



Staff Benefits

The range of benefits the Scottish Court Service (SCS) offers employees is wide and varied, and non pay benefits form an important part of what we provide for our staff. The value of benefits available demonstrates that, in addition to salary, the SCS provides an attractive employment proposition, recognising as we do the different working and life patterns of each of our employees. The non pay benefits provide significant added value, with a range of options including:

- many supportive policies,
- financial support for childcare,
- flexible working arrangements
- a generous pension scheme
- learning and development opportunities
- reasonable use of the Internet during work time and
- a free, confidential Employee Assistance Programme.

This leaflet highlights some of these benefits.

Policies

The SCS has various policies aimed at helping you balance the needs of your work and home life. These include a very generous Occupational Maternity scheme which, once you qualify for it, tops up your pay to its normal level for the 39 weeks of your Ordinary Maternity leave. There are policies covering amongst other things:

- the SCS Carer register,
- flexible working hours,
- part-time working and
- special leave, for example paid time off for study or voluntary public service.

Employee Assistance Programme (EAP)



The Employee Assistance Programme (EAP) is a free support programme provided by AXA ICAS. It is available to all SCS staff, their partners and any dependent children under 21 living in the same household. The EAP provides you with a range of support including information on a whole range of everyday issues, counselling and a healthy lifestyles website. Confidential

counsellors are available at the end of the phone to offer confidential advice, help or information on any issue. If appropriate they can refer you for face to face counselling, professional legal or financial advice in your area.

Resource Centre



The Resource Centre is based in Headquarters and provides informative material including books, videos and CD-ROMs. A wide variety of material is at hand - both work-related and leisure topics and is available to all staff free of charge.

Vocational Qualifications (VQs)



SCS offers staff the opportunity to work towards achieving VQs. VQs are work-related, competence-based qualifications, which are achieved by matching the skills and knowledge of candidates against nationally agreed standards. SCS has a VQ team to support you in this.

Further Education



Every year SCS provides a budget for staff who want to pursue Further Education courses, relevant to their employment with SCS. The budget is usually allocated in June for courses starting in August/September.

PCS Union



The Public and Commercial Services Union is the recognised Trade Union within the Scottish Court Service. The PCS also supplies Union Learning Representatives (ULRs), who are trained Union members who promote learning within SCS. Their role is to:

- inform staff about learning initiatives, and courses provided by PCS or other learning providers
- advise on where to find courses and sources of funding
- refer to professional careers guidance, which may improve career prospects in SCS

Pensions



There are two types of Civil Service Pensions, Nuvos and Partnership. For more information about each, please go to the Civil Service website at www.civilservice.gov.uk/pensions.

Childcare Vouchers



The SCS Childcare Voucher Scheme offers a 15% discount on Childcare vouchers to staff who qualify. This means that every £10 applied for will only cost you £8.50, up to a maximum of £500 per month (pro rata for part time staff).

Carers



Many SCS employees have significant caring responsibilities, and some of those employees have formed the SCS Carer Contact team which, along with our carer register, helps staff whose role as a carer makes work-life balance difficult to achieve.

Benenden HealthCare Society



For a small fee per week you can join the Benenden Healthcare Society and look forward to peace of mind knowing that quality healthcare provision is just a phone call away. Membership of Benenden Healthcare is open to current and former employees of public sector organisations like SCS.

Funding for Corrective Spectacles



All Optometrists are now offering free eye tests. Eyecare Vouchers are accepted in over 90% of Optometrists in the United Kingdom. If your eye test reveals that you require corrective spectacles for use with your VDU screen, SCS will fund up to £55 towards spectacles. All you need to do is provide a stamped certificate to apply for this.

The Institute of Leadership & Management (ILM)



ILM is the UK's largest management body, combining industry-leading qualifications in leadership and management. This means that their awards are recognised nationally.

The Scottish Court Service is an accredited ILM Centre which allows us to design and deliver development programmes, in line with ILM qualification requirements, to SCS staff. We coach, support and give feedback to candidates to help them achieve their award and also offer workshops days where candidates can come along and work on their award away from their day-to-day distractions.

We currently offer 4 Awards:

- Level 2 Award in Team Leading
- Level 3 Award in First Line Management
- Level 3 Award in Coaching in the Workplace
- Level 5 Award in Management