

Benefits of Working for the Council

We pride ourselves on being a good employer with a range of benefits and employment terms and conditions to suit you. Here are just some of the reasons why West Lancashire Borough Council is a great place to work:

Salary

We offer competitive salaries on an incremental salary scheme, paid according to locally agreed pay grades using national spinal column points. You will receive an increment on 1 April each year, or when you have completed six months service if appointed between October 1 and March 31, until you reach the top of the band within your pay scale. Salaries are paid in 12 equal installments on the 15th day of each month by BACS transfer into a nominated bank account.

Working Week and Flexi Time

The Council benefits from a 36 hour working week within a band width of between 7am to 7pm, with a minimum lunch break of 30 minutes as part of a flexi time scheme.

The current flexi-time system supports employees to maintain a good work-life balance by allowing a variation of start and finish times in accordance with the business needs of the service; enabling accumulation of flexi-time of up to two flexi days in every four week period. However, Service Managers must ensure that arrangements are in place to give effective cover during the hours when the office is open to the public:

9.00 a.m. - 5.00 p.m. Monday to Thursday

9.00 a.m. - 4.45 p.m. Friday

Whilst the standard working week and flexi time scheme is available to most employees, due to the nature of some positions within the Council, not all roles support this form of working. For positions where there are alternative working arrangements, these will be specified on the job advert.

Annual Leave

Our leave period operates from 1 April to 31 March. All full time employees are entitled to a generous allowance of 23 days; rising to 27 days after five years' continuous local government service. On top of this allowance, if you are employed with us at the time, you will also receive national bank holidays and three further discretionary local days to facilitate a close down between Christmas and New Year, subject to service needs. Any employees whose specific role requires them to work some of the bank holidays, on one or more of the local days, will receive the equivalent time back at a different date.

The Council offers some flexibility in how staff choose to manage their annual leave entitlement, allowing up to 4 days to be carried forward into the next leave year, as well as the ability to 'bank' 2 further days per year for a period of up to 5 years, which staff may wish to save up for 'a holiday of a lifetime'.

For those employees who work with us part time, allowances are calculated pro rata for leave entitlement, local days and bank holidays.

Car Parking

There are ample car parking facilities at all of our sites and all Council employees receive free car parking. *May 2018 Page 11 of 20*

Car Mileage Allowance

If you are using your car for business purposes at the request of the Council, we will pay a car mileage allowance. Alternative allowances are also payable for motorbikes and bicycles used for business travel.

Local Government Pension Scheme

The LGPS is a valuable part of the pay and reward package for employees working in local government and is often viewed as one of the most valuable financial rewards of the job. The scheme is available to eligible employees under 75 years of age and membership provides numerous benefits, including:

- We top up your pension - something that would be unlikely to happen with a personal pension;
- You get tax relief on all your contributions - even on extra payments you make to top up your benefits;
- No hidden fees or charges - you simply contribute a percentage of your pay;
- You get a guaranteed package of benefits which are backed by law;
- Protection for your loved ones - in the form of pensions for dependents if you die;
- Life cover of three years pay - from the second you join;
- No medical required - unlike other forms of life insurance, it's open to all;
- All members can take a tax free lump sum as part of their benefits package;
- Protection - in case you have to draw your benefits early through ill health; and
- Your pension will go up in line with inflation, protecting you from rising prices.

Additional Voluntary Contributions (AVCs)

We have an agreement through Prudential which allows employees to make Additional Voluntary Contributions (AVCs) on their pensions. When you save AVCs, you aim to build up a pot of money, which is then used to provide additional benefits to your Local Government Pension Scheme (LGPS) benefits.

Flexible Retirement

Being part of the Local Government Pension Scheme has the added benefit of providing an opportunity for employees of the Council to apply for flexible retirement; which allows scheme members who have attained the age of 55 years and reduced their hours or grade, to draw all of their retirement benefits even though they have not retired.

Long Service Award

The dedicated service of our employees is acknowledged through a Long Service Award for those employees who reach 25 years' service with West Lancashire Borough Council. This is currently a lump sum of £236.

Work Life Balance and Family Friendly Policies

We are committed to providing family friendly policies which allow employees to balance work life and with family life, and we take pride in the number of Council employees who benefit from flexible working arrangements.

There are a number of options which our flexible working and family friendly policy offers, including reduced hours, career breaks, secondments, job sharing, compressed hours, annualised hours, staggered hours, term time working, revised work patterns, home working, flexi time, and time off for dependents.

In addition, we also have excellent maternity, paternity and adoption leave schemes, as well as maternity support and shared parental leave schemes. *May 2018 Page 12 of 20*

Child Care Vouchers

The Council takes part in a childcare voucher scheme which allows parents to make tax and NI savings on their childcare. This means that a basic rate tax payer ordering £243 childcare vouchers a month can save up to £48.60 in tax and £29.16 in NI each month.

Healthcare Insurance

We offer membership to two health benefits schemes which provide a low cost health plan designed to help with the rising costs of everyday healthcare, together with those unexpected health costs along the way and payments are deducted directly from your salary.

There are a variety of packages to suit individual needs, providing different levels of insurance cover up to a yearly maximum cost for various everyday healthcare as well as emergency cover. The different schemes offer several cover options, but can include: Homeopathy and Reflexology	Hospital Inpatient Care
Physiotherapy, Osteopathy, Chiropractic Treatment	Hospital Daycare
Specialist Consultations and Diagnostics Tests	Acupuncture
Complementary Therapies	Optical
Alternative Therapies	Dental
Birth of Adoption of a Child	Chiropody
Hospital Day Case Surgery	Hearing Aids
Surgical Appliances	Maternity/Paternity
Diagnostic Consultation	Home Nursing
Health Screening	Recuperation