

CABINET  
OFFICE  
PURPOSE

CULTURES  
AND  
VALUES

REWARD &  
RECOGNITION

HEALTH &  
WELLBEING

LEARNING &  
DEVELOPMENT

TIME OFF

OPPORTUNITIES

BENEFITS

PENSION

## CABINET OFFICE TOTAL STAFF REWARD PACKAGE – YOUR OFFER

# Welcome to your Cabinet Office Employee Offer

The aim of this toolkit is to promote what the Cabinet Office offers to its staff. It will be regularly updated and showcases what a great department the Cabinet Office is.

Some benefits may hold a specific eligibility criteria.



Cabinet Office

CABINET  
OFFICE  
PURPOSE

CULTURES  
AND  
VALUES

REWARD &  
RECOGNITION

HEALTH &  
WELLBEING

LEARNING &  
DEVELOPMENT

TIME OFF

OPPORTUNITIES

BENEFITS

PENSION

## CABINET OFFICE PURPOSE

At the Cabinet Office, we have an important role in supporting the Prime Minister and Minister for the Cabinet Office in delivering key objectives and milestones to help ensure the effective running of government.

Additionally, we take the lead in certain critical policy areas, we act as a corporate centre for governance, challenging, supporting and providing services to other Ministerial Departments.

The Cabinet Office is the Centre of government. Its Purpose is:

- to maintain the integrity of the Union, co-ordinate the security of the realm and sustain a flourishing democracy;
- to support the design and implementation of HM Government's policies and the Prime Minister's priorities; and
- to ensure the delivery of the finest public services by attracting and developing the best public servants and improving the efficiency of government.



Cabinet Office

CABINET  
OFFICE  
PURPOSE

CULTURES  
AND  
VALUES

REWARD &  
RECOGNITION

HEALTH &  
WELLBEING

LEARNING &  
DEVELOPMENT

TIME OFF

OPPORTUNITIES

BENEFITS

PENSION

## CULTURE AND VALUES

At the Cabinet Office we are committed to creating a fair and inclusive working environment where everyone can flourish. Our Cabinet Office Values set out behaviours that will help us do this, we all commit to:

### Respect

Treat everyone with Respect... actively promote inclusion, give everyone a voice and value all contributions.

### Trust

Build Trust... recognise expertise, empower people within and beyond our organisation.

### Collaborate

Actively Collaborate... build strong relationships and partner across boundaries.



Cabinet Office

CABINET  
OFFICE  
PURPOSE

CULTURES  
AND  
VALUES

REWARD &  
RECOGNITION

HEALTH &  
WELLBEING

LEARNING &  
DEVELOPMENT

TIME OFF

OPPORTUNITIES

BENEFITS

PENSION

## REWARD & RECOGNITION

- Advances of pay – An interest free loan that has tax free status up to the value of £10,000 in a financial year.
- Thank you vouchers – Cabinet Office employees can receive up to £200 in thank you vouchers for providing excellent customer service and demonstrating the Civil service values.
- In year bonus - The in year bonus scheme allows line managers to reward in real time. The scheme ensures employees have a clear link between what they have delivered and the reward received. You can be awarded up to £1,000 for an exceptional contribution.
- Charitable payroll giving – Donate to charity using the Charitable Payroll Scheme which enables you to donate to a charity of your choice.
- Long term service awards – These awards mark the commendable achievement of employees with 25, 40 and 50 years service in the Civil Service.
- Rental deposit scheme – You can obtain an interest free loan to pay for your deposit when moving into a privately rented home.



Cabinet Office

CABINET  
OFFICE  
PURPOSE

CULTURES  
AND  
VALUES

REWARD &  
RECOGNITION

HEALTH &  
WELLBEING

LEARNING &  
DEVELOPMENT

TIME OFF

OPPORTUNITIES

BENEFITS

PENSION

## HEALTH & WELLBEING

The Charity for  
Civil Servants 

- **Employee Assistance Programme** - We recognise that practical and emotional help is sometimes needed to deal with the challenges you may face in life. As a Cabinet Office employee, you have access to clinical and professional expertise through PAM Assist, providing fully trained support and assistance as and when you need it. This includes debt advice, money management, welfare rights and benefits advice.
- **Occupational Health** – If you have a health related issue which is affecting your ability to work then your line manager may consider referring you to OH. This service gives impartial advice on the effect that a health issue, illness or disability can have on an employee at work.
- **Fair treatment confidants** – Offer a listening service with support and advice to staff who are feeling worried, anxious, stressed, or just need someone to listen. These volunteers are independent of HR, and it's on a strictly confidential basis.
- **Nominated Officers** – These are individuals in the Department who can offer impartial support and advice, out of the management chain, to those who suspect wrongdoing and want to raise a concern. Their role is to ensure individual voices are heard, and help make sure that concerns are addressed properly. They are independent from HR.
- **The Charity for Civil Servants** – Supports civil servants, past and present when times are tough, listening without judgement and offering practical financial and emotional support.
- **Remploy** – A free confidential service run by DWP for any employees with depression, anxiety, stress or mental health issues affecting their work.



Cabinet Office

CABINET  
OFFICE  
PURPOSE

CULTURES  
AND  
VALUES

REWARD &  
RECOGNITION

HEALTH &  
WELLBEING

LEARNING &  
DEVELOPMENT

TIME OFF

OPPORTUNITIES

BENEFITS

PENSION

## LEARNING & DEVELOPMENT

- The Cabinet Office is committed to supporting all staff to undertake a minimum of 5 days learning a year. Development should be discussed regularly with your line manager.
- This learning will come in all shapes and sizes and much of it will not be formal training courses (such as mentoring, coaching and on-the-job learning). Taking this flexible approach to learning means that everyone should be able to fit their learning around (and even during) their busy jobs.
- Learning & development can range from signing up to an apprenticeship, adult further education, mentoring and shadowing through to signing up for a Civil Service online training course.
- A Learning Platform for Government has recently been launched and hosts a whole spectrum of courses.



Cabinet Office

CABINET  
OFFICE  
PURPOSE

CULTURES  
AND  
VALUES

REWARD &  
RECOGNITION

HEALTH &  
WELLBEING

LEARNING &  
DEVELOPMENT

TIME OFF

OPPORTUNITIES

BENEFITS

PENSION

## TIME OFF

### ANNUAL LEAVE AND PRIVILEGE DAY

25 days annual leave in their first year of service, rising incrementally by one day a year to a maximum of 30 days after 5 years' service.

8 public holidays and a Privilege Day for The Queen's Official Birthday.

### MATERNITY/PATERNITY LEAVE

Up to 52 weeks of leave; 26 of which are at full occupational pay (providing you meet the eligibility criteria). The remaining 26 weeks is split between 13 weeks at statutory pay and 13 weeks unpaid.

Paternity leave of 12 consecutive working days is offered to the expecting father or an expectant mother's partner. This is two more days than statutory.

### ADOPTION LEAVE

Up to 52 weeks of leave, 26 of which are at full occupational pay (providing you meet the eligibility criteria). The remaining 26 weeks is split between 13 weeks at statutory pay and 13 weeks unpaid.

### SHARED PARENTAL LEAVE

Offers parents the opportunity to 'share' up to 50 weeks leave and 37 weeks' pay entitlement, less any maternity or adoption leave already taken within the first year of the birth or placement of their child.

This excludes the 2 weeks of maternity a mother must take after giving birth, so the pay entitlement like maternity and adoption leave totals 39 weeks.

Similarly to maternity and adoption leave, pay is awarded at up to 24 weeks full pay and 13 weeks statutory pay less any maternity/adoption pay already taken.

### SPECIAL LEAVE

Offered in certain circumstances such as bereavement, studying, jury service, Reservist Service, public duties certain sporting events and if you are a Special Constable. It can be either paid or unpaid and limits vary.

### FLEXIBLE WORKING

To support and improve employees' work/life balance. Cabinet Office supports a wide variety of working patterns such as: compressed hours, remote working, home working, part time hours, job sharing and flexi time.



Cabinet Office



CABINET  
OFFICE  
PURPOSE

CULTURES  
AND  
VALUES

REWARD &  
RECOGNITION

HEALTH &  
WELLBEING

LEARNING &  
DEVELOPMENT

TIME OFF

OPPORTUNITIES

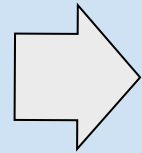
BENEFITS

PENSION

## OPPORTUNITIES

### Volunteering Opportunities

Staff are entitled to take up to 5 days special paid leave per performance year for volunteering activity (pro rated for part time staff). Opportunities include mentoring, volunteering for a charity or becoming a school governor. If you are a special constable you will be entitled to 12 days of paid special leave. If you are a carer then you may use up to 5 days paid leave.

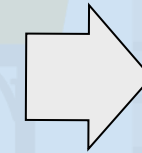


### Shadowing, Mentoring, Coaching

You can shadow someone either in the department or in a different department. There is a toolkit available on Cabinet Office's intranet to help you set this up.

Mentoring is open to all staff who are able to commit sufficient time to it. Mentors can be from any grade.

Coaching - A coach can help you develop your career goals.



### Reservists

If you become or are an existing reservist, you are allowed up to 15 days paid special leave to participate in the continuous mandatory period of training. As a reservist it offers you the chance to learn new skills in leadership, coaching and mentoring in a military setting which are key transferable skills to enhance your day-to-day career as a civil servant.



Cabinet Office



CABINET  
OFFICE  
PURPOSE

CULTURES  
AND  
VALUES

REWARD &  
RECOGNITION

HEALTH &  
WELLBEING

LEARNING &  
DEVELOPMENT

TIME OFF

OPPORTUNITIES

BENEFITS

PENSION

## CABINET OFFICE BENEFITS



- Cabinet Office is signed up to the “mylifestyle” portal run by Edenred. Here you will find a range of benefits such as gym discounts, the cycle to work scheme, discounts on your weekly shopping bills which can add up to a great saving across the year (by a card you can top up), discounts on leisure such as a holiday with Jet2 and many more. The cycle to work scheme is part of the Government’s Green Transport Plan to promote healthier journeys to work. It allows you to take part of your pay as a loan for a bike and safety equipment.
- Membership of clubs. There are various clubs and societies available to civil servants to join. Here are just a few:
  - Civil Service Insurance Society which provide insurance for cars, home, life and much more.
  - Civil Service Sports Club - £4.25 per month offering discounts on family days out, free entrance to over 300 English Heritage sites and other offers.
  - Boundless – offering a wide range of discounts on travel, insurance and much more.

**boundless** BY CSMA



Cabinet Office

CABINET  
OFFICE  
PURPOSE

CULTURES  
AND  
VALUES

REWARD &  
RECOGNITION

HEALTH &  
WELLBEING

LEARNING &  
DEVELOPMENT

TIME OFF

OPPORTUNITIES

BENEFITS

PENSION

## CIVIL SERVICE PENSION



Your pension is important. A pension is a long term savings plan. My CSP is the pensions administrator for the Civil service.

New joiners are automatically enrolled into an Alpha Pension, one of the flexible Civil Service pension schemes. The Benefit pension schemes include; Classic, Classic plus, Premium, Nuvos, Alpha. There's also one Defined Contribution pension scheme; Partnership.

**Alpha** is a defined benefit career average scheme.

A career average pension scheme means a pension is built up every year, based on a percentage (2.32%) of how much is earned each year plus an annual adjustment and has the same pension age as the state pension. Contributions are based on a members pensionable earnings.

There is no automatic lump sum for this pension scheme, however members do have the option of receiving one. For every £1 of pension they give up they will receive £12 of a tax free lump sum, subject to HMRC limits.

**Death in Service** – Under the Civil Service pension scheme if you were to die whilst working as an employee, your next of kin can receive financial help.



Cabinet Office