



DIOCESE OF WESTMINSTER EMPLOYEE REWARDS AND BENEFITS

The Diocese offer employees a wide range of rewards and benefits:

Annual Leave

All employees receive 23 days annual leave plus bank holidays, with annual leave for part-time employees calculated on a pro rata basis.

Cycle to Work scheme

We offer an interest free loan of up to £3k for employees wishing to cycle to work, which can be used to purchase a bike and any required cycle accessories.

If you are interested in signing up, or want to know more, contact humanresources@rcdow.org.uk

Employee Assistance Programme

The Diocese provides two Employee Assistance Programmes.

A Wellbeing Helpline available 24/7 to support employees and clergy through issues such as mental health, bereavement, divorce, caring for relatives, and retirement planning, among others.

The service also provides up to six sessions of counselling if required and clinically eligible.

The helpline is free and confidential and can be accessed by calling 0333 321 1792.

Canada Life provide support through [bereavement counselling](#), a [probate helpline](#) and '[My Strength](#),' which is a personalised mental wellbeing support app.

Employee Recognition Programme – PRAISE

‘Praise’ our employee recognition programme, is open to all employees across the diocese. Any employee can receive a nomination, either from a colleague, member of the clergy or a senior manager.

The aim of Praise is to

- Increase levels of engagement
- Enhance collaboration & team working
- Reinforce our diocesan values and an improve engagement with our employee appraisal process

To nominate someone for PRAISE, please complete the following [PRAISE-form.pdf](#), and email it directly to praise@rcdow.org.uk

Eye Care

Employees are entitled to free eye tests at Specsavers up to a value of £25 and a pair of glasses from the £50 range with standard single-vision lenses. A voucher will be provided that will also cover a basic pair of glasses for £50 or to be used towards an upgrade to other frame. To request a voucher please email humanresources@rcdow.org.uk, providing your full name and payroll number.

Life Assurance

Subject to qualifying criteria, the Diocese provides a death in service benefit to provide some financial assurance to your loved ones in the event of your death whilst employed by the Diocese. This is a minimum of £8k for all employees up to the age of 75.

To ensure that this benefit is received by your beneficiary, please complete an Expression of Wishes Form [Expression-of-wishes-form-v1.docx](#) and return it to Pensions Administrator, Tony Williams at anthonywilliams@rcdow.org.uk

Living Wage Employer

The Diocese of Westminster is an accredited Living Wage employer and has a commitment to pay a Living Wage, as set by the Living Wage Foundation for all its employees.

Low-cost loans

The Diocese offer access to low cost and short-term loans via Churches Mutual Credit Union. Churches Mutual is a mutual society, a savings and loans co-operative owned and controlled by its members.

Loans are recovered in monthly instalments via payroll deductions. For further information and to access this benefit please visit their <https://www.churchesmutual.co.uk/>

Maternity, Paternity and Adoption Pay

For qualifying employees, we provide enhanced maternity, paternity and adoption pay.

Pension

We provide a contributory pension scheme with Standard Life (5% employer with 5% employee contribution). We are required to automatically enrol UK staff as per auto-enrolment legislation.

Recruitment referral

Our recruitment referral scheme is intended to encourage diocesan employees to recommend people they know through their networks to apply for suitable job roles.

The job candidate must state in the relevant field of the application form, the name of the referring employee and that their application is being submitted under the recruitment referral scheme. This will then be processed by the Human Resources department when the application is submitted.

To receive the £150 voucher, the referred employee must be fully onboarded, have commenced working for the Diocese of Westminster, and have successfully completed their probationary period.

Salary exchange

Employees who are members of the pension scheme are able to join the salary exchange scheme, which allows staff to 'exchange' part of their salary as a pension contribution, reducing the amount of tax and national insurance contributions due – Salary Exchange reduces an employee's PAYE liability by reducing their gross pay in exchange for non-cash benefits. This increasing take home pay or increasing the employee's pension fund without reducing their take home pay.

What are the advantages?

- Employees save on tax and NI contributions.
- Employees receive a higher pension contribution (if they wish to increase their % contribution) or alternatively take-home pay, depending on how the arrangement's set up.
- The diocese will save on NI contributions, which can be reinvested.

You can find out further information on the scheme from our Pensions Administrator Tony Williams at anthonywilliams@rcdow.org.uk

It is important to note that employees cannot reduce their gross salary through salary exchange programs if the reduction is such that it takes their total gross pay below the National Minimum Wage.

Simplyhealth Healthcare Cash Plan

The healthcare cash plan is a low cost means of providing you with access to fast stress-free health cover, enabling you to claim back the costs of everyday health care.

The scheme is available to all employees for a small monthly fee which is deducted from your salary via payroll. There are 6 levels of cover, as detailed below and you can choose to add your partner and children to the plan.

	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Employee	£19.53	£31.91	£46.59	£56.04	£66.89	£89.36
Employee and Partner	£39.06	£63.82	£93.18	£112.08	£133.78	£178.72

		Amount you can claim back each year Covered children will share these benefits					
Your table of cover - all benefits are 100% payback		Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Healthy eyes and teeth							
Sight tests, glasses and contact lenses		£60	£75	£100	£125	£175	£250
Everyday dental treatment – hygienist’s fees, fillings and more		£60	£75	£100	£125	£175	£250
Dental treatment needed as a result of an accident		£200	£300	£400	£450	£500	£600
Healthy body							
Seeing a Chiropractor, Osteopath, Physiotherapist or Acupuncturist		£150	£200	£250	£275	£350	£500
Seeing a complementary therapist, (please refer to the terms and conditions for details of the Health and Wellbeing benefit)		£60	£75	£100	£125	£175	£250
Seeing a Chiropodist, Podiatrist or Reflexologist		£25	£50	£75	£75	£100	£150
Discounted gym membership	★	✓	✓	✓	✓	✓	✓
Healthy mind							
Helpline service, including telephone counselling with the option to upgrade to six face-to-face counselling sessions	★	24 hours a day					
Healthy checks							
Finding out what’s wrong – appointments with a consultant, plus tests and scans		£250	£300	£400	£450	£500	£600
A health assessment that includes: <ul style="list-style-type: none">• BMI and body fat percentage• blood pressure reading• cholesterol or diabetes check• kidney or liver function test		£50	£100	£250	£300	£350	£500
Seeing a GP, a Dietitian for a consultation, or having an inoculation/vaccination by a GP or Nurse, or a flu vaccination by a GP, Nurse or Pharmacist		£75	£75	£75	£75	£75	£75
Prescription charges		£15	£20	£25	£30	£30	£35
Speak to a GP	★ ★	24 hours a day					
Private prescription delivery to your home or place of work, when prescribed using ‘Speak to a GP’ (There is a charge for the delivery service)	★ ★	✓	✓	✓	✓	✓	✓
Healthy extras							
Cash amount for each day or night to help towards everyday expenses if you need to stay in hospital (up to 20 days/nights)		£20	£20	£20	£20	£20	£20
Single cash amount if you have a baby or adopt a child (6 month qualifying period)		£200	£200	£200	£200	£200	£200
Worldwide cover - you'll be covered wherever you are in the world (excluding face-to-face counselling which is UK, Channel Islands and IOM only)		✓	✓	✓	✓	✓	✓

* Find information about how you can access these services on our myWellbeing platform. Additional services are also available.

**Speak to a GP through our app or via telephone.

Children are covered for free and will share an annual limit.

Season Ticket Loan

Employees are entitled to apply for an annual interest free season ticket loan to support with travel costs.

[Season-Ticket-Loan-Form.docx](#)

Staff Discount scheme

Employees are able to join the Reward Gateway savings scheme which offers discount on a wide range of products and services and includes the Reward Gateway app which can be downloaded to your phone for ease of access to the scheme.

Further information is available on the links below:

[Discounts Video Guide](#)

[SmartSpending™ App](#)

[Instant Vouchers](#)

[Reloadable Cards](#)

[Reloadable Vouchers](#)

[Cashback](#)

To join the scheme, or if you are an existing member and are experiencing difficulties accessing your account, please email humanresources@rcdow.org.uk