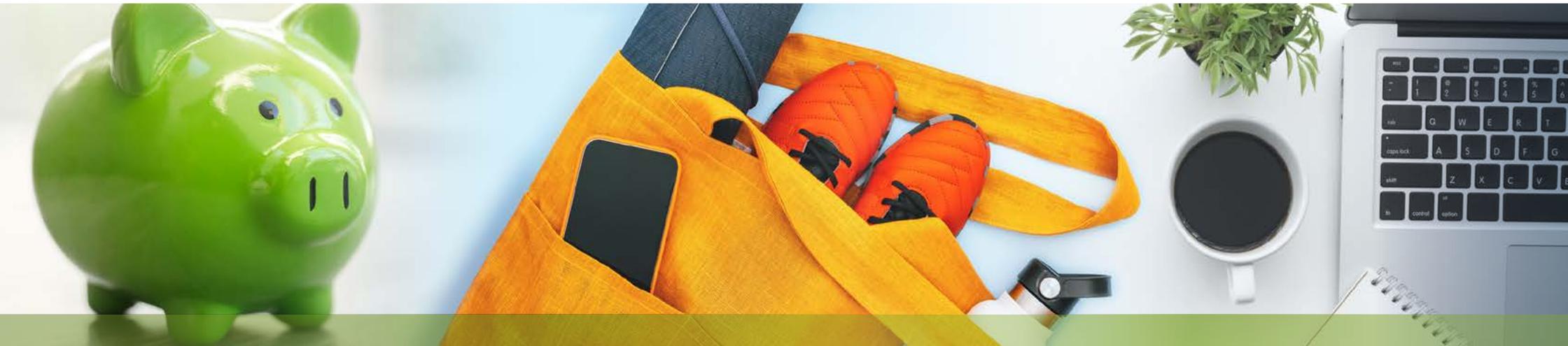


# EMPLOYEE BENEFITS

Scottish Courts and Tribunals Service



# OVERVIEW

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The Scottish Courts and Tribunal Service (SCTS) regard reward as being much wider than solely terms and conditions, pay or pay progression. We recognise the importance of reward in its wider sense, comprising of a range of employee benefits and health and wellbeing activities. This booklet highlights some of the benefits available to you as an employee of SCTS.

## A MESSAGE FROM THE CHIEF EXECUTIVE

*At SCTS, we want our employees to feel valued and appreciated. After all, without you, it would be impossible to deliver the service we are known for. Read on to discover how you can take advantage of a number of great benefits linked to your employment at SCTS. From excellent contractual benefits, to home electronics and discounted meals out.*

*This guide offers a range of benefits for all employees to enjoy! Rest assured, your hard work doesn't go unnoticed. This booklet, with all the excellent benefits contained within, is our way of reminding you how highly we regard and value the contribution each of you make.*

**Eric McQueen, Chief Executive**

# DISCOUNTS AND VOUCHERS



## CSSC Sports and Leisure

[CSSC](#) are a not-for-profit membership organisation for over 140,000 colleagues from the Civil Service and public sector.

## Days Out

By becoming a member of [CSSC](#), for a small fee per month, you can immediately start enjoying thousands of exclusive discounts and savings. This includes entry to National Trust for Scotland with corporate cards and discounted entry to Historic Scotland.

You can also get discounted cinema tickets and entry into sites such as Edinburgh Zoo and Blair Drummond Safari Park plus lots more offers, discounts and benefits.

## Edenred mydiscounts

Our benefits provider Edenred provides mydiscounts which offers a range of useful discounts to help with the costs of everyday living.

## Electronics

You can benefit from discounts on those essential electronics that everyone needs, from fridges and kettles to ipads and mobile phones. By checking the [mydiscounts](#) platform before making a purchase you can make savings all year round.

## Fitness and Health

[mydiscounts](#) gives you access to discounts on gym memberships and fitness trackers, as well as sports equipment and clothing, ensuring you can look after both your physical and mental health.

## Groceries

By logging into the [mydiscounts](#) platform on [Edenred](#) you can access discounts on gift cards to help reduce the costs of your monthly grocery bill. You can get discounts on gift cards from Sainsbury's, Tesco, Asda and Morrison's to help your money go further for the day to day essentials. All gift cards are available via the Edenred app so that you have instant access to the savings.

## Motoring

From discounts on fuel, parking, breakdown cover, insurance, your MOT, servicing and repairs to discounts on new cars and leasing options, you can make sure you can afford to stay on the road and get to where you need to go at the best possible price.

## Travel

Looking to get away? You can access discounts on travel, hotels and holidays, from staycations to international destinations, all via the Edenred [mydiscounts](#) platform. With discounts at Hoseasons, Expedia and Disney, amongst others, you can enjoy your time off for less.

# FAMILY FRIENDLY



## Adoption Leave

We support parents who are adopting or fostering a child. The benefits available are similar to those for maternity and paternity. Further information can be found in the [policies for parents](#) on our intranet.

## Carer Positive Employer

Many of our employees have significant caring responsibilities. Some of these employees have formed the SCTS Carer Contact team which, along with our [carer register](#), helps staff whose role as a carer makes work-life balance more difficult to achieve. We are proud to be an Established Carer Positive Employer, which is in recognition of how we support carers in the workplace. More information can be found at the [Carer Positive](#) website.

## Compassionate Care Leave

We understand that there are sometimes unfortunate circumstances that mean you have to care for a terminally ill dependant or family member. In these circumstances you may be eligible for [compassionate care leave](#) of up to 6 months (subject to eligibility).

## Maternity and Paternity Benefits

We offer 39 weeks full maternity pay after 1 year's service, as well as 52 weeks Maternity Leave (subject to eligibility).

Paternity leave entitlement is 4 weeks paid leave, to be taken within the first 56 days after the baby's birth. Further information can be found in the on the intranet.

## Shared Parental Leave

It is possible to share parental leave so that you can be more flexible in how you share the care of your child in the first year following birth or adoption (subject to eligibility). Further information can be found in the [policies for parents](#) on our intranet.

## Tax Free Childcare

You can get up to £500 every three months (up to £2,000 a year) for each of your children from the government to help with the costs of childcare. This goes up to £1,000 every three months if a child is disabled (up to £4,000 a year). You can use this to pay for approved childcare. Further information can be found on the [government website](#).

# FINANCIAL WELLBEING



## Reward Gateway Edenred MyLifestyle

[mylifestyle](#) offers access to savings on a wide range of retail, hotel, leisure and other providers. Offers and cashback can be redeemed online or in-store through instant vouchers, reloadable cards, the SmartSpending app or other one time only offers.

## Myresources

[myresources](#) provides information, calculators and short videos on a range of financial topics such as debt and budget management, with links to where to find further help and information.

## Civil Service Pension

Along with your salary, your pension is one of the most important benefits of joining the Civil Service. It provides you with financial security and options when you retire, as well as benefits for your family and loved ones. For more information about the pension schemes available to SCTS staff, please go to the [Civil Service](#) website.

## CSSC Sports and Leisure

[CSSC](#) provide free days out and fantastic sports, health and wellbeing benefits, together with savings, discounts and offers on a huge range of retail and leisure opportunities. They are part funded by the Cabinet Office and their vision is to inspire their members to explore new ways to be active while maintaining and developing their physical and mental health.

## Boundless by CSMA

Boundless is the UK's leading membership club for people working in, or retired from, the Civil Service and public sector. For £35 a year, members get access to a range of benefits from everyday savings to extraordinary experiences. These include discounts on shopping, going to the cinema, car insurance and holidays. You can find out more and join by visiting the [Boundless](#) website.

# FINANCIAL WELLBEING



## Occupational Sick Pay

As part of the provisions set out in the [Attendance Management Policy](#), SCTS can grant up to six months full pay and six months half pay sickness absence in any four year period.

## Power of Attorney Fee Waiver

Having a Power of Attorney (POA) in place is a prudent life planning decision, much like making a will. We encourage all staff to grant a POA, thereby appointing someone else to manage their financial affairs and, or, make decisions about their personal welfare in the event that they are no longer able to do so themselves. More information can be found on our [intranet](#).

## The Charity for Civil Servants

The Charity for Civil Servants (CfCS) is a charity for civil servants and their dependents. The CfCS offers financial assistance and information and advice on a range of issues. You can find out more on the [CfCS website](#).

## The Civil Service Insurance Society

The Civil Service Insurance Society (CSIS) offers products at competitive prices. They are a multi-award winning insurance provider offering a range of insurance products to current, former and retired civil and public servants and their partners, including car, home and travel insurance. Visit the [CSIS website](#) to find out more.

## Travel Season Tickets

We recognise that in order to plan your travel arrangements and keep costs to a minimum you sometimes need to pay up front for a season ticket. You can benefit from a [salary advance](#) to enable you to purchase an annual travel or car parking season ticket, to help keep costs as low as possible.

# HEALTH AND WELLBEING



## Benenden Health

For a small fee per month and as a salary deduction, you can join the [Benenden Health](#) scheme and have the waiting periods to access all services waived. You can look forward to peace of mind knowing that quality healthcare provision is just a phone call away. Registrations open every 6 months.

## Bicycle Purchase Scheme

We are committed to reducing the environmental impact of travel associated with work so encourage staff to cycle to work by providing a salary advance through our [Bicycle Purchase Scheme](#), to assist in the purchase of a bicycle.

## Eye care

All optometrists offer free eye tests in Scotland. If your eye test reveals that you require corrective glasses for use with your computer screen, we will fund up to £75 towards your glasses. All you need to do is provide a stamped certificate and receipt to apply for this.

## Employee Assistance Programme (EAP)

HELP Employee Assistance is a free support service available to you, your partner and any dependent children under 21 living in the same household. EAP is designed to support employees who have emotional, practical, health and social issues that can affect us all from time to time.

Counsellors are available at the end of the phone to offer confidential advice, help or information on any issue. For more information please visit the [EAP page](#) on our intranet.

## Occupational Health

We recognise the importance of ensuring you are supported with your health and wellbeing. Our [occupational health programme](#) helps us to promote and maintain your health and wellbeing.

## Wellbeing Initiative

As an organisation, we are committed to providing a healthy working environment and improving the quality of working life for all of our employees. Our wellbeing initiative aims to support our core values of respect, service and excellence and the recognition that you are our greatest asset.

In our [Wellbeing hub](#) you will find hints and tips on a variety of areas associated with wellbeing, including emotional, mental and physical health.

# LEARNING AND DEVELOPMENT



## Digital Programmes

We provide a range of digital skills courses to enhance your knowledge. There are a variety of learning opportunities to support you such as the [Digital Skills Academy](#), [Webex](#) training and the [Microsoft](#) guide.

## Further Education

Every year, we provide a budget for colleagues who want to pursue further education courses relevant to their role at SCTS. More [Further Education](#) information can be found on our intranet.

## Leadership Programmes

Our Education and Learning Unit provides a range of professional courses aimed at personal and professional development. There are a variety of learning opportunities to support you such as [First Line Leadership](#), [Espresso Leadership Sessions](#) and [iLead](#).

## Technical Programmes

The [Education and Learning Unit](#) technical training branch provide operational staff with the essential technical knowledge and skills required to be effective in their day to day role of administering justice across Scotland's Sheriff and Justice of the Peace Courts, Supreme Courts and Fines Business Unit.

## Training

The Education and Learning Unit provides a comprehensive training programme, including induction. You can access this via [DELTA](#).



# LIFESTYLE



## Annual Leave

You start to accrue annual leave from your first day working with us. Annual leave allowances for full-time staff are currently: 25 days annual leave on entry, increasing to 30 days after four years reckonable service, as well as 11.5 days public holidays. Part-time staff entitlement is calculated on a pro rata basis.

## Compassionate Leave

We recognise that sometimes we need time off for unexpected and exceptional circumstances, such as the death of a loved one. We offer compassionate leave with pay for up to five consecutive working days. This leave is available to you regardless of length of service.

## Flexible Working

We strive to enable you to balance personal interests, family life and work more effectively. A range of flexible working options are open to you aimed at helping you achieve a healthy work-life balance. The flexible working options include: part-time working, temporarily reduced working hours, staggered working hours, flexi time, home working, job share and term time working. To find out more about flexible working, please refer to the [Flexible Working Hours Policy](#) or speak to your line manager.

## Hybrid Working

Hybrid working is an informal flexible arrangement agreed with your line manager, with some days spent in the workplace and some days remote working (usually at home). Hybrid working applies to roles that can be carried out in a blended way and your hybrid working pattern should fit with your role, team and business requirements. You can also choose to go into your workplace every day, if you prefer.

## Retirement

We are committed to promoting age diversity in the workforce and value the loyalty and commitment given by members of staff. One of the ways that we provide you with support, advice and information to help you in the transition from employment to retirement is through our [Pre-Retirement Hub](#). This provides information on age, ill health, early and partial retirement.

## Trade Union

The Public and Commercial Services Union (PCS) is the recognised Trade Union within the SCTS. The PCS supports members across the Civil Service and related areas. Members can benefit from a free will service, legal and financial advice, low interest loans, death in service benefit and a health cash plan, as well as support with your employment.

# RECOGNITION



## Long Service

We recognise staff who have 25 years' service with SCTS, or in the Civil Service with at least 5 years' service in SCTS, with our [Long Service Award](#).

## Instant Rewards

The [Instant Reward](#) scheme is designed as a motivational tool to reward staff who go the extra mile to deliver a piece of work. The scheme allows managers to provide an immediate and tangible reward to recognise a member of staff who has put in extra effort, dealt with a difficult situation or produced work of exceptional quality. You can find more information about rewards on the [Reward and Benefits page](#) on our intranet.