

## Working for Wigan and Leigh Housing

### What we offer:

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### Investors in People

Wigan and Leigh Housing has been awarded IIP status.

The Investors in People (IIP) Award is a national quality standard which sets a level of good practice for improving an organisation's performance through its employees.

Wigan and Leigh Housing recognises the importance of its employees and will help you develop your potential, improve your skills and gain greater job satisfaction.

We have a written business plan which identifies our goals and targets and how they will be achieved. The plan shows what everyone needs to be able to do to make it a success.

We believe our employees are our best assets and we appreciate contributions and comments from you at weekly team meetings, staff forums, action teams and surveys.

## **Learning and development opportunities**

As we are an IIP employer we are committed to the continual training and development of our employees and operate an annual employee appraisal scheme called Personal Performance and Development (PPD).

We also sponsor a number of employees who may wish to study for job related qualifications. This sometimes involves day / block release at a local college, or the Company paying your fees while you undertake the study in your own time. The Company will consider supporting day release on courses that are directly job related, linked to your PPD and where attendance will clearly benefit the organisation.

## **Recognition and reward**

The contributions of all teams within Wigan and Leigh Housing are valued and without their combined efforts we would not be able to achieve the Company's Vision.

To recognise this we organise a yearly Team of the Year event in which nominations are made for teams who have gone the extra mile to deliver an excellent service. There are five overall categories and the winning team within each category receives an award.

## **Childcare voucher scheme**

Do you have children or legal parental responsibility for children under the age of 16 and do you pay for any of the following types of Ofsted registered childcare?:

- Day nurseries;
- Childminders;
- Before and after school clubs;
- School holiday schemes;
- Registered nannies or au pairs.

If any of these situations apply to you then you could benefit from the Wigan and Leigh Housing childcare voucher scheme that is carried out in conjunction with Busy Bees Childcare Vouchers.

Parents can make savings of up to £1,196 per parent per annum on childcare costs by entering into a 'salary sacrifice' agreement with the company. This involves exchanging part of your gross salary for childcare vouchers before income tax and National Insurance Contributions (NIC) are applied, thus making an income tax saving of 22% and NIC saving of 11% for lower rate taxpayers. For higher rate taxpayers the total saving will be 41%.

## **Positive about disabled people**

Wigan and Leigh Housing is a user of the disability symbol. This means we are committed to employing disabled people and will:

- Interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities
- Ensure there is a mechanism in place to discuss, at any time, but at least once a year, with disabled employees what can be done to make sure they can develop and use their abilities
- Make every effort when employees become disabled to make sure they stay in employment
- Take action to ensure that all employees develop the appropriate level of disability awareness needed to make these commitments work
- Each year review the five commitments and what has been achieved, plan ways to improve on them and let employees and Jobcentre Plus know about progress and future plans.

## **Pay awards and increments**

Increases in salary may contain two elements – a pay award and a spinal column point increment.

A pay award is a cost of living pay increase and is payable with effect from 1<sup>st</sup> April each year.

A spinal column point increment is payable each year on 1<sup>st</sup> April until you reach the top of your salary scale. Each salary scale within Wigan and Leigh Housing consists of a number of spinal column points.

## **Flexible working**

We aim to provide more choice and flexible working arrangements for the majority of our employees. Eligibility for flexible working is determined by the post you are recruited to. All requests are considered and will be accommodated if the delivery of service is protected.

The flexi scheme has been designed to support the Company's commitment to work-life balance, by allowing employees to work their contracted hours flexibly. However the service to customers still comes first and anything in this scheme is subject to agreement with your Line Manager and colleagues.

## **Job share scheme**

Wigan and Leigh Housing recognises the need to provide flexible working opportunities for its employees, and therefore supports job share arrangements where they can be introduced.

Job sharing is an arrangement in which two people divide the duties and responsibilities of one full-time post between them. The scheme is aimed at enabling those who may have carer commitments, or who can only work part-time to secure employment.

## **Career break opportunities**

The career break scheme has been introduced by Wigan and Leigh Housing to help employees who take a break from their employment. The scheme is available to all employees with over two years service who resign due to domestic responsibilities or training/ study purposes and who intend to resume employment at a later date. A career break can be taken for a period of up to seven years.

Special consideration will be given to employees who apply for re-employment but no guarantees can be given.

## **Leave entitlement**

We offer annual leave ranging from 21 to 36 days per year, dependent on job grade and length of service. In addition we offer maternity and paternity leave and adoption leave. Provisions for considering parental leave and special leave are also in place.

## **Pension**

All employees age under 75 with a contract of at least 3 months are eligible to join the Local Government Pension Scheme. This is a final salary linked scheme. You will contribute between 5.5% - 7.5% depending on your level of pay and Wigan and Leigh Housing will contribute a higher percentage. Further information on the scheme can be found at [www.gmpf.org.uk](http://www.gmpf.org.uk)

## **Loan scheme**

The Co-operative Bank offers a direct loan scheme available to employees.

## **Gym membership discount**

Discounted rates for some leisure facilities are available to Wigan and Leigh Housing employees.

The Profiles Direct Corporate Pass allows access to Profiles Fitness & Health Suites and Swimming Pools at any Active Life Centre across the Wigan borough. The corporate fitness pass is available for employees to use within the opening times of each Active Life Centre.

Profiles pride themselves on providing a high quality fitness experience suitable for all age groups and fitness levels under the supervision of fully trained and enthusiastic fitness professionals.

## **Facilities for car users**

When it is necessary for employees to use their car on Company business, a casual car allowance is payable. Certain posts within Wigan and Leigh Housing are designated 'Essential car user' and are paid accordingly. The Company also offers Car Loan facilities subject to certain conditions.

## **Car parking**

All our offices offer free car parking facilities.

## **Relocation package**

We offer a relocation package to newly appointed employees who meet the following criteria:

- Your appointment is a permanent post or of at least two years duration
- Your main or usual residence is at least 30 miles from the Wigan Council boundary.
- Your main/ new residence must be located within the Wigan Council boundary or no more than 5 miles outside the boundary.
- You may not claim it if you or your partner are entitled to receive a similar recompense from another source.

You can claim for the following relocation expenses; however they must not total more than 15% of your starting salary:

- Removal or storage of goods
- Sale/ purchase of property
- Lodgings/ temporary accommodation
- Travel expenses

If you apply for any of our vacancies and are successful in securing a post you may feel you are eligible for this package, the Human Resources Team will be able to provide you with further details.

## **No smoking policy**

The Company operates a strict no smoking policy. Employees are not allowed to smoke in the workplace, on site, in company vehicles or to take smoking breaks during works time.