TRINITY HOUSE

A HELPING HAND

Employee benefits pack

Contents

Introduction

Our employees are critical in delivering the mission, vison and values that make Trinity House such a unique and worthwhile organisation.

The Trinity House People Strategy 2023-27 provides the foundations to create the right conditions to ensure we successfully attract, motivate, develop and retain a capable, diverse and flexible workforce. It sets out our people priorities to deliver our objectives, with a focus on pay and reward, resourcing and employee communication and engagement in the near term.

Recognising these priorities, we have put together a wide and varied range of benefits to make up the total reward package for our valued employees.

These benefits are in addition to our more obvious benefits, which include a generous pension scheme, performance related pay, generous annual leave entitlement and our instant recognition scheme.

Our booklet introduces you to the full range available to you as an employee of Trinity House. As a taster, just some of the benefits on offer are an Employee Assistance Programme, discounted health care, support groups, discounted holiday cottages and a corporate eye care plan, to name but a few.

If you are interested in any of our exclusive offers, please refer to the information provided at the bottom of the benefit provider's page.

Any questions regarding the benefit provision should be addressed direct to the provider.

We hope that you can make use of our superb range of benefits.

All information is correct as at August 2023.

Lighthouse holiday cottages (Rural Retreats)

Stunning properties in beautiful locations make a lighthouse holiday cottage the perfect escape

A number of our former lighthouse keepers' cottages have been transformed into splendid holiday accommodation, managed by Rural Retreats. Cottages are available at various locations around the coast from South Wales to North Yorkshire. Trinity House employees can take advantage of a discount scheme and holiday at one of these stunning locations.

Cost

There are various seasonal discounts available to employees. Further details can be found in document 156451. This includes the reference which must be quoted when contacting Rural Retreats.

Bookings can only be made via telephone **+44 (0) 1386 701177**

www.ruralretreats.co.uk

Lighthouse holiday cottages (Amenity Dwellings)

Two comfortable cottages situated along beautiful coastlines are available to rent

Trinity House offers two affordable former lighthouse keepers' cottages at Flamborough Head and Portland Bill. These cottages are open all year round and are allocated via an annual ballot. The amenity dwelling system was established to provide low cost holiday opportunities for current employees and pensioners.

Cost

The cost for the 2023/24 season is £360 including VAT. A 20% non-refundable deposit is payable at the time of allocation with the remaining balance due 4 weeks prior to the stay.

Further information

Email: **commercial@trinityhouse.co.uk**

Cycle to Work (C2W)

The cycle to work scheme enables you to obtain a bike and/or cycling accessories under the salary sacrifice scheme

Cycling is a great way to travel to and from work and the cycle to work scheme enables you to obtain a bike and/or cycling accessories under a loan agreement via salary sacrifice.

You rent your chosen bike and cycling equipment and at the end of the period you will be offered a number of minimal cost options to enable you to either continue to use the equipment, buy it, or return it at no further cost. The salary sacrifice enables you to pay back the loan on your bike, accessories and safety equipment from gross rather than net pay for the hire period.

Typical savings on the scheme can be up to 40% for basic rate tax payers, but the actual amount you pay depends on your personal tax.

Further information

www.edenred.uk.com/signin/CCSmylifestyle/login (QR code on p8)

Go to the **mybenefits** tab where you will see the cycle to work scheme listed, click on **More Information** and follow the instructions.

My Lifestyle

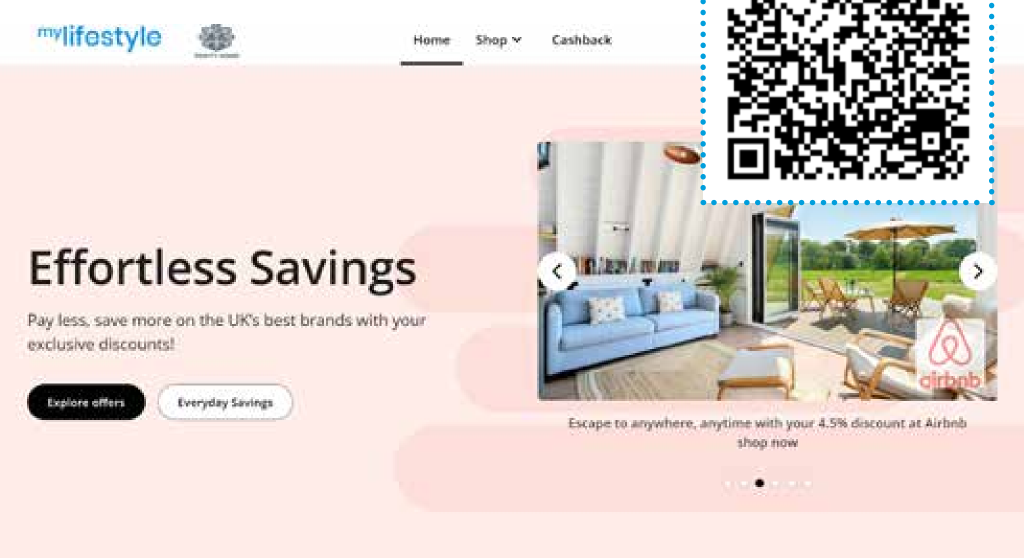
Enables employees to gain access to a wide range of exclusive discounts and benefits at retail, gym and leisure outlets

My Lifestyle, provided by Edenred has been made available to employees through the Crown Commercial Services. To use this platform go to the **mylifestyle** web page and log in using your Trinity House email address and password. New employees* will receive an email with a link and a temporary password. If you haven't yet registered, are not new to the service and are unable to trace the initial email, go to the address below and click on **forgotten password**.

*New employees will need to wait until shortly after they have received their first pay from Trinity House to set up their log in and access the platform. This is to allow time for their email address to be added by Edenred to enable access to the site.

Further information

www.edenred.uk.com/signin/CCSmylifestyle/login



MyGym Discounts

A service which enables employees to purchase gym memberships at discounted corporate rates

Choose from a wide variety of different health clubs, gyms and leisure centres. You can select membership from over 3000 participating gyms, health clubs and leisure centres and save up to 25% on the cost of membership for you and your partner. Search for gyms in your area to find out what deals are available to you.

Further information

To find out more go to the **Edenred mylifestyle** (QR code and URL on p8) home page and choose the **mywellbeing** tab across the top, scroll to the bottom and click on **access myGym discounts**. There you will find all the information you need to find a gym near you.

Tax Free Childcare

Tax free childcare can be obtained using the government scheme

Using the government scheme you can get up to £500 (£1,000 for a disabled child) for each child, every 3 months to help with the costs of childcare. For every £8 you pay in to your account, the government will pay an additional £2, up to £2,000 (£4,000) a year. This money can then be used to pay for your childcare with an approved childcare provider. To apply you would need to set up an online childcare account.

Further information

www.gov.uk/tax-free-childcare

www.childcarechoices.gov.uk

Civil Service Sports Council Sports & Leisure (CSSC)

An organisation inspiring its members to explore new ways to keep active while maintaining physical and mental health

Part funded by the Cabinet Office, their vision is to inspire their members to explore new ways to be active by organising a huge range of events for all abilities. Activities range from football, netball, tennis and angling to tenpin bowling, sailing, quiz nights, walking tours and theatre trips. Members can also gain access to savings on shopping and family days out among other things. CSSC also gives corporate membership to English Heritage and CADW. Free entry to Kew Gardens is also available to members, plus 50% off one accompanying adult.

Cost

Subscription is at the rate of **£4.99 per month/£59.88 per annum**.

Membership can continue on leaving Trinity House.

Further information

www.cssc.co.uk

Telephone: **01494 888444** (Mon – Thurs 9am -5pm & Fri 9am - 4.30pm)

Boundless

A club providing exclusive money-saving deals, and a variety of benefits to help members make the most of their free time

Boundless is a club for people working in or retired from the public sector or Civil Service. It is a non-profit motivated organisation owned by its members, for its members whose benefits include: breakdown and recovery service at exclusively low rates, highly competitive rates of insurance, holiday and shopping discounts and benefits such as unlimited access to Royal Botanic Gardens, Kew and all Wildfowl and Wetlands Trust Sites.

Cost

Membership is £40 per year and is available to both current and past Trinity House employees.

Further information

www.boundless.co.uk

Telephone: **0800 66 99 44** 9am-5pm Mon-Sat.

Email **info@boundless.co.uk**

Civil Service Insurance Society

An independent specialist insurance intermediary arranging insurance on behalf of the customer

CSIS can arrange competitively priced insurance including car, home, travel, caravan, pet and life cover. They are a company limited by guarantee, without shareholders or other owners. They operate on a not for profit basis, normally being paid by commission by the insurer on business handled, with no additional fees for administration. Any profit they do make is donated to charities to benefit people from the civil and public services who are facing hardship.

Cost

CSIS offers competitive prices for all current, former and retired employees of the civil or public service and their partners.

Further information

www.csis.co.uk

Telephone: **01622 766960** (Mon – Fri 8.30am to 5.30pm, Sat 9am to 1pm).

Email: **Insurance@CSIS.co.uk**

Employee Assistance Programme (EAP)

A 24 hour helpline from Health Assured to support you through any of life's issues or problems

Sometimes it can be difficult to balance the pressures of work and home life. Health Assured has been chosen as the Employee Assistance Provider for Trinity House and provides caring support to both you and your immediate family so you can give your best in life.

A 24/7 confidential support line is available, handled by an experienced therapist or advisor, who will offer support in a friendly, non-judgemental manner.

The 24 hour service can be used for a multitude of issues including budgeting, stress and anxiety, housing issues, medical information and childcare support, to name but a few.

Cost

Free confidential 24 hour helpline.

Further information

Speak to an adviser in confidence, on the 24 hour helpline **0800 028 0199**

www.healthassuredeap.com

PHOTO BY LIGHTHOUSE TECHNICIAN **SCOTT TACCHI**

Corporate Eye Care Plan

A corporate eye care plan provided to employees of Trinity House

The Specsavers Corporate Eye-Care Plan allows free eye sight tests to all employees and discount for VDU and safety glasses. It also offers a discount option for your friends and family for VDU and safety glasses.

DSE Eyecare Options – Optical Care Voucher worth £49 will buy you one complete pair of glasses from the £49 range, fitted with standard single vision lenses plus a scratch-resistant treatment when required solely for DSE use. Alternatively, the £49 voucher can be used towards an upgrade to other frames and you pay the difference. A Premium Club eVoucher code is an integral part of every DSE eVoucher and offers a further £20 contribution when glasses are selected from the £99 range or above, giving you a combined contribution of £69. Employees can also request two further Premium Club eVouchers annually to be used by members of their family.

Safety Eyewear Voucher - This voucher entitles the holder to one complete pair of Specsavers safety glasses, with CR39 single vision lenses. An additional safety eyewear voucher is required for bifocal or varifocal lenses. For other lens materials, treatments or tints, additional Lens Options vouchers are required. All safety eyewear vouchers will automatically be issued with a "Polycarbonate Lens Option" voucher.

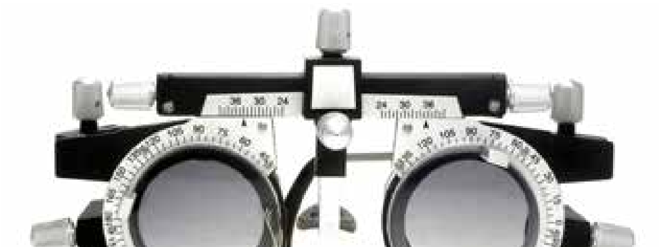
Further information (DeskSite)

DSE eyesight tests and provision of glasses – **Doc No. 9221**

Request for eyesight test / glasses form HS46 - **Doc No. 201952**

Eye Protection – Impact Safety Goggles, Shield and Glasses – **Doc No. 9214**

www.specsavers.co.uk/corporate/evouchers



HEALTH AND WELL-BEING

The Charity for Civil Servants

For help and advice on general well-being issues

The Charity can provide advice on money issues, relationship difficulties, caring responsibilities, stress, anxiety, depression and other mental health problems. They can also provide financial assistance where necessary and in emergencies they may be able to offer a one-off payment to tide you over during a crisis. They give access to various on-line financial assistance including budget planners, money factsheets and webinars.

Cost

Trinity House is an associated employer and as such all serving, former and retired employees and their financial dependants are eligible to apply for free help and advice. You do not have to be a donor to get help.

The fund however is a charitable organisation reliant on voluntary donations and fund raising initiatives. Should you wish to know more or make a regular contribution direct from salary, leaflets are available from People Services or from the leaflet displays in work areas.

Further information

To speak to an adviser in confidence, call the charity's freephone number on **0800 056 2424** (Mon-Fri 10am to 1pm) or use **contact us** on the website.

www.foryoubyyou.org.uk

Seafarer's Advice & Information Line (SAIL)

A free service provided by Citizens Advice Greenwich, offering specialist advice to seafarers

SAIL (formerly the Seafarers Benefits Advice Line) is a Citizens Advice Service providing independent, confidential and impartial assistance to working and former seafarers and their families. The fully trained advisors can provide specialist advice on issues such as housing, money worries and the practicalities of relationship breakdowns as well as advice on entitlement to benefits.

Cost

SAIL offers free, independent, confidential and impartial advice, to those eligible, on their rights and responsibilities.

Further information

Telephone: **0800 160 1842** (freephone) Monday to Friday 10am to 4pm or leave a message if ringing out of hours.

www.sailine.org.uk

Email**: advice@sailine.org.uk** or by using the enquiry form on the website at **www.sailine.org.uk/contact-us**

Dreadnought Medical Service

A priority treatment centre for Merchant Seafarers to help them to return to work more quickly

The Dreadnought Medical Service operates from St Thomas' Hospital in London as an NHS-funded contract to treat merchant seafarers. You would need to be referred by letter and a completed information form from your GP or approved company doctor.

Eligible employees:

- Active SVS employees
- Shore based employees essential to the function of the fleet
- Dependants where the illness of the spouse or child (under 18) causes the SVS employee serious concern.
- Retired SVS employees (but not their dependants)

Cost

Funded by the NHS

Further information

www.seahospital.org.uk/dreadnought

For details on applying for a referral contact**: 020 7188 2049**

Lines open Mon-Fri 9am-5pm

Email: **gst-tr.dreadnought@nhs.net**

Benenden Healthcare Society

Healthcare including private medical insurance available to Trinity House employees at discounted rates

Benenden provides low cost back up healthcare. There are no upper age restrictions and no exclusions for pre-existing medical conditions. It is an alternative to private medical insurance and services are provided on a discretionary basis, subject to the resources available and may be dependent on GP referral, NHS wait time and the type of treatment required.

Cost

The current rate is £12.80 per person per month. There is no increase in charges due to age or usage however the cost in reviewed annually. Family members can be added at the same rate.

Further information

www.benenden.org.uk

Telephone: **0800 4148001** Lines open 9am – 5pm Mon-Fri (excluding bank holidays).

Civil Service Additional Voluntary Contribution (CSAVC) Scheme

Defined Contribution (money purchase) providing benefits in addition to existing pension arrangements

The Civil Service uses Legal & General as the provider of this scheme. Alternatively anyone can take out a Free Standing AVC (FSAVC) independently of the Civil Service.

An advantage of joining the CSAVC Schemes is that Legal & General offers reduced charges specially negotiated by the Civil Service. It is, however, your responsibility to decide whether or not these are the best terms for you.

Cost

The member decides how much they want to pay into the AVC. They can start, stop or change the level of payments at any time by notifying People Services, in writing, to amend the payments being made via payroll.

Payments made receive tax relief at the member's highest rate. Tax treatment depends on personal circumstances and may be subject to change in the future.

The member chooses the investment route for their contributions. There is a wide range of pension investment funds to suit the member's needs.

Further information

www.civilservicepensionscheme.org.uk/csavcs

Civil Service Pension Arrangements

Trinity House pension scheme for employees

On joining Trinity House most employees will be auto enrolled into the appropriate Defined Benefit Civil Service Pension Scheme. An email will be issued to all new members which provides links to an option form and certain details of the schemes available.

The pension arrangements are administered by **MyCSP** whose details are below. If making a personal enquiry please ensure you advise your NI or scheme membership number, this can be found on your annual benefit statement.

Should you have any questions on the arrangements you can contact either MyCSP direct or **People Services (01255 245093)**.

Employees do have the choice of opting out or instead may choose the Partnership Pension Account. This is a Defined Contribution Scheme provided by Legal & General. Benefits are based on contributions and the growth of the pension fund.

Additional contributions can be paid to top up your pension benefits (added pension) or members may be able contribute to an EPA to allow part (or all) of the Alpha pension to be paid earlier than their normal pension age without any early payment reduction. For further details refer to **Increase your pension - Civil Service Pension Scheme.**

Further information

www.civilservicepensionscheme.org.uk

Partnership Pension Account: **www.civilservicepensionscheme.org.uk/knowledge-centre/pension-schemes/partnership-pension-account**

EPA: **www.civilservicepensionscheme.org.uk/members/buying-added-pensions-and-epa**

MyCSP Service Centre, PO Box 2017, Liverpool, L69 2BU

Tel**: 0300 123 6666**

Email: **contactcentre@mycsp.co.uk**

Civil Service Retirement Fellowship

The CSRF is dedicated to helping former Civil Servants and their dependants make the most of their retirement

Friendship and support are at the forefront of the CSRF. They provide a range of services that include two national befriending schemes to help combat loneliness in later life, local community groups (providing educational speakers and leisure activities) and are on hand to offer information, advice and signposting to a wide range of other supportive organisations.

Member benefits include: Friendship by Telephone, which provides a little bit of company and friendly social contact via a regular chat from a volunteer befriender; Friendship by Home Visit matches trained volunteer befrienders to beneficiaries to provide a friendship visit at home. These both aim to provide a social purpose to help relieve isolation and loneliness; local groups offering varying programmes that might include visiting speakers, pub lunches, theatre trips, walks or other leisure pursuits; Zoom book club to discuss a book and share views. Each member has at least two choices of book per year so it keeps the choice of reads fresh and draws from a wider range.

Cost

Retired Civil Servant are those who decide to support the CSRF financially and receive the full benefits. The minimum annual donation is £33 (single) or £55 (joint).

Serving Civil Servant (Supporter) contributes £12 per year (£1 a month) to support the beneficiaries and the CSRF's ongoing commitment to enhancing and improving well-being for older people in later life.

Further information

www.csrf.org.uk

Telephone: **020 8691 7411**

email: **enquiries@csrf.org.uk**

Civil Service Pensioners Alliance

CSPA provides member services and benefits designed to meet the needs of pensioners

The CSPA are here to make sure you get the best from your retirement and have been campaigning on behalf of Civil Service pensioners in the UK for over 70 years.

They are an independent, non-party political organisation with 96 local groups around the UK and an elected Executive Council. They work closely with the Cabinet Office to protect pensions.

Their income comes from members' subscriptions, receiving no financial help from outside bodies, so they are free to pursue the policies that are best for their members.

It is the only body recognised by the government as being mandated to speak on behalf of Civil Service pensioners and with direct access to the Cabinet Office. Membership is open to Civil Service pensioners, spouses/partners and to those who have left the Civil Service but are entitled to a Civil Service Pension when they retire.

Benefits include a magazine, access to free legal advice and signposting to appropriate legal services, access to deals for travel, car, caravan, pet and home insurance, discounts from high street retailers and on holidays and travel. They are also a trusted partner of MyCSP and can offer members help if they experience problems with their Civil Service Pension.

Cost

Individual membership is £3.00 per month (£36 per year) or £4.20 (£50.40 per year) for joint membership with a partner or spouse.

Further Information

www.cspa.co.uk

Telephone: **020 8688 8418** Mon-Fri 9am-5pm

email **enquiries@cspa.co.uk**

NOTES

PHOTO BY SECOND OFFICER **STORM SMITH-SUCKOO**

TRINITY HOUSE

For the benefit and safety of all mariners

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