

Employee Statement of Benefits 2024

Introduction

As a growing organisation and taking into account the wider employment landscape, one of the tools that was recommended in our last 'Investors in People' review (we hold their GOLD award), was the creation of an Employee Statement of Benefits. Its also helpful to give an overview of these as we want to consult with staff on areas that we might be able to extend these further or introduce new elements.

This document is an overview of all the different components of the benefits that you are provided with through work. Some of these are direct financial benefits to you as individuals, others are different types of benefits which have a cost to the organisation to provide to you and a final category are incremental benefits that build over time.

We have also been able to reference and benchmark against an independent (care) sector report on these issues which was published a few weeks ago. Created by a large recruiter in the sector it contained various facts, figures and trends and so we have included some of this content in text boxes throughout as a point of reference.

This statement is a summary of all the various benefits as at 1st July 2024.

General sector theme: "Employees are clamoring for greater support from management, more career pathway options and better advertising of the industry to new recruits - to reduce the culture shock. We also saw a lot of negative sentiment towards private companies; employees covet companies with strong values, but many believe their organisations are prioritising money over high-quality care."

1) Base salary or regular earnings

- a) Obviously, the key benefit is your base salary. We have scales for some roles (mainly care staff and teachers), and this allows for clear progression via qualification and appraisal of performance each year.
- b) Waking Night staff have the same base pay rates a day carer, but they have an automatic 10% premium added to acknowledge their work pattern.
- c) For other roles there are defined salaries, and it is annual appraisal that is the route for these to be reviewed with line manager recommendations.
- d) All salary figures and scales are reviewed each year (around November) to consider any % uplifts that we make to take into account wider inflation. This is communicated to start with our new business year which is the 1st January. We have made some sizeable increases in recent years to stay well



£11.12
Median Hourly rate in
the care sector



£26,100
Median Salary in the care
sector

West Midlands Average
£25,487

ahead of National Living Wage figures and to maintain competitiveness in our landscape.

- e) Some staff undertake sleep-in duties on occasion, for each of these we pay a sector leading figure of £100

“The average sleep-in rate is £50 per night. Employers said their sleep-in allowance was higher than this (£57.18), but most employees do not receive this amount”

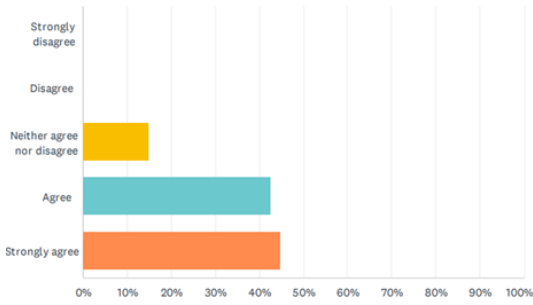
2) Bonuses or Enhanced Pay

- a) For care staff, there are certain periods where we provide **enhanced pay** at time and a half:
 - a. Christmas Eve – Late
 - b. Christmas Day – Early/Late
 - c. Boxing Day – Early
 - d. New Years’ Eve – Late
 - e. New Years’ Day - Early
- b) Care staff who work on a rota also have access to **overtime pay** where they exceed 40 hours per week (35 hrs for Waking Night staff due to their working pattern). This is paid at time and a third
- c) For the majority of staff, bonuses are discretionary and not a typical feature of employment. However, in recent years the Board have made several different bonus payments and these have included ‘thank you’ payments to staff during the pandemic, and one off ‘cost of living’ payments in response to the peak of external financial pressures affecting the economy.

3) Employee and employer contributions to specific insurance benefits.

We have one paid insurance benefit for all staff, a protective life assurance ‘Death in Service’ benefit which would provide 2x your salary as a payment to your estate. We have recently extended this to cover up to the age of 70 (this was a request from affected employees from the previous upper limit of 65)

“Overall, about half of respondents said that they are either very happy or happy in their workplace, leaving 26% to say the opposite (the remaining quarter feeling neutral on the matter).”
See Amberleigh data from 2023 employee survey question ‘is this a good place to work’ – 85% responding positively and 0% negative



Response	Percentage
Strongly disagree	0%
Disagree	0%
Neither agree nor disagree	15%
Agree	45%
Strongly agree	40%

4) Paid Holiday

- a) All roles are provided with paid holiday and our entry point for non-teaching staff is 28 days paid holiday each year including Bank Holidays (this is worked in hours for care staff)
- b) Management staff entry point is 30 days
- c) Teaching staff have 13 weeks of paid holiday spread in a defined pattern across the year with our adapted academic calendar
- d) Holiday benefit increases with length of service with an additional day after 2 years' service, and a further day at 5 years and 10 years

5) Other Paid and Unpaid Leave

Other paid leave is in several categories and the specific details can be found in the employee handbook:

- a) maternity leave (6 weeks 90% pay, remaining period up to 9 months at SMP, optional extra 3 months unpaid)
- b) adoption leave (as above)
- c) paternity leave (2 weeks)
- d) shared parental leave
- e) bereavement/compassionate leave (3 days)
- f) family leave
- g) We have the opportunity to apply discretion around any of these types of leave to include unpaid periods to allow flexible response to individual circumstances.

6) Pensions

- a) If you are eligible, we'll automatically enrol you into our occupational pension scheme in accordance with our obligations under Part 1 of the Pensions Act 2008. If you do not opt out of automatic enrolment, details of the scheme will be provided once you join.
- b) All contracted staff are automatically eligible, Bank staff need to achieve a certain level of hours before eligibility kicks in.
- c) Pension terms and conditions are currently 9% of salary which is made up of 4% employer and 5% employee contributions. You are automatically enrolled into the scheme after 3 months of employment.

7) Sick Pay

- a) Statutory Sick Pay applies during the initial probationary period
- b) All staff then have access to 1-week full pay and 1-week ½ pay in any rolling 12 months – for the vast majority of staff this provides full protection.
- c) After 2 years' service, sickness benefit increases to 2 weeks full pay.
- d) There is discretion for planned treatments or serious illness that might arise, and this is considered on a case-by-case basis.

8) Other benefits:

- a) Perkbox – A wide range of support, advice and ‘perks’ available to all staff 24/7 as part of an Employee Assistance Service.
- b) Length of Service Bonuses:
 - i) Financial
 - (1) 2 years’ service - £500
 - (2) 5 years’ service - £750
 - (3) 10 years’ service - £1,250
 - (4) 15 years’ service - £1,750
 - (5) 20 years’ service - £2,250
 - ii) Increased T+Cs
 - (1) Sickness benefit – After 2 years’ service, this increases to 2 weeks full pay
 - (2) Annual leave – After 2 years this increases by 1 day, and again by a day at 5- and 10-years’ service
- c) Refer a Friend – to support recruitment, if employees refer a friend to work for us and they are offered a position, there is a bonus of £1,500 paid, £500 on appointment and £1,000 on confirmation in post
- d) Cycle to Work Scheme – the detail of this are in the employee handbook

Our respondents claimed the **most common benefits** they receive by far are paid holiday leave (78%) and pensions (64%). Company-paid training and sleep-in payments were also very common, at 47% and 41% respectively. The least common bonuses were memberships - both professional and gym/sports, sitting at 4% and 3%.

Just less than 10% of respondents receive no benefits at all.

9) Training:

- a) We offer a wide range of training opportunities and the key details of these can be found within the Amberleigh Training Handbook where you will see a list of key courses.
- b) We require you to complete compulsory training courses either online or face to face that the organisation will pay for. We will pay for the cost of this training and your time to complete it.
- c) Additionally, there are a wide range of opportunities for attending events, peer reviews, conferences, workshops etc. These opportunities are circulated for all to discuss with managers – again we cover the full costs for you to attend these events, tickets, travel, accommodation and any subsistence required.
- d) There are some higher-level qualifications, or specific courses for career development that you might want to pursue, perhaps helping us to extend the work – one example is the Foundation Degree in Therapeutic Child Care. We are happy to consider these on a case-by case basis and typically these are part funded and covered by a training agreement.

10) Setting related or other benefits:

- a) We have access to an external Occupational Health Service when this becomes relevant
- b) Flexible working – the nature of our setting means that there is a high degree of flexibility to respond to short term issues or emergencies that can arise.
- c) Clinical staff have their external clinical supervision and professional registration paid for, there are a small number of other professional registrations paid for where these are required for specific roles.
- d) The nature of our setting – 24/7, 365 days per year and operating as therapeutic communities, means that there are lots of additional benefits that we provide to staff – some as a natural part of their hours, but others which are voluntary. These include:
 - (i) All meals whilst at work
 - (ii) Activities to undertake with the young people
 - (iii) Parties, celebrations and events – Halloween, Lake Days, Celebration Days, leaving/ending parties etc

We asked workers what's most important to them in a job - was it the money, or something more intangible? We expected pay would top this list, but the work environment came in as more important (74%). Basic salary was second (72%), followed by company values (58%), location (42%) and additional payments (17%).

On a note about location, we found most candidates appear to travel over 20 miles to get to their work (33%), with a further 29% travelling 11-20 miles. Work/life balance is another recurring theme you'll see brought up in this report, so it's perhaps not surprising to see a home's physical location come into the top five most important aspects of a job

Closing Comment

As you can see, the benefits for staff are wide ranging and most apply to all staff. We continually benchmark our terms and conditions against other settings across our sector, taking into account relevant factors linked to specific professions.

We hope that seeing this information pulled out in this summary is helpful and we look forward to continued dialogue with all our employees as we seek to make continual year on year improvements.

On Behalf of the Board

Amberleigh Care Limited.