



**DARLINGTON**  
Borough Council



## Total Reward Booklet

...Total reward...for you

Working Together  
to Deliver Success



Respect



Innovate



Collaborate



Deliver

# Introduction

Welcome to the Darlington Borough Council Total Reward booklet, your complete guide on all the great benefits which you may be able to access as an employee.

Our comprehensive rewards package aims to help us attract and retain the best people for the job. This is all part of our plan to make Darlington a great place to live, work and play.

Your reward for working at the Council goes beyond the competitive salary you receive. This booklet provides an overview to help you understand how these benefits make up your total reward package.

Loans and savings via payroll deduction	31 days annual leave plus bank holiday	Cycle 2 Work scheme
Free confidential counselling service	Dolphin Centre Fit for Life discounts	Staff Equality forums
Generous pension scheme	Occupational sick pay	Arriva employee travel club
Access to Occupational Health	Dolphin Centre fitness checks	Green car salary sacrifice scheme
Great wellbeing offer	Physiotherapy service	Great spaces to work
Shared cost Additional Voluntary Contributions pension scheme	Family friendly policies	Flexible working
CSSC discount scheme	Blended working	Additional annual leave purchase scheme
Generous schemes for maternity, paternity, adoption and shared parental leave	Access to Mental Health First Aiders and Mentors	The Staff forum - offers and discounts from local and national retailers
	Home working	

# Total Reward...your role

## Salary

We offer market-competitive pay with annual pay reviews and the potential for incremental progression. Pay levels are set using recognised job evaluation schemes, providing fairness and transparency in all pay decisions.

## Stepping up

If you are asked to take on additional responsibility, this may be rewarded through our honorarium scheme or acting up payments.

## Career paths

Regardless of your job role, as a small and agile Council, you will be able to see the career path which is open to you.

You will have the opportunity to collaborate with different teams and services, broadening your knowledge of the whole Council and putting you in the perfect position to progress.

With a wealth of opportunities for career development, we look to fulfil everyone's potential and ambition. Who knows, one day you could be one of our Assistant Directors, a Director, or even the Chief Executive.

## Training and Development

We provide a range of high-quality training, learning and development opportunities, linked to the Council priorities and individual development, which challenge and stimulate learners. We offer training online, in the classroom, via webinars but also via job shadowing and mentoring.

Employees have unrestricted access in their own time to a suite of resources on self-development.

## Employee Surveys

At Darlington Borough Council we welcome everyone's view and invite you to have a say and input into how things are done and what is important to you.



# Total Reward...your wellbeing

*One of our core values is Respect, making sure all staff and service users are treated with respect, which helps to create a safe and thriving work environment.*

## Annual Leave

All employees receive 31 days annual leave, plus bank holidays from day one (pro-rata for part-time employees), we believe everyone is equal regardless of position or length of service.

## Additional Annual Leave purchase scheme

Up to 5 days extra (pro-rata) leave can be purchased at any time at any time via our salary sacrifice scheme.

## Access to

- Counselling services
- Physiotherapy
- Occupational Health
- Financial Wellbeing advice, including savings and loans via payroll deductions

## Health and Wellbeing Services

All employees have access to a wide range of health and wellbeing resources, including

- Access to Mental Health First Aiders and Mental Health Mentors
- Free health assessments from the Dolphin Centre
- Themed monthly events and campaigns based on needs and employee suggestions
- Wellbeing courses
- Online advice and resources
- Dolphin Centre Fit for life package



# Total Reward...finding a balance

## Family Friendly Policies

We are committed to helping employees manage both their personal and professional lives, we have a wide range of family friendly policies designed to support employees and their loved ones:

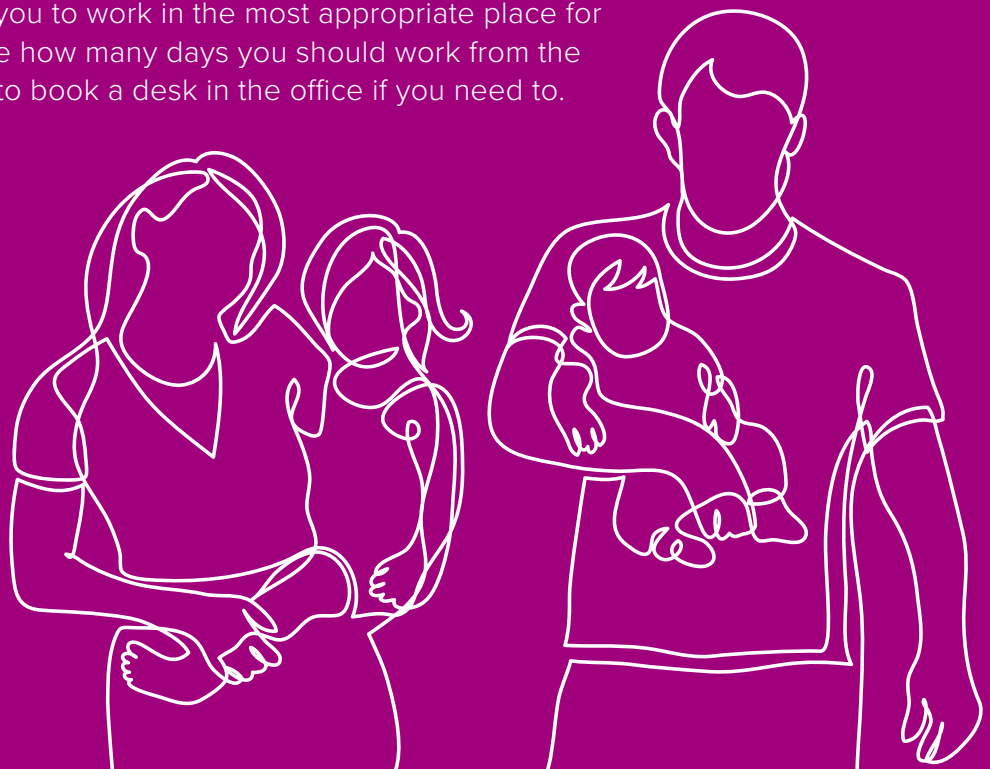


## Ways we Work – flexible/agile working

Flexible working is available in many roles, subject to service needs and requirements. You may be able to participate in our Flexi-time scheme, be eligible for blended working or vary start/finish times.

The Council is striving to move to more modern ways of working. By taking advantage of technological developments, we can introduce more flexibility to how work is organised and where work takes place to provide responsive service delivery and greater efficiency combined with employee benefits including improved work/life balance and reducing travel time and costs.

At Darlington Borough Council if your role is identified as suitable for blended working, we trust you to work in the most appropriate place for your day. We will not dictate how many days you should work from the office, but you will be able to book a desk in the office if you need to.



# Total Reward...securing your future

## Pensions

For most roles in the Council, the Local Government Pension Scheme is viewed as one of the most valuable financial rewards of your job, providing you with a secure, Government backed, guaranteed income, when you retire.

### Benefits of the LGPS:

- Each year you will build up a pension based on your pay and inflation increases will be added to ensure that your pension keeps up
- Protection should you have to retire early due to ill health
- Life cover of 3 times your salary from the first day you join the scheme
- Dependents benefits payable if you pass away, so your pension does not go with you.

### Shared cost Additional AVCs

Do you want an opportunity to retire early or have more money when you do? LGPS scheme members are eligible to join AVC Wise, which facilitates a cost-effective way to save for your retirement.

### Pre-retirement Seminars

When the time comes, we offer all employees the opportunity to attend a comprehensive pre-retirement seminar which covers subjects ranging from managing finance to what you can do in your well-earned spare time.





# Total Reward...green travel

## Electric car Salary Sacrifice Scheme

Get a brand-new electric car on our fantastic scheme, you do not need to worry about servicing, MOTs, road tax or insurance, with just 1 monthly payment all you need to do is plug in and go!

## Cycle 2 Work Salary Sacrifice scheme

If you favour 2 wheels to get about, our Cycle 2 Work scheme may be just for you, choose from a wide range of local stores and bikes and make your journeys healthier and greener!

## Arriva Employee Travel club discount scheme

Make some great savings on your bus journeys, with the Employee Travel Club. We are proud to work with Arriva to provide this green employee benefit.



# Total Reward...little savings

## CSSC employee discount scheme.

We have teamed up with the Civil Service to offer this unique benefit, whether your ideal day is exploring an ancient castle, watching a film at the cinema or spending money at the shops, there will be something here for you.

## Staff forum

If you want to find out about great local and national offers, how you could appear on a TV show, does your band need a new tambourine player or do you have children's toys to give away, you can do it all on our great staff forum.

## Payroll deduction parking scheme

Fed up with looking for change to park at work? Now you don't have to, pay via a convenient monthly payroll deduction, those coins can stay in the piggy bank now!

## Free eye tests and contribution to glasses

We work with a local optician to bring you free tests, if your eyesight problem is due to using Display Screen Equipment, we will also contribute towards your new set of glasses.





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Some benefits may be subject to change, they do not form part of your contract of employment. Admission onto schemes is at the discretion of the Council and/or the scheme provider.