

Total Benefit Statement 2015/16



Benefit (All Staff)	Details
Pension (Contributory Scheme) including life assurance	New Staff Defined Contribution Scheme 3% / 4% / 5% (by employee) Contribution doubled by employer (ie., 3 % paid by employee / 6% paid by employer) In addition, Colne will comply with its statutory obligations with regard to auto enrolment (1% contribution by employee / 2% by Colne)
Health cash plan	Employee subscription paid by Colne (taxable benefit).
Holiday	Minimum 26 days rising to 29 days (includes lieu day at Christmas) per annum pro rata Ability to purchase or sell up to 3 additional days where appropriate.
Car Parking	For essential car users.
Business Mileage (cars)	Essential users: Car allowance of £1800 per annum pro rata and 23p per mile Casual users: 45p per mile
Business Mileage (push bikes)	20p a mile
Company Sick Pay scheme	Based on length of service rising to twelve weeks at full pay / twelve weeks at half pay (after 10 years' service).
Staff award schemes	Awarded to staff that go 'the extra mile and achieve something out of the ordinary' that demonstrates Colne's core values. In addition, quarterly award presented at staff meeting for 'best' value for money initiative as judged by the Executive team.
Long service awards	Five additional days holiday or a one off payment defined and advised by Colne, which is subject to tax and NI deductions (pro-rated) awarded at 10 years and then every 5 years thereafter. A gift of up to £100 in monetary value may also be purchased.
Various interest free loans	Push bike loan (up to £500) Public transport season ticket Car parking annual season ticket loan Essential car users only – car loan up to £5,000 considered (All above considered once probationary period confirmed)

respeCtful, empOwering, exceLlent, traNsparent, progrEssive

Benefit	Details
Gym membership subsidy	50% (up to a maximum of £15) paid per month towards gym membership.
Fruit day	Colne provides various fruit one day per week to encourage healthy eating.
Annual flu jab	Carried out at Colne's office free of charge.
Hepatitis B vaccination course	If your role is risk assessed as having a 'higher risk' of coming into contact with Hepatitis B, then Colne will pay for this course of inoculation.
Internet and e-mail access	Free access to internet and e-mail outside of working hours.
Personal development and training	<p>Comprehensive programme:-</p> <ul style="list-style-type: none"> ▪ CORE training in order for you to carry out your role ▪ Personal development whilst meeting the Colne's aspirations and targets ▪ Mentoring / coaching ▪ Job shadowing <p>Investors in People employer with Gold accreditation status.</p>
Enhanced Maternity Leave / Pay and enhanced Paternity Leave / Pay	Refer to the policy for full terms and conditions.
Childcare vouchers	Colne works with Edenred to provide a salary sacrifice scheme for childcare vouchers. Maximum of £243 per employee per month.
Professional Subscription	One per year as appropriate to the business needs of Colne (once probationary period confirmed).
Eye care	Annual Eye test paid for and contribution towards glasses.
Free Tea, Coffee, water and juice	Available for all staff.
Celebrations	<p>At Christmas, Colne holds a celebration meal for all staff, fully paid for by Colne.</p> <p>In addition to these celebrations, Colne also runs one off team building events throughout the year such as staff away days, annual coach trip and 'thank you' days.</p>
Charity of the Year	At Colne our people are also charitably minded and jump at the chance to organise and get involved in many fund raising events for good causes.
Counselling	Free 24 hour telephone counselling service open to you and family members.



respe**C**tful, emp**O**wering, exce**L**lent, tra**N**sparent, progr**E**ssive