



Humber Teaching  
NHS Foundation Trust

# STAFF BENEFITS BOOKLET



Caring, Learning  
& Growing Together

#HUMBELIEVABLE





## Hello, Here at Humber Teaching NHS Foundation Trust, we want our employees to feel valued and appreciated and to help us provide a strong foundation for delivering outstanding patient care.

After all, without you, it would be impossible to provide the award winning, high quality of care to our service users for which we are renowned.

Read on to discover how you can take advantage of a number of great benefits linked to your employment at Humber.

From excellent contractual benefits, to home electronics and discounted meals out.

This guide offers a range of benefits for all employees to enjoy!

Rest assured that your hard work doesn't go unnoticed. This booklet, with all the excellent benefits contained within, is our way of reminding you how highly we regard and value the contribution each of you make.

If you wish to contribute to the ongoing development of Reward and Recognition initiatives at the Trust, we would welcome your ideas.

These can be directed to [hnf-tr.strategichrteam@nhs.net](mailto:hnf-tr.strategichrteam@nhs.net)

Best wishes

Steve McGowan  
Director of Workforce & Organisational Development



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Key: Benefits for each employee type.  
All Benefits are available to Substantive Staff

✓ Benefits available to Bank Staff

<b>Our Culture</b>	Being Humber: Our Behavioural Standards ✓
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# OUR BENEFITS AT A GLANCE

## Supporting Staff Health and Wellbeing

- Health and Wellbeing MOT ✓
- 1:1 Wellbeing Sessions ✓
- Wellbeing Activities and Public Health Themed Events ✓
- Digital Health ✓
- Free Flu Vaccination ✓
- Counselling ✓
- Physiotherapy ✓
- Occupational Therapist
- VIVUP Employee Assistance Programme ✓
- Back Care Advisor ✓
- Recovery College ✓
- Gym Membership ✓

## Supporting your Personal and Family Finances

- VIVUP Budgeting and Debt Advice ✓
- Cost of Living Resources ✓
- Working From Home Allowance ✓
- School Uniform Costs ✓
- Healthcare Workers Foundation ✓
- Utility Discounts ✓
- Money and Pensions Service ✓
- The Trussell Trust ✓
- Grocery Discounts ✓
- NHS England- Money Helper Service ✓

## Saving you money on Shopping and Leisure Discounts

- VIVUP Lifestyle Savings ✓
- Red Guava ✓
- Health Service Discounts ✓
- Affinity Cars ✓
- Blue Light Card ✓
- NHS Staff Benefits ✓
- Concert for Carers ✓
- The Cinema Society ✓
- Tickets for Good ✓
- Too Good To Go ✓
- Olio ✓
- Hull Community Shop ✓
- Community Fridge Network ✓

## Your Voice Matters

- Staff Networks ✓
- Staff Surveys ✓
- Freedom to Speak up ✓
- Ask the Exec Sessions ✓
- Meet Michele Sessions ✓

## Your Trust Charity

- Health Stars ✓
- Your Charity Lottery ✓
- Pennies from Heaven ✓

We are continually reviewing the reward and recognition initiatives that we offer our staff and we would love to hear from you for your suggestions

Please contact: [hnf-tr.strategichrteam@nhs.net](mailto:hnf-tr.strategichrteam@nhs.net)

# OUR CULTURE

We want Humber Teaching NHS Foundation Trust to be ‘a provider of high quality services’ and ‘a great place to work’.

## BEING HUMBER: OUR BEHAVIOURAL STANDARDS

At our Trust we have a way of doing things that makes us, us. ‘For most of us most of the time ‘Being Humber’ is just who we are and how we approach our work.

A ‘Culture’ is simply how we do things around here. We believe our talented people deserve a positive culture which enables us all to enjoy and succeed during our time at the Trust, as well as to help our people continue to choose Humber as their employer of choice.

Our Culture shapes how our work life can look and feel in a positive way and can have a profound effect on how we feel about our work, the people we work with and our environment.

It includes how we communicate with each other in a friendly and welcoming manner and how decisions are made with our patients and our people at the heart of what we do.

It also includes what we can expect from one another to ensure we feel respected and ensuring our hard work and talents are recognised, we feel appreciated for what we do and our work celebrated.

People from every corner of our Trust have contributed to a concept that captures life in our world.

Our ‘Being Humber’ guide sets out the values and behaviours we should all expect from one another in a simple framework for us all to use.

Our Being Humber Guide can be found here on our Intranet Page: [Being Humber](#).



# BEING HUMBER

“It's simply about treating people how you want to be treated.”

## BEING HUMBER IS...

-  FRIENDLY AND WELCOMING
-  BEING RESPECTFUL
-  OPEN AND HONEST
-  BEING PROFESSIONAL
-  PUTTING PATIENTS FIRST
-  VALUING EVERYONE
-  COMMUNICATING EFFECTIVELY

## BEING HUMBER IS NOT...

-  BEING UNFRIENDLY
-  DISRESPECTFUL OR UNKIND
-  BEING DISHONEST
-  BEING UNPROFESSIONAL
-  PATIENTS ARE NOT PRIORITISED
-  UNAPPRECIATIVE OR INDIFFERENT
-  INEFFECTIVE COMMUNICATION



# CONTRACTUAL BENEFITS

## TOTAL REWARD STATEMENT

Your Total Reward Statement is issued to you on an annual basis. It is unique to you therefore includes your own personal data.

It shows you the value of your employment package and some of the benefits which are important to you - some of which have a monetary value and others that do not. The information shown includes basic pay, incentives and local employee benefits (such as health, wellbeing and learning and development).

For members of the NHS Pension Scheme, it will also provide you with an overview of the value of your NHS Pension benefits.

The statement will also include important information to help you with any queries and provide you with additional details that you may need to be aware of.

Total Reward Statements are available on your Electronic Staff Record (ESR - under My Pay & Rewards) and are refreshed in August to reflect the previous financial year.

Total reward statements stay available to you until the next refresh. You can access ESR from the desktop on your computer and your mobile phone.

## NHS PENSION

Planning for your future is important! Therefore, employees will automatically be superannuated under the terms of the National Health Service Pension scheme, unless they formally elect to opt out of the scheme.

The NHS Pension Scheme is open to all NHS workers aged between 16 and 75. It has 3 sections: 1995 Section, 2008 Section and the 2015 Section. The 2015 Section calculates pension benefits based on career average earnings.

Members of the scheme have their NHS Pension Annual Benefit Statement included in their Total Reward Statement (TRS) which can be accessed via ESR Employee Self-Service.

See under Total Reward Statement for how to access ESR.



Further detailed information on the NHS Pension Scheme can be found on:

[www.nhsbsa.nhs.uk/Pensions.aspx](http://www.nhsbsa.nhs.uk/Pensions.aspx)

# CONTRACTUAL BENEFITS

## TYPES OF LEAVE

As part of our strategy for improving the working lives of our staff and developing equal opportunities, Humber Teaching NHS Foundation Trust recognises that there are times when staff may need leave from work for various reasons.

Therefore, we have the following types of leave:

### ANNUAL LEAVE

Employees should enjoy their life outside of work; therefore, we want to support the work life balance and your personal wellbeing as much as possible. We offer a generous annual leave entitlement, plus the opportunity to increase or decrease this, if necessary (please see Buying and Selling Annual Leave or Discretionary Leave).

The figures to the right, are pro rata for employees working part time. An employee's continuous previous service with an NHS employer will count as reckonable service in respect of annual leave.

Length of Service	Annual Leave
On appointment	27 Days + Bank Holidays
After 5 years' service	29 Days + Bank Holidays
After 10 years' service	33 Days + Bank Holidays

### SPECIAL LEAVE

Special leave is there to help staff balance the demands of their work and home life by providing an alternative leave arrangement to cover any urgent and unforeseen circumstances which may arise\*.

### SICK PAY

All substantive employees are entitled to remuneration whilst away from work due to illness which goes far beyond the legal minimum government provisions, as detailed in the Absence Management Policy\*

Length of Service	Entitlement
During first year of service	One month's full pay and two months' half pay
During the second year of service	Two months full pay and two months' half pay
During the third year of service	Four months full pay and four months' half pay
During the fourth & fifth years of service	Five months full pay and five months' half pay
After completing five years' service	Six months' full pay and six months half pay

### MATERNITY, PATERNITY AND ADOPTION

The Trust supports employees who are preparing to welcome a new addition to their families by offering generous Maternity, Paternity and Adoption Leave and pay.

Your entitlement depends on the amount of NHS continuous service, as detailed in the policy\*.

\*Please visit the policies section on our Intranet to find all of our leave policies.

# ADDITIONAL LEAVE

Another way for us to thank our staff for their dedication and hard work is by offering some additional leave throughout the year.



Birthday leave! We provide all staff with an additional day's leave for their birthday each year. If you are not scheduled to work on your birthday, or you're unable to have the day off due to other commitments, please do not worry – have the conversation with your manager about having a day off near so you're still able to celebrate.

If you have completed your appraisal, all statutory mandatory training, you're DBS is up to date (if applicable) and you're up to date with your Covid-19 and Flu Vaccinations (unless exempt) you are entitled to an additional day's leave as a thank you for helping keep you, and our patients safe.



# MAKING PURCHASES AFFORDABLE

## SALARY SACRIFICE

We offer a range of salary sacrifice schemes. These schemes allow employees to pay discounted rates for a range of benefits through monthly payroll deductions, meaning you less National Insurance or NHS Pension Contributions (if you are a member of the of the NHS pension scheme).

## CHILDCARE

### Tax Free Government Scheme

The government's tax free childcare scheme offers up to £2,000 a year per child towards costs. This is paid via an online childcare account that you set up for your child.

Please visit the government website for further information: [www.gov.uk/tax-free-childcare](http://www.gov.uk/tax-free-childcare)

## VIVUP HOME ELECTRONICS

Vivup's Home Electronics Salary Sacrifice Scheme allows you to purchase goods and pay via a salary deduction. A major benefit of this is you will save on tax and insurance contributions

You can choose from a catalogue of technology and must have home appliances and your order will be supplied direct from the UK's leading electronics retailers. This scheme is managed via our Vivup platform so for more information on how you can access this benefit, please visit [www.vivup.co.uk](http://www.vivup.co.uk).



# MAKING PURCHASES AFFORDABLE

## BUYING AND SELLING ANNUAL LEAVE

We encourage staff to do their utmost to take their annual leave within the year, however we understand that exceptional circumstances do not always allow this. We also understand that there may be occasions where staff feel they would like extra annual leave entitlement.

The Buying and Selling Annual Leave Scheme was introduced to provide flexibility to staff for their life outside of work and gives the opportunity for you to take more time if required.

The window for the Buying and Selling Annual Leave scheme is usually the beginning of the year, around early January however the exact detail will be released each year.

More information can be found on the Trust's dedicated Intranet page.

## VIVUP CYCLE TO WORK

Save money, keep fit and avoid parking problems by hiring a brand-new bicycle and safety equipment. You save tax and national insurance contributions on the cost of the bike and equipment.

You can choose your bike and kit directly from one of the partner retailers yourself and own it after the hire period.

For more information and to start your new fitness routine, please visit [www.vivup.co.uk](http://www.vivup.co.uk)

## NHS FLEET SOLUTIONS

Looking for a new car? Our car leasing scheme through NHS Fleet solutions is designed to provide you with competitively priced and trouble-free motoring.

Under the Scheme, you lease a car using the Trust's current lease car suppliers, normally for a period of two or three years. There is no deposit required and the cost of providing the car is fixed for the duration of the lease.

This salary sacrifice scheme provides a cost-effective way to lease a brand-new car via salary sacrifice.

The monthly cost includes:

- Insurance
- Routine servicing
- Vehicle exercise duty
- Tyre replacement
- Breakdown cover
- Windscreen replacement cover

At the end of the Scheme, you can return the car with no additional charge subject to the vehicle meeting the required return standards and having covered no more than the agreed contracted mileage.

Visit [Fleet solutions \(nhsfleetsolutions.co.uk\)](http://Fleet_solutions_(nhsfleetsolutions.co.uk)) for further information- you will be required to register on their website using VPD 338



# YOUR CAREER AND DEVELOPMENT

Learning and Development is important to all of us. Therefore, we believe that high quality education and training is essential to the future development of the Trust. You will get the opportunity to discuss your own training and development needs with your manager in your regular one to one meetings and appraisals.

## APPRENTICESHIPS

We are committed to offering training and development opportunities that enable our staff to reach their full potential and develop into a career that is both beneficial to them and to the Trust.

We are an anchor employer in our region and want to attract a workforce that is continually being upskilled and developed.

The Trust is committed to offering high quality apprenticeships in order to strengthen our workforce in order that our staff continue to offer the highest level of service for our patients and continually build on this.

We currently offer a range of apprenticeships to suit a range of clinical and non-clinical roles, below are just some of the apprenticeships we offer at Humber:

- Healthcare Assistant - Level 2 & 3
- Pharmacy Technician- Level 3
- Professional Accounting Technician- Level 4
- Nursing Associate- Level 5
- Occupational Therapy Integrated Degree – Level 6
- Chartered Management Degree- Level 6
- Senior People Professional- Level 7

More information can be found on the Trust's dedicated Intranet page or by contacting the Apprenticeship Team:

[hnf-tr.apprenticeships@nhs.net](mailto:hnf-tr.apprenticeships@nhs.net)



# YOUR CAREER AND DEVELOPMENT

## LEADERSHIP DEVELOPMENT PROGRAMMES

Leadership Development Programmes are available to all leaders at Humber. Our Senior Leadership Development is for leaders Band 8a and above, and our Leadership Development is for leaders between Bands 3 and 7.

They are designed to equip our leaders and managers with all of the necessary skills and attributes to be truly inspirational and effective in their roles.

If you would like to know more or get involved, please contact us at [hnf-tr.proud@nhs.net](mailto:hnf-tr.proud@nhs.net)

## HUMBER HIGH POTENTIAL DEVELOPMENT SCHEME

The Humber High Potential Scheme (HHPDS) embodies our commitment to supporting learning, growing, and encouraging individuals to unlock their full potential! 10 candidates are selected each year to participate in a 12-month supported development programme. This runs April to April.

Due to our commitment of nurturing a diverse workforce and we therefore ringfence three places on the scheme to our staff networks.

For more information please visit the HPDS Intranet page: : [High Potential Development Scheme \(humber.nhs.uk\)](https://humber.nhs.uk), or if you have any queries about the scheme, please email the [hnf-tr.proud@nhs.net](mailto:hnf-tr.proud@nhs.net)

## HUMBER MENTORSHIP PROGRAMME

Our Mentorship Programme is a platform to help mentee's connect with skilled, knowledgeable, and experienced colleagues who can offer valuable help and advice based on their experiences.

We are always happy to welcome new mentors to the programme and are always looking for people who can offer support, provide encouragement, give insight and work with a mentee towards their agreed goals.

Being a mentor is a rewarding experience as it offers real scope for personal and professional development, an opportunity to raise your profile and a chance to network with a wide variety of colleagues

If you would like to know more or get involved, please contact us at [hnf-tr.proud@nhs.net](mailto:hnf-tr.proud@nhs.net)

# YOUR CAREER AND DEVELOPMENT

## EMPLOYEE APPRAISALS

An appraisal is an ongoing process of support and encouragement throughout the employment journey which aims to help employees be the best that they can be.

The Trust ensures that all employees within the organisation have an annual appraisal and agree a personal development journey which supports and underpins the organisation's goals and aspirations for service user care. It is also a great opportunity to have a health and wellbeing conversation within this.

Our window to carry out appraisals is 1st April to 30th June.

For further details on our appraisals, please refer to the Trust's appraisal policy and procedure or on our Trust's Appraisals Intranet Page: [Appraisals \(humber.nhs.uk\)](#).

## NURSE TRANSFER WINDOW

The Trust is committed to ensuring that all staff are given the opportunity to care, grow and learn. Therefore, a procedure exists to assist nurses in progressing in their speciality field or to gain further skills.

The scheme enables nurses to make transfers into band 5 roles elsewhere in the Trust removing the bureaucracy of the full recruitment process.

More information on eligibility and how to apply can be found on the Trust's dedicated Intranet page or by contacting the Strategic HR Team: [hnf-tr.strategichrteam@nhs.net](mailto:hnf-tr.strategichrteam@nhs.net)

## WORK EXPERIENCE

Humber is proud to offer the opportunity for young people to access work experience. This allows secondary school and college students to experience what it is like to work alongside Humber's extraordinary, professional workforce.

These young people are our future employees, we need to support them and give them an amazing experience and encourage them to apply for our entry level vacancies on completion of their studies.

We want to excite and attract a future generation of employees giving them a real insight in to the many different job roles available.

Recent feedback from the students has been really positive and we need to extend this across the Trust.

Students can bring an extra pair of helping hands, provide the opportunity for supervision experience within a team and offer new and innovative ideas.

## LEADERSHIP FORUMS

We aim to inspire staff to reach their individual potential, supporting staff to develop and grow through knowledge exchange and healthy debate. The Senior Leadership and Leadership forums provide a platform to raise the ambitions of staff.

Colleagues return to their services with their developed knowledge, organisational understanding, and reflection, which we believe forms a key component of the improvements.

You can express your interest or gain more information by contacting the team via: [hnf-tr.leadershipforumbands3to7@nhs.net](mailto:hnf-tr.leadershipforumbands3to7@nhs.net)



# APPRECIATING OUR 'HUMBELIEVABLE' STAFF

Here at Humber we are committed to Caring, Learning and Growing and passionate about developing an effective and empowered workforce by recruiting and retaining our 'Humbelievable' colleagues

## VIRTUAL BOUQUETS

We can all forget to say thank you from time to time, so we offer a virtual Bouquet which can be sent to a nominated staff member for going above and beyond to help you, a patient or another staff member.

You don't just have to say thank you, you can congratulate someone for passing an exam or completing a grueling challenge in aid of charity.

To nominate someone, visit our intranet page and complete the online form:

<https://intranet.humber.nhs.uk/virtual-bouquets.htm>

## LONG SERVICE RECOGNITION

We value your commitment to the NHS and therefore invite those who have reached 20 years continuous service to celebration events throughout the year to express our appreciation of your dedicated service and your valuable contribution to the NHS over the years.

## FREE DBS CHECKS

If your role requires you to have a DBS (Disclosure Barring Service) check, the Trust will meet the cost of this for you- this includes the 3 yearly DBS check staff are required to have.

This ensures that our service users, patients and carers have assurance that we are proactive in ensuring that all employees, where required, are fully compliant and safe to deliver services.

## EMPLOYEE OF THE MONTH

Anyone can nominate or be nominated for our Employee of the Month. We're looking for colleagues who demonstrate the Humber values and behaviours, put patients at the heart of what they do, and work well as a team.

The awards are made to individuals who have demonstrated that they meet one or more of the following criteria:

- The colleague consistently demonstrates behaviour that supports our Trust Values of caring, growing and learning together
- The colleague demonstrates the behaviours as outlined in our Behavioural Framework
- The colleague delivers excellent patient care or customer service
- The colleague demonstrates innovative and new ways of working
- The colleague demonstrates integrated working or effective teamwork.

Every month EMT meet to review submissions and decide the month's winner, with the victor announced via the Midweek Global email.

The winners will be invited to attend our Quarterly Staff Awards, where they will each receive a certificate and a £50 gift voucher from the Chairman and Chief Executive.

More information on how to nominate an individual can be found here: [Employee of the Month Award \(humber.nhs.uk\)](https://intranet.humber.nhs.uk/employee-of-the-month)

# APPRECIATING OUR 'HUMBELIEVABLE' STAFF

## GOLDEN HELLO

In addition, we will also enhance our attraction package by offering a 'Golden Hello' recruitment premium of up to £3,000 for new Band 5 nurses appointed from 1 April 2022- the scheme will be reviewed in March 2023. Internal staff training towards a Band 5 nurse appointment will also be eligible for this payment upon successful recruitment into a Band 5 nurse role at our Trust.

Further information can be found here: [B5\\_RR Premia.pdf \(humber.nhs.uk\)](#)

## RETENTION PAYMENT FOR BAND 5 NURSES

Here at Humber all Band 5 nurses in post receive an £1,000 annual retention premium (pro rata for part time staff)- the option to extend this scheme into future financial year(s) will be reviewed in March 2023.

Further information and eligibility can be found here: [B5 RR Premia.pdf \(humber.nhs.uk\)](#)

## REFER A FRIEND

Do you know someone who could fill one of our hard to recruit to vacancies? To ensure an outstanding and safe service to service users, it is essential that the right people are recruited and retained by the Trust.

The 'Refer a Friend' scheme gives employees the opportunity to recommend someone they know, such as a friend or family member, for a hard to recruit position at the Trust and, upon successful appointment both the existing and new employee will receive £750\*.

Please access the refer a friend scheme guidance on the Intranet for further details.

\*Scheme rules apply



## STAFF AWARDS

Each year our Trust hosts our annual staff awards ceremony to recognise and celebrate the dedication and achievements of staff across a number of different categories.

# APPRECIATING OUR 'HUMBELIEVABLE' STAFF

## FLEXIBLE WORKING

The Trust realises the importance of striking a work life balance and actively seeks, wherever possible, to offer hours and patterns of work that suit your personal circumstances. From your first day of employment, you are eligible to request a flexible working arrangement.

There are a number of different ways the Trust offers flexible working, all of which are dependent upon your circumstances and meeting the needs of the service area in which you work.

We recognise that things can change overtime so as part of your ongoing one to one meetings and appraisal you have a regular opportunity to discuss your working arrangements with your manager.

For further details on how to apply please refer to the Trust's Flexible Working Policy and Toolkit which can be found on the Intranet.

## RELOCATION PACKAGES

Our Relocation Packages aim to support recruitment at Humber by offering financial assistance to newly appointed employees who are required to relocate as part of their role. This helps colleagues to move close to their new work base quickly by contributing towards additional travel costs and/or costs of moving home.

For more information please see our Relocation Policy on the intranet.

## ENHANCED MILEAGE CLAIMS PAYMENT

We are constantly reviewing and increasing the mileage rate to support staff to meet the current increased price of fuel.

Here at Humber, on top of the nationwide NHS mileage rate allowance, we are currently paying a top-up allowance to our staff which will be reviewed in March 2023.

This is automatically applied when submitting an expenses claim.

## FREE CAR PARKING

All staff have access to free onsite car parking at all of our sites. Our new automatic number plate recognition system allows you to register up to two vehicles.

The Trust have 3k charging bays located outside Mary Seacole Building and 22kw charging bays located within the graveled car park adjacent to the former Trust HQ. The trust also has two 7kw charging bays at Townend Court.

To access our charging bays, you will need to sign our 'Electric Vehicle Charging Agreement' which can be found on our Intranet.

## BRIDGE TOLLS

To support our staff with the rising cost of living, any bridge tolls that are incurred when traveling to and from site can be reimbursed via our expenses system. We also pay Humber Bridge Tolls for those travelling across as their commute to work.



# SUPPORTING STAFF HEALTH AND WELLBEING

## WORKFORCE WELLBEING TEAM

The Workforce Wellbeing Team deliver a health and wellbeing service offering support to you, our staff, for your physical, mental, and social health and wellbeing. The team can provide a number of services to support your health and wellbeing, please contact us on: [HNF-TR.Healthandwellbeing@nhs.net](mailto:HNF-TR.Healthandwellbeing@nhs.net)

The team can provide a number of services and health and wellbeing initiatives, such as:

### 1. HEALTH AND WELLBEING MOT

This programme is available to all our workforce, including Bank staff.

Physical Assessment – up to 30 minutes:

- Blood Glucose
- Cholesterol
- Blood Pressure
- Body Composition

Wellbeing Assessment – up to 30 minutes:

- Emotional Wellbeing assessment and identification of your wellbeing needs

### 2. ONE TO ONE WELLBEING SESSIONS

Support and advice from our dedicated Health and Wellbeing Specialist, who can provide bespoke wellbeing sessions for as long as you need. This can be done face to face, a telephone call, or virtually.

A wellbeing review looks at your full health and wellbeing to help you set goals including:

- Weight Management
- Emotional wellbeing
- Digital Health & Wellbeing support including tools & apps
- Physical Activity
- Addictions
- Nutrition
- Smoking cessation



# SUPPORTING STAFF HEALTH AND WELLBEING

## 3. WELLBEING ACTIVITIES AND PUBLIC HEALTH THEMED EVENTS

The Team are available to attend the area you work to offer you and your team support in a more informal setting.

You will have the opportunity to partake in a number of wellbeing activities throughout the year which will be available across different localities within our Trust.

## 4. DIGITAL HEALTH

The Workforce Wellbeing Team can support on accessing digital resources and applications for your health and wellbeing: [HNF-TR.Healthandwellbeing@nhs.net](mailto:HNF-TR.Healthandwellbeing@nhs.net)

Here are just a few applications you can access for FREE:



Shiny Mind is an evidence-based, proven mental health and wellbeing app, co-created with the NHS and is for everyone in our Trust. It provides a proactive resource with over 100 interactive evidence-based activities, and a community to improve wellbeing and resilience for every member of our staff. The aim is to help to improve wellbeing and resilience for our people, promote positivity, purpose and connection within teams and proactively supporting you with access available 24/7.



Headspace is a science-backed app in mindfulness and meditation, providing unique tools and resources to help reduce stress, build resilience, and aid better sleep.



Using scientifically-backed assessments, tools and training you can measure and manage your personal mental health needs, including digital programmes designed to help with stress, sleep, coping, connection, fulfilment and nutrition.



The NHS Fitness Studio has a range of online exercise videos to help keep you physically active at home.

Take your pick from 24 instructor-led videos across the aerobics exercise, strength and resistance, and pilates and yoga categories. These workouts have been created by fitness experts InstructorLive and range from 10 to 45 minutes.

# SUPPORTING STAFF HEALTH AND WELLBEING

## OCCUPATIONAL HEALTH TEAM

Our Occupational Health Team advise on work-related illness, help to manage risks in the workplace that could lead to ill-health, and help to manage both short and long-term absence situations.

### FREE FLU VACCINATION

It has never been as important as it is now to have your flu vaccination. With COVID-19 in circulation alongside Influenza it is important to get your vaccine as soon as you can.

To help keep you, your family and the people we care for safe.

We are encouraging you to get your free annual flu jab as soon as you can. That means getting your vaccination as part of the Trust programme or attending an appointment that you are invited to by your GP.

If you have your annual jab, stay up to date with your statutory and mandatory training and you have had your appraisal, you qualify for an extra day of annual leave.

More details are available on the Intranet or by contacting our Occupational Health Team. [Click Here](#)

### COUNSELLING

There are occasions during your working life when, for a number of reasons, levels of stress, anxiety or general physical and mental wellbeing are affected.

Occupational Health offer a free, independent and confidential psychological wellbeing service for all staff. The team includes qualified counsellors who are experienced in all psychological needs.

Please complete a self referral via MyCority by visiting our Occupational Health page on the Intranet for further details. [Click Here](#)

### PHYSIOTHERAPY

If you are suffering from musculoskeletal pain, you have direct access to the occupational health physiotherapy service.

The service is easy to access and will allow you to get quick, expert intervention for acute episodes of acute episodes of muscle and joint problems that are having an impact on your function at work. This intervention/treatment is provided by a senior chartered physiotherapist.

If you suffer from pain and mobility issues, it is quite common for you to manage with simple exercises and over the counter analgesia where required. Often we don't seek the support of a Physio until we have been referred via a GP or until the pain is so bad.

Self-help offers help to manage some common MSK ailments such as Lower back / shoulder / wrist / ankle / neck and upper back / knee etc. The self-help link includes exercises specific to the area of pain / immobility and how to look after it. [Click Here](#)

# SUPPORTING STAFF HEALTH AND WELLBEING

## OCCUPATIONAL THERAPIST

Occupational Health has an in-house Occupational Therapist (OT).

The OT works with staff who have chronic medical conditions (i.e., Long Covid / MS / Fibromyalgia / Depression etc), who have difficulties carrying out day-to-day activities causing sickness absence. The OT supports these individuals following a functional assessment, implementing pathways, which assists the individual to remain at work with the additional support of the OH department.

Please ask your manager to complete a Management referral via MyCority by visiting our Occupational Health page on the Intranet for further details: [Click Here](#)

## VIVUP EMPLOYEE ASSISTANCE PROGRAMME (EAP)

Whether you're facing problems at work or at home, you can access impartial, confidential advice from qualified counsellors for many different issues, including: anxiety, bereavement, stress, depression, trauma, workplace issues, relationships, finance and Self Help CBT Workbooks: [Click Here](#)

The telephone helpline is available 24/7, 365 days a year is completely confidential and free to anyone needing mental health support 24/7 Help at any time, available 365 days a year.

To access the service, simply call 03303 800658\* CALLS CHARGED at local rates (or 0800 023 9324 free from any standard UK landline or mobile phone).

You can find more information on our EAP on the intranet and through the Vivup Portal: [Click Here](#)

## BACK CARE ADVISOR

Our Back Care Advisor provides specialist guidance, advice and assistance with the formation of generic and individualised workstation and working environments. They advise on appropriate ergonomic equipment identified through risk assessment.

Please ask your manager to complete a Management referral via MyCority by visiting our Occupational Health page on the Intranet for further details: [Click Here](#)



# SUPPORTING STAFF HEALTH AND WELLBEING

## RECOVERY COLLEGE

The Recovery College helps empower both staff and patients by using an educational model to promote hope, control, opportunity and good mental well-being.

The Recovery College offers individuals free\* support to recognise their own resourcefulness, talents and abilities in order to equip them with knowledge and tools to enable them to become experts in their own self-care.

Examples of the courses on offer at the Recovery College are\*:

- Boxing for Health
- Coping with Emotions
- Living with Anxiety
- Living with Depression
- Building your Self Esteem
- Mental Health Awareness
- T'ai Chi
- Meditation
- Sleep Well
- Wellbeing Through Creativity

If you would like to attend a course at the Recovery College which falls during your working time, please speak to your manager.

To understand more about our Recovery College and learn about their latest events, visit [NHS Humber Recovery and Wellbeing College \(humberrecoverycollege.nhs.uk\)](https://humberrecoverycollege.nhs.uk)

\*Selected courses may ask for a small fee



# SUPPORTING STAFF

# HEALTH AND WELLBEING

## GYM MEMBERSHIP

Are you looking to keep fit, join a gym and save money? By joining either East Riding, Hull Leisure or North Yorkshire membership scheme you can be fitter, healthier and have increased levels of energy.

As a corporate member you will receive the flexible membership on the contract price. Saving you up to 24% off each month!

Gym	Full Price	Discounted Price	Saving
Hull Leisure Council Gyms	£27	£21.60	20%
East Riding Leisure Council Gyms	£33	£25	24%
North Yorkshire- Everyone Active Gyms	£27.99	£24.99	11%

All you need to do is ask for the corporate membership rate and present your staff ID badge/proof of employment at your chosen Leisure Centre when you make your first visit.

### Hull Leisure

- Albert Avenue Pools
- Costello Stadium
- East Hull Pools
- Ennerdale Leisure Centre
- Sutton Park Golf Course
- Beverley Road Baths
- Hull Arena
- The Waudby Centre

### North Yorkshire- Everyone Active

- Ryedale
- Scarborough
- Malton
- Whitby

### East Riding Leisure

- Beverley
- Bridlington
- Driffield
- Hornsea
- Goole
- Francis Scaife, Pocklington
- South Holderness
- South Cave
- Withernsea
- Haltemprice, Anlaby

For more information on memberships offered at other North Yorkshire Gyms please visit: [Leisure and fitness groups | North Yorkshire County Council](#)

A variety of other UK gyms offer NHS Discount such as Total Fitness, Nuffield Health, The Gym Group and many more. You can find out more about these discounts by visiting your chosen gyms website, or by contacting them directly.

Many well-known gyms are also featured on Blue Light and Health Service Discounts and are updated frequently.

# SUPPORTING YOUR PERSONAL AND FAMILY FINANCES

## VIVUP BUDGETING AND DEBT ADVICE

Our benefits provider VIVUP offer a range of budgeting and debt advice and support.

Dealing with debt can cause stress and worry, meaning you may find it difficult to concentrate on work and other responsibilities.

'Ask Bill' provides free and impartial money advice and budgeting tools to help you reduce your utility bills, manage your money and deal with debt issues in a practical, straightforward way that can make a real difference to your daily life. To learn more about the support available to you, visit [www.askbill.org.uk](http://www.askbill.org.uk) today or via your Vivup app.

Through Vivup you can also access a variety of financial wellbeing benefits such as a free budgeting calculator through Pave which helps you understand the support eligible to you and your finances.

Angel Advance provides online debt advice 24/7 to get you back on track and make your finances more manageable. This support can be accessed through the Vivup dashboard through the Debt Advice section.

Click here to visit the Vivup Portal and access these benefits: <https://vivupbenefits.co.uk/>

## COST OF LIVING RESOURCES

We have brought together resources that will help you save money and access extra support if you need it, wherever you work across our Trust.

This can be accessed on the Trust's intranet page where you will find household bills, financial and wellbeing support .

Click here to visit the intranet page: [Cost of Living Support \(humber.nhs.uk\)](http://humber.nhs.uk).



## WORKING FROM HOME ALLOWANCE

The Trust continues to pay a Working from Home Allowance to staff up to £6 per week with up to an additional £14 per week available during winter, available until March 31st 2023.

# SUPPORTING YOUR PERSONAL AND FAMILY FINANCES

## SCHOOL UNIFORM COSTS

Ahead of the new school term many parents are concerned about meeting the cost of school uniforms. You can use the government website [postcode checker](#) to see what support is available for uniform costs where you live.

A number of local projects support parents to access affordable school uniforms. You can search the internet for a bank near you (Search 'School Uniform Bank + your location) or speak to your child's school who can help you locate a bank.

## HEALTHCARE WORKERS FOUNDATION

The Healthcare Workers' Foundation provides help to healthcare workers and their families to support the care they give to the community. They offer financial aid, counselling, staff room refurbishments and bereaved families support to anyone working in a healthcare setting.

[To find out more click here.](#)

## UTILITY DISCOUNTS

A variety of Utility providers offer discount to NHS Staff. Currently Sky are offering a Sky TV and Netflix bundle for £22 a month through VIVUP

You can find more current utility discounts by visiting: [Vivup | Home \(vivupbenefits.co.uk\)](#).

## MONEY AND PENSIONS SERVICE

You can get free, confidential, and independent money and debt advice from the government's free, impartial [Money and Pensions service website](#).

## THE TRUSSEL TRUST

The Trussell Trust's Help through Hardship hotline– in partnership with Citizens Advice, is available to anyone in England or Wales facing financial crisis. In line with the Trust's aim of improving access to support that helps people increase their income, the helpline ensures that this support is offered at the earliest stage possible – before a food bank referral is made. Callers to the helpline can receive advice, signposting to other specialist services debt, housing, and a referral to a food bank, if needed.

[To find out more click here](#)

## GROCERY DISCOUNTS

A variety of UK Supermarkets provide discounts to NHS Staff. Currently Asda are offering 10% discount to Blue Light Card Holders (until at least March 2023).

You can find more current Supermarket Discounts through:

[Vivup | Home \(vivupbenefits.co.uk\)](#)

[Supermarket NHS Discounts & Deals - Health Service Discounts](#)

## NHS ENGLAND- MONEY HELPER SERVICE

NHS England have teamed up with the Money Helper Service to offer all staff access to provide free, independent support. Their website lists a number of useful tools including budget guides and debt advice.

To learn more please visit: [NHS England » Financial wellbeing](#)



# SAVING YOU MONEY ON SHOPPING AND LEISURE DISCOUNTS



Save money with a huge range of discounts across the UK's major retailers, supermarkets, travel, family essentials, dining out, leisure activities, sports nutrition, cybersecurity and much more!

Discounts are available to redeem online, enabling you to make big savings on everyday expenses and luxury treats.

Visit <https://vivupbenefits.co.uk/>



This discount is available to all NHS Staff nationally

Health Service Discounts have a huge range of NHS discounts, from money saving deals and vouchers, including travel and holiday deals, to hotel discounts, relaxing airport lounge and airport parking discounts, mouth-watering restaurant deals, money off fashion fixes, through to deals on mobile phones, utilities and gym membership.

Visit [Health Service Discounts: NHS Discounts, Offers & Codes](#) to register.

# Red Guava



Red Guava Benefits is available to all staff and their dedicated website has a wide range of offers and discounts to save you money. You can make great savings on national attractions, entertainment, days out, theme parks, holidays, hotel breaks, shopping and much more.

Visit the [Red Guava Login](#) website and use the following login details to explore their offering:-

Login = HUMBER  
Password = BENEFITS

Affinity Cars is a car plan that offers personal lease deals. You don't even have to visit a showroom. Using one simple website, you can personalise your own deals and tailor your contract plan to suit your needs and budget. You select length of hire, annual mileage and add any maintenance packages you would like, all included in one simple, fixed monthly payment.

Register today to explore our offers at <https://www.acvm.com/personal-leasing/affinity/>

Your unique Affinity code is: humb2606



# BLUE LIGHT CARD™

## Thank you!

We are inviting all staff to sign up for a Blue Light card paid for by the Trust so you can access two years of incredible discounts!

### How to redeem:

- Visit the Blue Light Card website to purchase your card - <https://www.bluelightcard.co.uk/>
- If you already have a valid card you can reclaim the cost to cover your purchase
- Please note if you are purchasing a new card you will need to allow time for the card to be processed and received

**You can claim your expense up to 31/3/23**

Instructions and guidance of how to submit your claim can be found on the Payroll Intranet page available by [clicking here](#)

<https://www.bluelightcard.co.uk/>



# SAVING YOU MONEY ON SHOPPING AND LEISURE DISCOUNTS



This discount is available to all NHS Staff nationally

NHS Staff Benefits is a website which is open to all NHS Staff looking for a discount code to use or perhaps a money off special to save a few pennies. They aim to provide NHS Staff the very best offer they can find with a variety of well known UK brands

To find out more please visit: <https://www.nhsdiscountoffers.co.uk/>



This discount is available to all NHS Staff nationally

The Cinema Society allows employees to purchase discounted cinema tickets at up to 40% off the box office prices, from all major cinema chains along with hundreds of Independents.

In order to register please visit: [The Cinema Society](http://TheCinemaSociety.com) ([cinemasocietyclub.com](http://cinemasocietyclub.com)), and use your @nhs.net email address to register.



Together with



This discount is available to all NHS Staff nationally

Concerts for Carers has been set up to reward the hard work and dedication of NHS Staff and will give them access to live events for free.

Getting your free event tickets is as easy as signing up to the Concerts for Carers website: [www.concertsforcarers.org](http://www.concertsforcarers.org)

Once you have signed up, you can select an event and you will be entered into a ballot with the lucky winners notified in due course.



This discount is available to all NHS Staff nationally

Tickets for Good provide free and discounted tickets to a range of events such as West End shows, festivals and gigs to name a few!

As an NHS worker simply sign up to their platform using your NHS Email address for exclusive access to free and discounted live event tickets

To find out more please visit: <https://ticketsforgood.org/nhs/>



# DID YOU KNOW ABOUT DOUBLE DISCOUNTS?

Did you know you can claim a double discount with Vivup e-voucher and blue light discount code at most online checkouts?

Simply sign up to VIVUP and purchase an e-voucher (typically 5-10% discount), once purchased the voucher will hit your email inbox in seconds and is a form of 'Gift Voucher' payment on the retailers website.

Then visit the Blue Light Card Website and find the relevant discount code (typically a further 5-10% discount). Meaning.... You can use both at the same time!

[Vivup | Home \(vivupbenefits.co.uk\)](https://vivupbenefits.co.uk)

[Welcome to Blue Light Card](#)

# SAVING YOU MONEY ON SHOPPING AND LEISURE DISCOUNTS



Every day, delicious, fresh food goes to waste at cafes, restaurants, hotels, shops and manufacturers - just because it hasn't sold in time. The Too Good To Go app lets you buy and collect this food - at a great price - so it gets eaten instead of wasted. You won't know exactly what's in your order until you pick it up - it's all part of the surprise.

Download the app to get started or visit: [Join Our Food Waste Movement \(toogoodtogo.co.uk\)](https://toogoodtogo.co.uk)



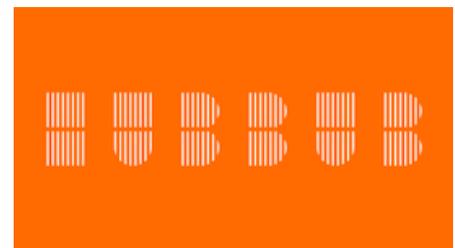
The Hull Community Shop provide nutritious and affordable food for residents and families in and around Hull. They collect surplus produce from supermarkets and food manufactures/processors all over the city and turn this into affordable food that residents can purchase from our shop for a donation.

For more information visit: [Hull Community Shop \(HCS\) | EMS Yorkshire](#)



OLIO connects neighbours with each other and with local businesses so surplus food can be shared, not thrown away. This could be food nearing its sell-by date in local stores, spare home-grown vegetables, bread from your baker, or the groceries in your fridge when you go away. For your convenience, OLIO can also be used for non-food household items too.

For more information visit: [OLIO – The #1 Free Sharing App \(olioex.com\)](https://olioex.com)



Community Fridge Network

The Community Fridge Network is coordinated by Hubbub and it connects fridges across the UK. A Community Fridge is a space that brings people together to eat, connect, learn new skills and reduce food waste. There are several Community Fridges across Whitby, Scarborough and Malton.

For more information and to find a Community Fridge near you visit: [Community Fridge Network \(hubbub.org.uk\)](https://hubbub.org.uk)

# YOUR VOICE MATTERS

## STAFF NETWORKS

Humber Teaching NHS Foundation Trust values equality, diversity and Inclusion.

At Humber we are dedicated to equal opportunities and for staff to be treated fairly in recruitment and career progression. Staff can expect to work in an environment where diversity is valued and equality of opportunity is promoted.

We have established networks to ensure that the employee voice has a platform to be heard.

- **Rainbow** Alliance LGBT+ - this network is an inclusive forum open to all members of staff who identify as LGBTQ. Its aim is to provide support, advocacy and solidarity for the LGBTQ community across the Trust.
- The Disability Network – this network focusses on issues that impact people with a disability at the Trust and offers support to them.
- BAME Network – the Black and Minority Ethnic (BAME) network provides a forum for BAME staff to come together, share experiences, develop new skills and make friends. It aims to ensure that BAME staff have a consistent and positive experience at the Trust.

If you have a desire to be a part of our networks please email: [hnf-tr.strategichrteam@nhs.net](mailto:hnf-tr.strategichrteam@nhs.net)

## STAFF SURVEY

The national NHS Staff Survey and the quarterly NHS Pulse Survey give you the opportunity to have your say on what it's like working for the NHS and the Trust.

Our survey's help us identify what is going well and what the organisation can do to improve. The aim is to gather information that will help the Trust provide better care for patients and improve the working lives of staff.

## FREEDOM TO SPEAK UP

We take your concerns seriously. Patient safety is our prime concern and our staff are best placed to identify where care may be falling below the standard our patients deserve.

In order to ensure our high standards continue to be met, we want every member of our staff to feel able to raise concerns with their line manager, or another member of the management team.

We want everyone in the organisation to feel able to highlight wrongdoing or poor practise when they see it and be confident that their concerns will be addressed in a constructive way.

If you do not feel you can raise an issue with a member of the management team you can email [HNF-TR.SpeakUp@nhs.net](mailto:HNF-TR.SpeakUp@nhs.net) or telephone: Alison Flack - Freedom to Speak Up Guardian 01482 389379

## ASK THE EXEC SESSIONS

Each month our Executive Management Team come together to host a live event for all staff, where they each give an update on the Trust and answer any Q&A's asked by staff.

## MEET MICHELE SESSIONS

Here at Humber our Chief Executive Michele Moran schedules in regular, informal and relaxed virtual Q&A sessions for all staff, keeping you up to date on all things 'Humbelievable' and answering any questions you may have.



# YOUR TRUST CHARITY

## HEALTH STARS

Health Stars act as our Trust charity and using their 'Circle of Wishes' initiative grant wishes to teams, service areas and projects across the organisation. Health Stars invest thousands of pounds into the Trust and teams each year. The Circle of Wishes initiative provides an opportunity for you to apply for funding to make a real difference (subject to meeting eligibility criteria).

Over the next 5 years Health Stars want to:

Improve the healthcare for a population of over 800,000 people.

Increase and then retain donor levels by 10% each year.

Recurrently invest in our community via charitable giving.

Whatever you dream up, Health Stars will do their best to make it a reality.

## YOUR CHARITY LOTTERY

For just £1 a week you can join the weekly draw. There are 81 guaranteed winners and a rollover prize from £200 up to £10,000. Since 1996, there have been over 1040 local people who've received a first prize valued over £1,000. Don't miss out on your chance to become a Your Charity Lottery winner.

For more information on how to join, go to <https://www.yourcharitylottery.org.uk/health-stars>



# DO YOU KNOW HOW MANY PENNIES WERE ON YOUR LAST PAYSALIP?

Probably not, so why not donate them to charity?

pennies  
from  
heaven



Simple and if we all join in we can raise thousands of pounds!

For example:

**EARN £950.84**

**KEEP £950**

**DONATE 84p**



healthstars

**THIS YEAR ALL OUR PENNIES WILL SUPPORT HEALTH STARS.**

Health Stars is THE Charity for Humber Teaching NHS Foundation Trust, working in partnership to enhance the community and mental health services provided to over 800,000 people living in our service area

To join in or for more information please contact Health Stars  
[hello@healthstars.org.uk](mailto:hello@healthstars.org.uk) or call 01482 389103



**Humber Teaching**  
NHS Foundation Trust

## CONTACT US

 : [hnf-tr.strategichr@nhs.net](mailto:hnf-tr.strategichr@nhs.net)

 : @HumberNHSFT

If you would like to receive this document in another format, please do not hesitate to contact us



Independently accredited  
**menopause friendly**  
employer

