

Employee Wellbeing & Benefits

2024



Introduction

At East Lancashire Hospice we **work together** to provide our staff and volunteers with the best possible benefits and wellbeing support.

We recognise that balancing work and everyday life can create additional pressures and we want to do the best we can to enable all our staff to have a **good work-life balance**.

We ensure that our benefits and wellbeing support cover the **four pillars of wellbeing; Mental, Physical, Social and Financial support**.



Our Values



Care



Listen



Respect



Teamwork

Benefits

6

**Month
induction
programme**

27

**Days annual
leave + Bank
Holidays**



**Wellbeing
support inside
& outside of
the hospice**



**Competitive
rates of pay**



**Paid
sickpay**



**Free private
healthcare
with Benenden
Health**



**Telephone
counselling
service**



**Supportive
teamwork
culture**



**Access
to a
financial
advisor**



**Pension
contributions
matched by
the hospice up
to 7%**

Benefits



**Access to
Freedom to
Speak Up
Guardian**



**Blue
Light
Card**



**Weeks
additional
leave to be
purchased**



**Free
parking**



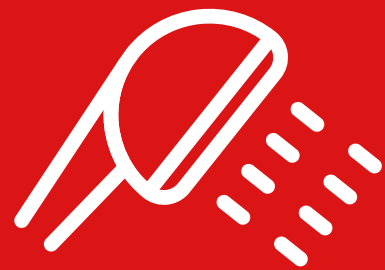
**Welcoming
environment
with excellent
facilities & staff**



**Personal &
Professional
development**



**12 month
wellbeing
programme**



**Staff
showers &
changing
rooms**



**Access to
outdoor
space**



**Subsidised
meals &
drinks from
Cafe Retreat**



**Staff
wellbeing
corner**

Additional Benefits



**Parental /
Shared Parental
leave &
Bereavement
leave**



**Compassionate
leave**



**Flexible
approach to
appointments**



**Maternity/
Paternity
leave &
antenatal
appointments**



**Months
employment
break**



**Help with
dependants**



**Adoption
leave**

Reward & Recognition

Our staff are key to everything we do, we would not be able to offer the service to our patients without them. To show staff and volunteers we recognise their hard work we do the following:

- **Monthly Shine a Light on a colleague** – staff are able to nominate a staff member or a volunteer who they feel made a difference. Each month a staff member with the most votes will be picked as our Shining star. The CEO will present the winner with a certificate, food voucher for café retreat & a shining star to wear.
- Line managers will be informed, staff congratulated & documented in 1-1s sessions. At the end of the year everyone who has been nominated will have their names put into a draw. Each winner will then be awarded with a 3 course meal at our awards evening.
- Other forms of recognition include; **Long time achievement awards, extra annual leave for long service and Sickness entitlement increased for longer serving staff members.**



Health & Wellbeing Package

Our people are our priority & we want to support them to be the best they can be. This is why we offer a great package of wellbeing support for all staff from day one of employment.



**Head of Wellbeing,
Support & Development
– Lisa Baldwin is here to
support all staff**



**Free private
healthcare
with Benenden
Health**



**Blue Light Card
with discount
on local gyms**



**Trained Health
& Wellbeing
Champions**



**Trained
Mental Health
First Aiders**



**Two 10 minute
paid breaks
daily**



**Wellbeing
strategy**

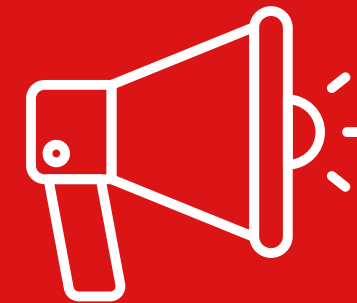
Health & Wellbeing Package



**Mental Health
& wellbeing
policy**



**Flexible
working**



**Up-to-date
wellbeing
board**



**Freedom to
Speak Up
Guardian &
Champions**



**Face-to-face
confidential
chats**



**Occupational
health**



**Clinical &
non clinical
supervision**



**Staff
wellbeing
corner**



**Bi-weekly
Health &
Wellbeing
Email**



**Personal &
development
training**



**Bi-monthly
Health &
Wellbeing
Newsletter**

Benenden Health



24/7 GP Helpline
From day one.



Medical diagnostics
after six months



Mental Health Support
after six months.



24/7 Mental Health
Helpline From day one.



Medical Treatment
after six months



Cancer support after six
months.



Care Planning and
Social Care Advice
From day one.



Physiotherapy After six
months

**Please see your Benenden
Health pack for full details.**

East Lancashire Hospice pays for all staff to have access to free private medical health care. This benefit starts on the first day of employment with some services available after six months. You will be given your log in details when you start & Benenden Health will send you all the information in the post. With your membership you can access care such as 24/7 GP & Mental Health helplines, plus speedy access to services such as Physiotherapy & Medical Diagnostics & Treatment.

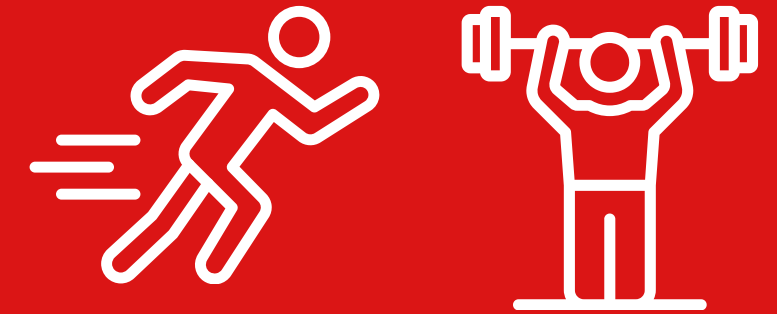
Financial Wellbeing



At East Lancashire Hospice we understand the cost of living crisis is impacting our staff and we want to do everything we can, within our means to support staff. We currently support staff in a number of ways.

- Just like Benenden Health, the hospice pays for Perspective (Northeast) Ltd, which is a service that offers financial advice. The service is available to all our staff who may need advice, guidance, or support in financial situations. In the past staff have sought support for Personal Financial Planning, Pensions advice (excluding NHS pensions) and more. The information is completely confidential and the only feedback the hospice receives is how many people have used the service, no personal information is shared. If you would like to use this service, please contact Marc Carpenter on 01204 366522 or email marc.carpenter@pfgl.co.uk
- We also have our own in-house **Financial Champion, Ghazala Hassan**. Ghazala sits within the finance department and is available for sign-posting for any queries that cannot be answered. Ghazala will also keep the wellbeing board up to date with any current news, offers and information that may be relevant to our staff.
- **Blue Light Card** – The Blue Light Card provides a discount service for NHS, Emergency Services, Healthcare workers and Armed forces. It provides discounts both online and on the high street through a physical blue light card which is the home of many discounts. From large national retailers, it has a wide range of offers from categories such as holidays, cars, days out, fashion, gifts, insurance, phones and many other items. It is free to join, however, please note there is an annual cost of £4.99.

Physical Wellbeing



Making positive lifestyle choices can have a big impact on health. We encourage all our employees to 'sit less' and to take workspace walks. We advocate for a healthy balanced diet, encourage you not to smoke and to drink within the safe drinking guidelines.

We encourage staff to stay healthy and we have introduced several initiatives which include:

- Working closely with the NHS to offer six monthly health checks & full health checks for staff over 45 (NHS requirement)
- 10-minute paid wellbeing break – staff are encouraged to use the hospice gardens & spend time connecting with colleagues in different departments
- Information sessions from services like Stop Smoking and Active Living will be delivered throughout the year
- The Head of Wellbeing, Support and Development works closely with BwD looking at ways we can work together. Information such as the Active Outdoor programme will be shared on the staff wellbeing board
- Refresh provides sessions at the hospice throughout the year to deliver sessions on physical health

Social Wellbeing

We want to support our staff to socialise and connect with each other. Social wellness helps to increase our overall Health and Wellbeing. Interacting with others and developing helps to sustain meaningful relationships. To help improve social wellbeing the hospice offers:

- 2 x 10 minute paid breaks to spend time with colleagues
- Staff space to relax and recharge
- Coffee Mate sessions to spend time getting to know new colleagues
- Social events throughout the year such as Wine, Cheese & Bingo night and the Hospice Ball
- Wellbeing Week for all staff to access and come together
- External events are also shared – such as local walking groups



Working Together

We will continue to work together to develop our benefits and wellbeing package.
Developing **new ideas to improve Health & Wellbeing across the hospice.**

If you have any ideas, please email:
healthandwellbeing@eastlancshospice.org.uk

If you have any concerns regarding wellbeing please email:
Lisa.baldwin@eastlancshospice.org.uk

