



Staff Benefits



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The range of benefits the Scottish Courts and Tribunals Service (SCTS) 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 SCTS provides an attractive employment proposition, recognising as we do the different working and life patterns of each of our employees.

Our additional benefits which are covered in more detail on the following pages include:

- ✓ **Award winning family friendly employer* with supportive policies helping you balance work and home life**
- ✓ **A generous pension scheme**
- ✓ **Flexible working arrangements**
- ✓ **Generous annual holiday entitlement on entry (25 days leave + 11.5 public & privilege days)**
- ✓ **Learning and development opportunities including funded learning**
- ✓ **Financial support for childcare and corrective spectacles**
- ✓ **Staff discounts**
- ✓ **Free & confidential Employee Assistance service**

* Winner of [Carers Scotland Award for Best for Carers and Eldercare](#)

Work-life balance



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

Award winning carer positive employer



**The Scottish
Courts and
Tribunals
Service**

Many SCTS employees have significant caring responsibilities, and some of those 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 difficult to achieve.

In 2015 SCTS were proud winners of the Best for Carers and Eldercare award at the Scottish Top Employers for Working Families Awards.



The SCTS is proud to be an Established Carer Positive employer, which is recognition for how we support carers in the workplace. For more information on the Carer Positive Kitemark and what it means, visit <http://www.carerpositive.org/>

Employee Assistance (HELP)



HELP Employee Assistance is a free support service available to all SCTS staff, their partners and any dependent children under 21 living in the same household. HELP Employee Assistance is designed to support employees who have emotional, practical, health and social issues that can affect us all from time to time. Counselors are available at the end of the phone to offer confidential advice, help or information on any issue.

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)



SCTS offer 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. SCTS has a VQ team to support you in this.

Staff Discounts



Our Employee Savings Scheme is a dedicated web site where staff can make the most of their salary. Staff can access various ways to save money from a huge range of shops and suppliers. Even small savings mount up so to make your money go further. How much you use them and when you use them is up to you, so how much you save is also up to you. This means that the scheme is completely personal and flexible to your lifestyle.

Further Education



Every year SCTS provides a budget for staff who want to pursue Further Education courses, relevant to their employment with SCTS. 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 Courts and Tribunals Service. The PCS also supplies Union Learning Representatives (ULRs), who are trained Union members who promote learning within SCTS.

Pensions



For more information about the pension schemes available to SCTS staff, please go to the Civil Service website at www.civilservice.gov.uk/pensions.

Childcare Vouchers



The SCTS 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).

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 is open to current and former employees of public sector organisations like SCTS.

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, SCTS 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 Courts and Tribunals Service is an accredited ILM Centre which allows us to design and deliver development programmes, in line with ILM qualification requirements, to SCTS 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

Fee Waiver for Power of Attorney



Having a Power of Attorney (POA) in place is a prudent life planning decision, much like making a will. The SCTS encourages 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.

Normally a registration fee of £70 applies for all POAs but under this scheme SCTS staff will be able to apply for this free of charge, with the organisation meeting the Tax and National Insurance cost of the benefit. Click on [this link](#) to find out what a Power of Attorney is and to see sample Powers of Attorney.

In order to be eligible for a fee exemption waiver you must:

- be on SCTS Terms and Conditions and be a permanent member of staff
- have satisfactorily passed your probation period
- have a minimum of 12 months service.

If the POA is needed for someone else close to you OPG can advise on the normal procedure and fees for doing this.

The Charity for Civil Servants



The Charity for Civil Servants (formerly the Civil Service Benevolent Fund) is a charity for civil servants (including retirees) and their dependents. It has been providing help, advice and support to current, former, and retired civil servants since 1886. The CCS offers financial assistance, information and advice on a range of issues. You can find out more on their [website](#), or ring 0800 056 2424.

The Civil Service Motoring Association



Established since 1923, the [CSMA Club](#) is an organisation that is run by its members for its members. To qualify for membership, you must have worked or be working in the Civil Service or Central Government department or be a partner, sibling, child or parent of a current member.

For just £22 a year, CSMA club members get access to fantastic benefits, from everyday savings to extraordinary experiences. These include discounts on shopping, the cinema, car insurance and holidays, as well as 10 issues of the highly acclaimed CSMA Club Magazine every year, up to 20% off their Leisure Retreats in stunning UK destinations and fantastic savings on some of the biggest National Events. You can join the CSMA Club today by visiting <http://beta.csmclub.co.uk/>.

Long Service Award



Staff on SCTS terms and conditions who have 25 years' service in the SCTS (including any service accumulated with District Courts before unification and transfer to SCTS) or 25 years' service in the Civil Service including at least 5 years' service in the SCTS, are eligible for an [SCTS Long Service Award](#). Eligible staff can choose between:

- ✓ a set of engraved SCTS crystal up to the value of £250
- ✓ a gift to the value of £250 bought to mark the occasion
- ✓ 5 days Long Service Leave

Instant Rewards



The SCTS 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.