chair (0117) 342 0826/0824, vice chair (0117) 342 6216 or secretary (0117) 342 9769.

## LOYALTY VOUCHERS

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Employees retiring with 20 or more years of NHS service will be eligible for £100 in vouchers in recognition of their long service.

Further information about this provision can be found in the Retirement Policy and Procedure or Employee Services on (0117) 342 5000.



## RECOGNISING SUCCESS AWARDS

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The annual Recognising Success Awards, funded by Above & Beyond, celebrate the staff and trainees who transform care every day across our hospitals. Each year, staff are invited to nominate individuals and teams who:

- live our shared values
- bring our mission to provide excellent patient care, research and teaching every day to life
- fulfill the category for which they are being nominated.

The awards provide the perfect opportunity to celebrate and acknowledge the achievements of individuals and teams from all different areas and divisions. All shortlisted nominees attend an annual awards ceremony and celebration dinner. Look out for notifications in Newsbeat or from your manager or department.

## TOTAL REWARD STATEMENT

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Your Total Reward Statement gives personalised information about the value of your employment package and remuneration. For members of the NHS Pension Scheme, TRS may also include an annual pension benefit statement.

Access your Total Reward Statement plus the full range of benefits via the ESR login: [https://esr.mhapp.nhs.uk/OA\\_HTML/AppsLogin](https://esr.mhapp.nhs.uk/OA_HTML/AppsLogin)  
Click Employee Self-Service (Limited Access)





This booklet has been designed to guide you through the key benefits at UH Bristol. The most up-to-date version plus any additional staff benefits not listed here can be found at PeopleWeb on Connect within the workplace benefits listing or on request from Employee Services (0117) 342 5000.

