



Cambridgeshire  
County Council

# Our Employment Benefits



**#** We are  
**Cambs**

Cambridgeshire County Council works as One Team and has a clear purpose and shared values. We want to make a positive and lasting difference for the communities we work with. We can only achieve our ambitions if every member of the team feels they belong, are valued, appreciated, and supported. That's why we offer a range of benefits, both financial and non-financial, which are tailored to help meet your preferences and to support your wellbeing. Why not find out what joining us offers you?

**Stephen Moir**  
**Chief Executive**



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Thank you for showing an interest in working for Cambridgeshire County Council. We are very proud of the many and varied benefits that working here provides and we are constantly reviewing and shaping the offer in line with what people who work here tell us is important to them. We are committed to being a compassionate and inclusive employer and work hard to ensure that our colleagues have the best experience working for the council – wellbeing at work is very important to us.

**Janet Atkin**  
**Service Director: Human Resources**



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## Annual Leave

Our leave year runs from 1 April to 31 March, and the amount of annual leave you will have depends on your grade and length of service (between 25-31 days, plus bank holidays). If you're part time then you will receive a pro-rata entitlement.

You can make a request to purchase up to four weeks additional leave each year, and you can also apply to take periods of unpaid leave.

We also offer Special Leave for a range of different circumstances including Time Off for Dependants, Shared Maternity Leave, Adoption Leave, Unpaid Carers Leave, Foster Carers, Bereavement Leave and Fertility Treatments.



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## Flexible Bank Holidays

We know that having a diverse workforce and an inclusive culture benefits our employees, our organisation, and the people of Cambridgeshire.

We therefore know that many of you may want to take days off at alternative times, so you can request to swap a bank holiday and take a different day off instead.



# Pension Scheme

The Local Government Pension Scheme (LGPS) is a career average scheme, with benefits based on the pay you earn in an individual year. For each year of membership, you receive a pension of 1/49th of your pensionable pay.

You contribute a percentage of your salary (deducted before tax), and we contribute a larger amount.

You are also guaranteed to receive:

- A pension when you retire
- Protection for your family - Immediate life cover of three times your annual pensionable salary from day one
- Ill-health protection (if eligible)

## Additional Voluntary Contributions (AVCs)

We also offer a salary sacrifice scheme of AVCs where you build up a pot of money which is used to provide benefits on top of your LGPS benefits.

You make tax and national insurance savings when paying AVCs, so it's a more cost-efficient way to save for retirement alongside your LGPS pension.



PENSION



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# Salary Progression

Incremental pay progression is linked to annual performance and is assessed via the Our Ratings Conversation as part of our appraisal and ongoing performance management approach - Our Conversations.

You'll be eligible to progress to the next spinal column point of your pay grade (up to the maximum of the grade) if you achieve the required performance rating, linked with completion of your yearly Our Conversations outcomes and behaviours.

If you get to the top of your pay grade and achieve the required performance rating, you'll receive a specified non-consolidated lump sum.



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# Great Locations

While you'll have a fixed work base, you can work across a range of great locations which enables you to meet other teams, access information, transfer between teams effortlessly, and work more efficiently with colleagues and service users.



# Our Cambs Rewards

Our rewards portal, giving our colleagues information and access to:

## Employee Discounts

Discounts for a wide range of in-store and online retailers

## Wellness Centre

With a focus on your mind, body, money, nutritional, and social wellness, there are blog posts, help and advice, and discounts tailored for wellbeing

## Cycle 2 Work

A salary sacrifice arrangement which allows you to offset some of your salary to buy a new bike. You will make monthly deductions from your salary for your bike and benefit from tax and national insurance savings.

## Financial Wellbeing

Access to tips, videos, tools for budgeting, a savings account with contributions taken directly from your salary, and affordable loans with higher acceptance rates than banks. To help make your money simple.

## Car Lease Scheme

A fixed monthly amount taken directly from your gross salary and in return, you get the use of a brand-new car – Tusker sort everything else out at no extra cost, with maintenance, insurance, tax, and roadside assistance included.



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# IDEAL Network

Owned and run by colleagues, the network promotes Inclusion, Diversity and Equality for **All** across our workforce. Working with our partners across the council, they are dedicated to raising the profile of equality and diversity through engagement, advocacy, communication campaigns, and events.

Anyone with an interest in equality, inclusion and diversity is welcome to join and we encourage colleagues and members help us shape the way IDEAL goes forward.

Our Corporate EDI Team provide a wealth of resources to support colleagues at work and organise monthly EDI Conversations which are monthly hour long sessions open to all colleagues and provide an opportunity to increase awareness and learn about a wide range of topics.

## Camweb

Camweb is our colleague intranet which helps to keep you informed with the goings-on from around the council. You'll find our Wellbeing Hub, news, blogs, important company updates, and so much more.

Our Manager Essentials Hub is key for all levels of management. Whether you are a new manager and need to know where to find information for starting and developing your career with us, or an experienced manager but want to ensure your knowledge is always up to date, this section is for you.



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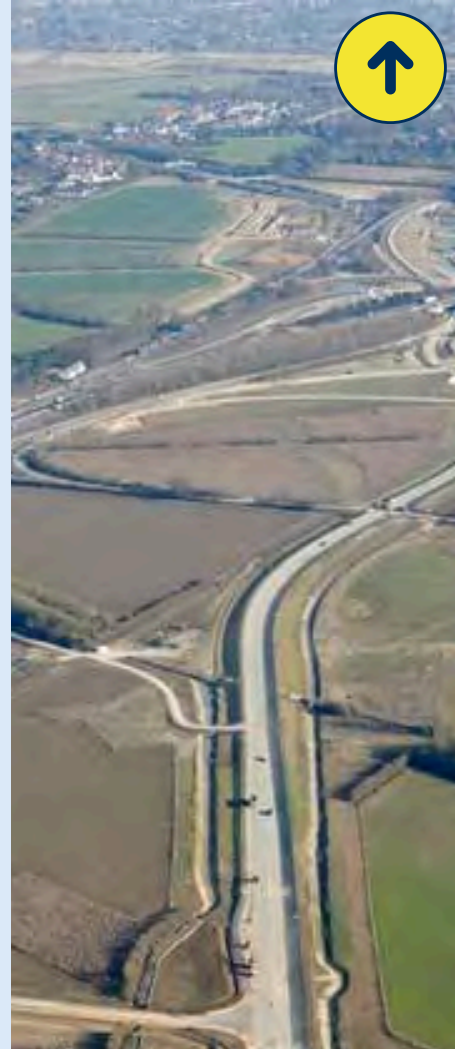




# Mileage

If you need to travel using your own car on council business, we will pay mileage in line with HM Revenue & Customs (HMRC) rates (these are subject to change but an indication of current rates).

Mode of Travel	Rate Paid
Car	45p per mile for the first 10,000 miles and 25p per mile thereafter
Bicycle	20p per mile
Motorcycle	24p per mile



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# Refer a Friend Scheme

We will pay an introduction honorarium payment of £350 to any employee who introduces a job candidate who is subsequently employed by us as a result of that introduction, provided that all the terms of the scheme are satisfied.

This scheme applies to the recruitment of all Social Workers and Occupational Therapists.



# Learning and Development

Our Learning and Development Team provides a blended learning offer through online training, face-to-face courses and eLearning modules, enabling all of us to best serve the communities and residents of Cambridgeshire. You can use these opportunities to gain knowledge, acquire new skills directly related to your job, and develop and support your future career aspirations.

With dedicated teams for Social Care, Career and Leadership, and Apprenticeships, as well as access to qualified coaches to accelerate your progress to the change you want to achieve at work and increase your confidence, we've got your development needs covered.



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## Apprenticeships

We have contracts with various training providers to offer a wide range of courses for internal colleagues including, but not limited to:

- Level 2 & 3 Customer Service
- Level 4 & 5 Learning and Development
- Level 3 Team Leader or Supervisor
- Level 5 Operations or Departmental Manager
- Level 6 Project Manager (Degree)
- Level 6 Social Worker (Degree)

Eligibility criteria applies





## Time off for Volunteering

Volunteering in our communities gives you a valuable opportunity to connect with our residents and make a positive difference in the community while supporting your own wellbeing. By volunteering, you'll help to put our corporate ambitions into practice.

We are really pleased that we are one of the top local authorities in our offer of paid time off for volunteering.

You can take 37 paid volunteering hours in a 12-month period (pro-rata for those working part time and short-term contracts) to undertake volunteering activities during your normal working day.



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## Charity Donations

Pennies from Heaven is a simple and affordable way to donate to charity. You sign up once and from then on every salary is rounded down to the nearest pound, with the pennies donated to charity.

For example, if your net pay is £850.34, you will donate the 34p. The most you can ever give is 99p, and the taxman will add 25% at no extra cost to you or us.

Every month, Pennies from Heaven distributes the donations. If we all join in, we can turn small change into a big difference.



# Employee Recognition

Appreciating You is one of the themes of our People Strategy, and we know how important it is to recognise your hard work.

Anyone can nominate a colleague for an Employee Recognition Award. You can nominate someone in your team or another team that has gone the extra mile to help a customer, service user or colleague.

Nominations are reviewed by directorate leadership, and winners receive a £50 gift voucher/e-voucher and receive an additional day's annual leave that year.



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## Spotlight Awards

We hold our annual Spotlight Awards to shine a spotlight on people in our organisation who truly embody our vision and values.

All colleagues are invited to nominate individuals or teams who have gone above and beyond in their role. The awards are linked to a number of categories that represent our corporate values and ambitions.





# Wellbeing at CCC

Supporting you is another theme of our People Strategy and the ways in which we and you can support your health and wellbeing at work will be discussed from the moment you join us.

Our wellbeing offer is informed by our role as a Public Health Authority, and as well as being research-led, we participate in studies into how organisations can provide healthy workplaces wherever possible, providing opportunities for colleagues to be part of appropriate research that could further this understanding. Our Health and Attendance Policy includes a toolkit on the ways work can be adjusted to support you to work effectively, and our wellbeing passport provides a structure for discussing and recording this with your manager.

We want Cambridgeshire to be a place in which you can thrive.

**Anna Syson**  
**Head of Workforce Policy and Wellbeing**



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## Wellbeing Group

Our wellbeing programme is planned and delivered by our Wellbeing Group, made up of representatives from across the organisation.

They organise monthly Wellbeing Hours, workshops and training, as well as managing content on our Wellbeing Hub and organising Mental Health First Aider training.

They support health and safety guidance, policy advice and relationships with support services.



# Wellbeing Hub

Our Wellbeing Hub on Camweb provides a central point from which employees and managers can access a range of resources to aid wellbeing:

- News and blog articles on wellbeing topics and dates
- Wellbeing Calendar
- Links to join or watch the monthly Wellbeing Hour
- Information and links to sources of help and support
- Links to related learning and development opportunities
- Our Mental Health First Aid contacts throughout the council



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## Monthly Wellbeing Conversation

Our Conversations is our approach to appraisal and ongoing performance management. It puts regular and meaningful discussions between you and your line manager at the heart of our approach.

While the structure of Our Conversations is flexible, it is important that you feel happy and supported at work, which is why you'll have a monthly Wellbeing Conversation with your manager.

We encourage everyone to think about their work-life balance, how satisfying their role is, how to improve personal resilience, and how their manager can help with this.



# Schwartz Rounds

Schwartz Rounds are facilitated open meetings where a panel and audience come together to share stories and discuss the emotional aspects of their work.

Each session provides a safe space for attendees to explore the emotions attached to their work. All conversations are confidential, with protected identities of members of the public/service users and our colleagues.

Evidence shows that people who attend Schwartz Rounds feel less stressed and isolated, with increased insight and appreciation for each other's roles.

We offer Schwartz Rounds under licence from the Point of Care Foundation.



# Mental Health Support

We have trained Mental Health First Aiders in every directorate who can support someone who is suffering from poor mental health, including a mental health crisis. They can have an initial conversation and offer early support through non-judgemental listening and guidance.

Our Employee Assistance Programme offers free telephone and face-to-face confidential counselling to help you (and your family members) deal with personal or professional problems which are impacting on your health and wellbeing.





## Health and Safety

Cambridgeshire County Council is committed to providing a safe and healthy working environment for its staff, contractors, visitors, and the communities it serves. The council has a health and safety policy that sets out its aims, responsibilities, and arrangements for managing health and safety risks. The council also has a health and safety team that provides competent advice, guidance, training, and support to all departments and services on health and safety matters.

**Stuart Wood**  
**Strategic Health and Safety Manager**



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## Health and Safety Support

Working closely with the Wellbeing Group, our Health and Safety Team are on hand to support colleagues across the council with a range of topics including Display Screen Equipment (DSE) Assessments, reasonable adjustments, first aid, advice and policies, accident reporting, and much more.

We are also pleased to offer colleagues a £25 voucher for an Eye Care Test with major or local independent opticians, and a £40 contribution towards the cost of DSE glasses, claimed through expenses.

