

REWARDING WORK



HM Prison & Probation Service

A Great Place to Work

- Prison Officer of the Year Awards
- Butler Trust Awards
- Staff Ideas Scheme
- Eye Care Vouchers
- Discounts on Sports and Leisure
- Support for Carers
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- Gallantry Awards
- Honours
- Royal Service Awards
- Royal Garden Parties
- Imperial Service Medals
- Special Bonus Scheme
- Loyal Service Awards

Click on
+ signs to
see more
detail



PARENTING



♥ VOLUNTEERING ♥



LEAVE



FLEXIBLE WORKING



TRAINING



WELLBEING



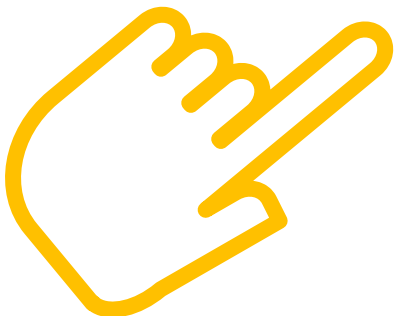


What does HMPPS offer?

- ❖ The ability to nominate individuals to be considered for an Honour from Her Majesty the Queen
- ❖ Every nomination is considered on its own merits, taking into account the person's achievements and how they have made a difference

How can I access this benefit?

- ❖ The [Honours Secretary](#) is able to offer one-to-one assistance and guidance on completing the nomination form
- ❖ You can also contact the [HMPPS Honours Co-ordinator](#) for feedback or advice on how to write a successful nomination



More information can be found
[here](#)



HMPPS: A Great Place to Work

Special Bonus Scheme

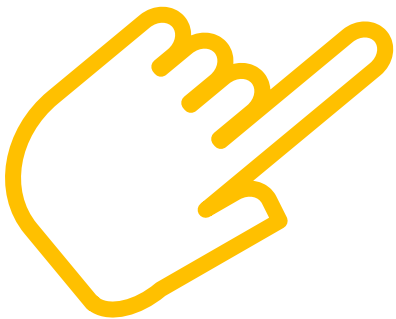


What does HMPPS offer?

- ❖ Local management can recognise and reward any member of staff for exceptional performance in a particularly demanding task or situation through a one-off non-consolidated lump sum payment of up to £2,000
- ❖ They can be paid to staff for their individual work or to members of a team

How can I access this benefit?

- ❖ Nominations for rewards will usually be made by a line manager
- ❖ Colleagues can also nominate one another by passing the relevant information on to line management



Further information can be found
[here](#)



HMPPS: A Great Place to Work

Loyal Service Awards

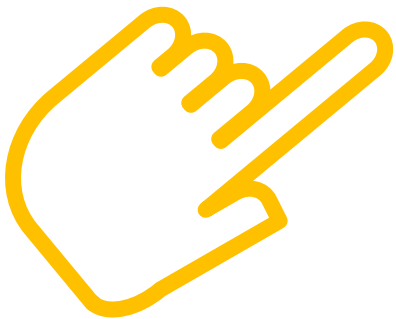


What does HMPPS offer?

- ❖ Awarded to operational employees who have **served 20 years** in the Civil Service
- ❖ An inscribed medallion and presentation box, produced by the Royal Mint exclusively for HMPPS

How can I access this benefit?

- ❖ The award is made on the recommendation of the Governor/Head of Business Unit who certifies that the individual's character and conduct have been very good
- ❖ If you feel that you are eligible, please inform your line manager



More information can be found [here](#) along with the relevant forms



What does HMPPS offer?

- ❖ Her Majesty The Queen hosts **garden parties** for civil servants at Buckingham Palace and The Palace of Holyroodhouse in Edinburgh
- ❖ They can be for people coming to the end of a career, people who have completed a particularly commendable objective and members of staff who consistently give outstanding service to members of the public and to their colleagues

How can I access this benefit?

- ❖ Each year, the HR Director requests that Directors and Deputy Directors of Custody nominate those who represent the best of the Department



More information can be found [here](#) along with the relevant forms



HMPPS: A Great Place to Work

Imperial Service Medals



What does HMPPS offer?

- ❖ The Imperial Service Medal is awarded to staff in non-managerial grades
- ❖ These are awarded upon leaving the Civil Service with a minimum of 25 years' service meritorious service
- ❖ A personalised medal is made

How can I access this benefit?

- ❖ It is non-competitive, but you do need to apply to receive this reward
- ❖ Line managers complete a [form](#) and then send this the Governor or Head of Group for approval



More information can be found
[here](#)



HMPPS: A Great Place to Work

Prison Officer of the Year Awards



What does HMPPS offer?

- ❖ Rewarding and celebrating the outstanding achievements of staff throughout the Service
- ❖ Prison staff below Manager G/Band 6 are eligible for nomination
- ❖ There are 9 categories of awards which represent different aspects of the Service

How can I access this benefit?

- ❖ Nominations are requested each year by your HRBP



Further information can be found
[here](#)



HMPPS: A Great Place to Work

Butler Trust Awards



What does HMPPS offer?

- ❖ Recognise outstanding dedication, skill and creativity
- ❖ Awards and Commendations are given for work, over a sustained period, which contributes to the effective care of offenders; promotes the health and well-being of staff; or provides wider benefits to the public at large
- ❖ Awards are presented by HRH The Princess Royal

How can I access this benefit?

- ❖ Nominations are judged by an independent panel
- ❖ Anyone can make a nomination – most come from colleagues, but they can also come from offenders and people working in partner agencies



More information can be found [here](#) and on the [Butler Trust website](#)



HMPPS: A Great Place to Work

Gallantry Awards

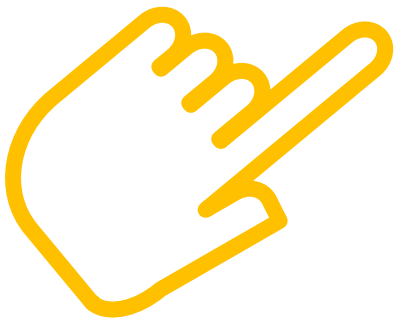


What does HMPPS offer?

- ❖ Recognition of specific acts of bravery at work, which result in saving, or attempting to save another's life or the apprehension of dangerous criminals

How can I access this benefit?

- ❖ Staff may inform Governors, Heads of Business Units directly of any outstanding action, which might merit an award
- ❖ Nominations are made using the form [here](#)



More information can be found
[here](#)

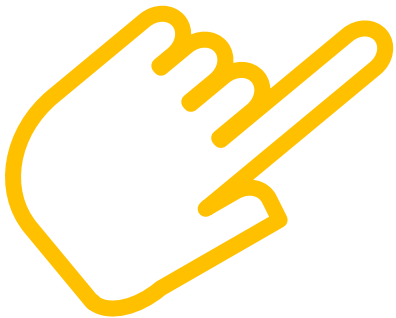


What does HMPPS offer?

- ❖ Encourage innovation and continuous improvement with the potential to have a service-wide impact
- ❖ Re-numeration of up to £3,000 is available per idea if it will offer substantial benefits and savings to HMPPS

How can I access this benefit?

- ❖ Staff Ideas must be submitted on a [form](#) to the local Recognition Committee
- ❖ Ideas considered locally to have a service-wide benefit should be forwarded to the Central Staff Ideas Scheme where they will be evaluated for service-wide implementation by the appropriate headquarters policy team



More information can be found
[here](#)



HMPPS: A Great Place to Work

Discounts



What does HMPPS offer?

- ❖ Employee **discounts** include supermarkets, high street stores, leisure facilities and much more
- ❖ Discounts are continually changing, so check [MyDiscounts](#) regularly

How can I access this benefit?

- ❖ Login via the [Edenred My Lifestyle portal](#)
- ❖ On the welcome page, you should select 'My Discounts' to access employee discounts
- ❖ When you start you should receive login details to your work email
- ❖ If you don't, email helpdesk-UK-VBR@edenred.com



More information can be found
[here](#)



HMPPS: A Great Place to Work

Cycle Scheme



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What does HMPPS offer?

- ❖ **Rent a bike** (tax-free)
- ❖ Sacrifice part of your salary through the agency Salary Sacrifice scheme you can achieve savings on a range of bikes and cycling safety equipment
- ❖ At the end of the period, you can buy it or return it at no cost
- ❖ Over 140 brands of bikes available

How can I access this benefit?

- ❖ Log on to the [My Lifestyle portal](#)
- ❖ Select 'My Benefits' and choose the cycle to work scheme option
- ❖ Salary sacrifices will be made on a monthly basis over a 12 month period



More information can be found
[here](#)



HMPPS: A Great Place to Work

Season Ticket Loans



What does HMPPS offer?

- ❖ An interest free **loan** for a season ticket for travel, parking or to buy a bike
- ❖ Loans over £10 000 will be subject to income tax

How can I access this benefit?

- ❖ Loans can be applied for through [SOP](#)
- ❖ The loan can be repaid in up to 12 equal monthly instalments
- ❖ Proof of purchase of the season ticket or bike loan will have to be provided within 35 days to your line manager



More information on loans can be found [here](#)



HMPPS: A Great Place to Work

Salary Advance



What does HMPPS offer?

- ❖ An Advance Of Salary for house purchase or negative equity may be agreed where a member of staff makes an authorised move to a more expensive area, and is granted taxable housing costs allowance

How can I access this benefit?

- ❖ This can be applied for through [SOP](#) using the [Salary Advance Form](#)



More information on can be found [here](#)



HMPPS: A Great Place to Work

Pension



What does HMPPS offer?

- ❖ Most employees are automatically enrolled into the **Civil Service Pension Scheme** (Defined Benefit scheme)
- ❖ An alternative would be to switch to a partnership scheme (Defined Contribution scheme)

How can I access this benefit?

- ❖ Deductions will be made automatically from your salary via payroll



Further information can be found
[here](#)



HMPPS: A Great Place to Work

Payroll Giving Scheme



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What does HMPPS offer?

- ❖ One of the simplest and smartest ways to support your favourite charities
- ❖ Lets you make regular donations to any UK charity, straight from your pay

How can I access this benefit?

- ❖ All donations are deducted from your gross pay and you pay no tax on them



Further information can be found
[here](#)



HMPPS: A Great Place to Work

Blue Light Card



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What does HMPPS offer?

- ❖ Discounts online and on the high street
- ❖ Can include discounts on holidays, cars, days out, fashion, gifts, insurance, phones and more
- ❖ Online discounts are free to sign up to
- ❖ To get discounts on the high street, there is a small fee for 5 year membership

How can I access this benefit?

- ❖ You can sign up [here](#)



Further information can be found
[here](#)



HMPPS: A Great Place to Work

Disability Leave



What does HMPPS offer?

- ❖ If you have a disability you may be able to take time off for assessment, treatment and rehabilitation
- ❖ You may also be entitled to take time off while a workplace adjustment is made

How can I access this benefit?

- ❖ Your manager must authorise your request for leave and record absences on [SOP](#)
- ❖ You can contact the [Civil Service Workplace Adjustment Team](#)
- ❖ Eligibility criteria apply – see [here](#) for more information



Further information on disability leave can be found [here](#)



HMPPS: A Great Place to Work

Special Leave



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What does HMPPS offer?

- ❖ **Additional leave** can be taken for personal matters or public service duties, outside of contracted annual leave
- ❖ Can be paid or unpaid
- ❖ A full list of reasons for special leave can be found [here](#)

How can I access this benefit?

- ❖ You should discuss your leave with your line manager before making a special leave request
- ❖ Requests can be made on [SOP](#)



More information on special leave can be found [here](#)



HMPPS: A Great Place to Work

Annual Leave



What does HMPPS offer?

- ❖ Most staff are entitled to 25 days annual leave, plus a privilege day for the Queen's birthday, as well as 8 public holidays
- ❖ If you join or leave part-way through the leave year, you will be entitled to a proportion of that year's leave entitlement

How can I access this benefit?

- ❖ Your annual leave entitlement can be calculated using the [annual leave entitlements table](#) or the [manual calculations guidance](#)
- ❖ Your manager will be able to tell you how to request annual leave



More information on annual leave can be found [here](#)



What does HMPPS offer?

- ❖ An extended period of **unpaid leave**
- ❖ Can be taken for personal or domestic reasons
- ❖ Can be for a maximum of 5 years
- ❖ All applications will be considered on their own merits, but approvals must take into account business need

How can I access this benefit?

- ❖ After discussing this with your line manager, complete a Leave of Absence request on [SOP](#)
- ❖ Eligibility criteria apply – see the employee guidance [here](#)



More information on career breaks can be found [here](#)



What does HMPPS offer?

- ❖ Reserves are men and women who give their time to train and serve alongside the **Armed Forces**
- ❖ Staff are paid for time spent training

How can I access this benefit?

- ❖ If you are interested in being a reserve you should speak to your line manager and raise a request through [SOP](#)



More information on becoming a reservist can be found [here](#)



HMPPS: A Great Place to Work

Volunteering Leave



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What does HMPPS offer?

- ❖ The opportunity to take a minimum of 3 days paid special leave each year to undertake volunteering activities

How can I access this benefit?

- ❖ Your line manager will have to approve your request
- ❖ You will need to apply through [SOP](#)



Further information can be found
[here](#)

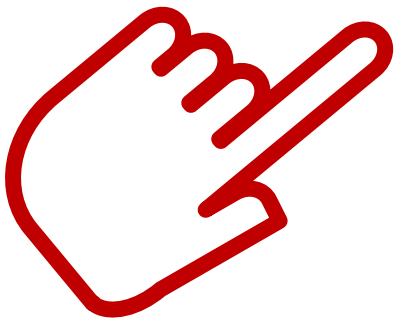


What does HMPPS offer?

- ❖ All employees are offered **5 days** of learning and development activity each year
- ❖ This can include e-learning, mentoring, job shadowing, work-based learning...

How can I access this benefit?

- ❖ Apply for this leave through [SOP](#), with your line manager's approval
- ❖ [Civil Service Learning](#) offers a range of e-learning courses
- ❖ Business-specific learning for front-line employees can be accessed through the [Justice Academy](#)



More information on learning and development can be found [here](#)



What does HMPPS offer?

- ❖ **Secondments and loans** offer employees the opportunity for career development
- ❖ Secondments usually last between 3 and 12 months
- ❖ Loans can last up to a maximum of 2 consecutive years

How can I access this benefit?

- ❖ If you are thinking about going on secondment or loan, arrange a meeting with your manager to discuss this



More information on secondments can be found [here](#)

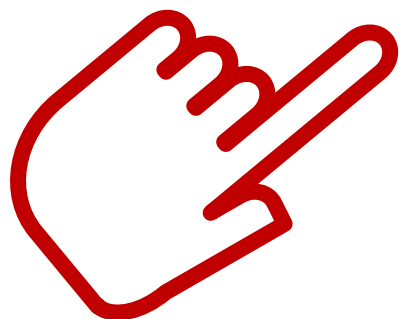


What does HMPPS offer?

- ❖ An opportunity to gain **advice and guidance** from senior staff
- ❖ Mentoring programme across the Civil Service
- ❖ [Catapult mentoring scheme](#) for staff from lower socio-economic backgrounds

How can I access this benefit?

- ❖ Civil Service mentoring can be arranged via [Civil Service Learning](#)
- ❖ The Catapult mentoring scheme is advertised on the intranet when applications are open for the year
- ❖ You can ask senior members of staff directly if they would be your mentor, but they have the right to decline



More information on mentoring can be found on the intranet

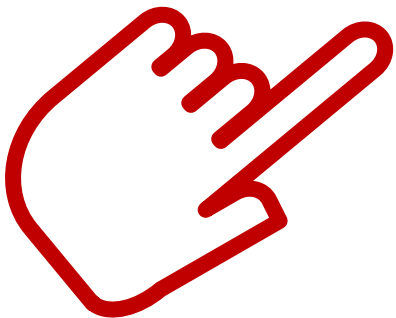


What does HMPPS offer?

- ❖ To help develop skills and abilities
- ❖ An 'executive' or 'business' coach outside your management structure
- ❖ They ask questions, challenge assumptions, help provide clarity and work with individuals, over a fixed period of time

How can I access this benefit?

- ❖ Internal executive coaches can be found on [Civil Service Learning](#)
- ❖ You can browse coach profiles and request 'chemistry reviews' where you get to meet them before making any commitment



More information on coaching can be found [here](#)



HMPPS: A Great Place to Work

Adoption Leave



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What does HMPPS offer?

- ❖ Up to 52 weeks' adoption leave
- ❖ Occupational adoption pay for up to 39 weeks, with the first 26 at full pay

How can I access this benefit?

- ❖ After informing your manager, complete the 'Notify Adoption' request in Employee Self-Service in [SOP](#)
- ❖ Eligibility criteria applies – see the [policy](#) for more information



More information on adoption leave can be found [here](#)



HMPPS: A Great Place to Work

Shared Parental Leave



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What does HMPPS offer?

- ❖ Maternity or adoption leave can be shared with your partner, providing both parents are eligible
- ❖ The rate of pay will be the equivalent to the department's maternity or adoption pay rates

How can I access this benefit?

- ❖ The days must be agreed in advance with your manager 8 weeks before
- ❖ Complete the [Shared Parental Leave form](#) and submit on [SOP](#)
- ❖ Eligibility criteria applies – see the [policy](#) for more information

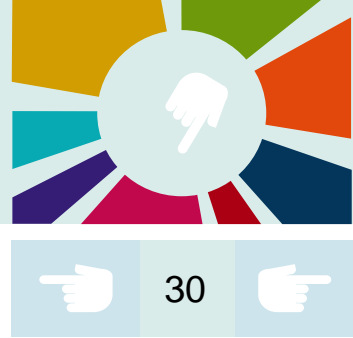


More information on shared parental leave can be found [here](#)



HMPPS: A Great Place to Work

Childcare Vouchers



What does HMPPS offer?

- ❖ The ability to sacrifice some of your salary for **childcare vouchers**
- ❖ You won't pay tax or National Insurance on this part of your salary
- ❖ Can choose from a wide range of approved childcare options
- ❖ Covers children up to the age of 15 (16 if the child has a disability)

How can I access this benefit?

- ❖ Childcare vouchers can be accessed through the [Edenred portal](#)
- ❖ Only available to existing members who joined the scheme prior to 4th October 2018



More information on childcare vouchers can be found [here](#)



HMPPS: A Great Place to Work

Childcare Cost Reimbursement



What does HMPPS offer?

- ❖ If you are a parent attending a training course and face extra childcare costs as a result, or incur additional travelling expenses because of necessary work-related alterations to normal childcare arrangements, your employer may, at its discretion, reimburse any reasonable and necessary additional expenses incurred

How can I access this benefit?

- ❖ You need to request the reimbursement through [SOP](#)
- ❖ It is at the discretion of your business area



Further information can be found
[here](#)



HMPPS: A Great Place to Work

Parental Leave



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What does HMPPS offer?

- ❖ Unpaid **leave up until your child's 18th birthday**
- ❖ Can be taken in blocks of one week only (unless you have responsibility for a disabled child)

How can I access this benefit?

- ❖ You must have been employed by HMPPS for at least a year
- ❖ You need to give at least 21 days' notice to your manager
- ❖ If agreed, you should complete a Leave of Absence request in [SOP](#)
- ❖ Eligibility criteria applies – see the [policy](#) for more information



More information on parental leave can be found [here](#)



HMPPS: A Great Place to Work

Maternity Leave



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What does HMPPS offer?

- ❖ You can take **up to 52 weeks' maternity leave**
- ❖ You can take this leave no matter how long you've worked for HMPPS
- ❖ Occupational maternity pay for up to 39 weeks, with the first 26 at full pay

How can I access this benefit?

- ❖ Submit the 'Notify Maternity' request in [SOP](#)
- ❖ Your line manager will then discuss with you your maternity entitlement
- ❖ Eligibility criteria apply – see the [policy](#) for more information



More information on maternity leave can be found [here](#)



HMPPS: A Great Place to Work

Paternity/Maternity Support Leave



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What does HMPPS offer?

- ❖ 1 or 2 weeks of paid leave taken as a single continuous period
- ❖ It does not have to be taken immediately after the birth
- ❖ You can also take unpaid time off to attend up to 2 antenatal or pre-adoption appointments (of up to 6.5 hours)

How can I access this benefit?

- ❖ Submit the 'Notify Paternity' request on [SOP](#)
- ❖ Eligibility criteria apply – see the [policy](#) for more information



More information on maternity support leave can be found [here](#)



HMPPS: A Great Place to Work

Government Tax-Free Childcare Scheme



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What does HMPPS offer?

- ❖ Working parents can apply to open an online childcare account
- ❖ For every £8 families pay in, the Government will make a top-up payment of an additional £2
- ❖ This is up to a maximum of £2000 per child per year (£4000 for children with a disability)
- ❖ These funds can then be used to pay for registered childcare

How can I access this benefit?

- ❖ Apply online [here](#)
- ❖ Further information can be found on [Childcare Choices](#)



More information on tax-free childcare can be found [here](#)



HMPPS: A Great Place to Work

Job Sharing



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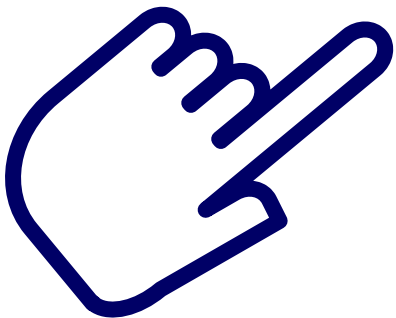


What does HMPPS offer?

- ❖ Two part time employees can voluntarily **share the responsibilities** and duties of one full time job
- ❖ A joint email account will be set up
- ❖ There are numerous [benefits to job sharing](#)

How can I access this benefit?

- ❖ The [Civil Service job share finder](#) is open to all civil servants
- ❖ For more information [email Sophie Ingram and Louise Skelton](#)

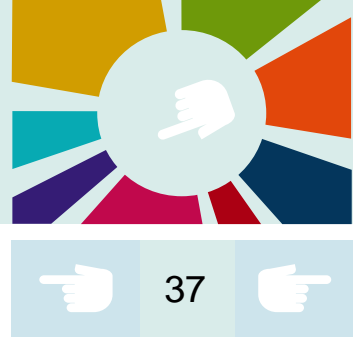


More information on job sharing can be found [here](#)



HMPPS: A Great Place to Work

Flexible Working

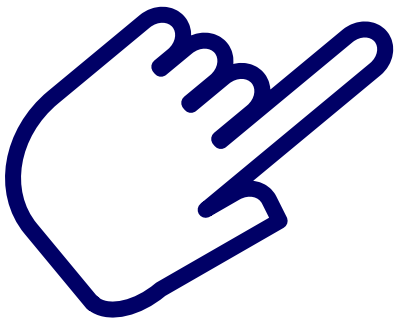


What does HMPPS offer?

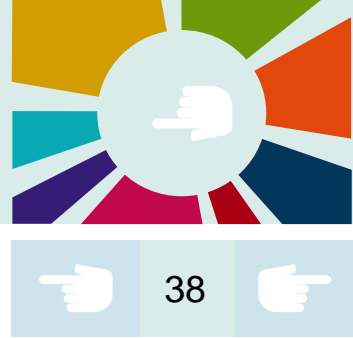
- ❖ The potential for **flexible working**
- ❖ Temporary or permanent changes to your pattern or hours of working

How can I access this benefit?

- ❖ Develop a workable pattern of attendance
- ❖ Contact your manager, who will be able to assess your request based on business needs and the potential impact on colleagues
- ❖ If approved, your line manager will change your hours and pay on SOP



More information on flexible working can be found [here](#)

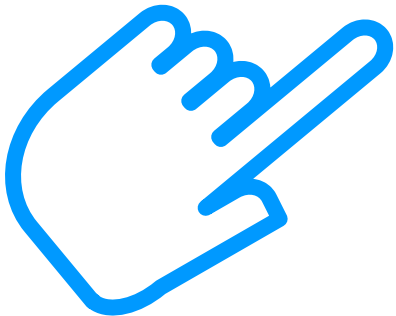


What does HMPPS offer?

- ❖ Eyecare vouchers for a **free eye test** at Specsavers
- ❖ For staff who use computer screens on a daily basis and for prolonged periods
- ❖ If you are prescribed single vision glasses specifically for use with display screen equipment, the voucher will cover the cost of a pair of frames from the £45 range offered by the optician (this can be used as a part payment)

How can I access this benefit?

- ❖ Complete the eyecare voucher request form from the [intranet](#) and send to your budget holder



More information on eyecare vouchers can be found [here](#)

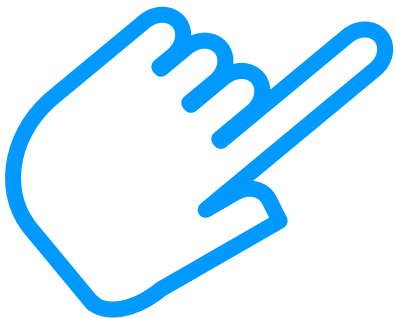


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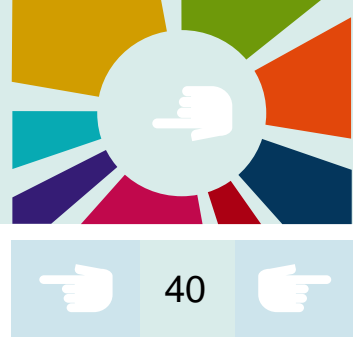
- ❖ All civil servants can access the [Civil Service Sports Council \(CSSC\)](#)
- ❖ Membership offers access to sporting events across the UK organised by CSSC
- ❖ Theatre tickets, trips out, the gym and much more are also discounted

How can I access this benefit?

- ❖ Membership costs £47.40 a year (£3.95 a month)
- ❖ Follow the link [here](#) to join CSSC



More information on CSSC can be found [here](#)

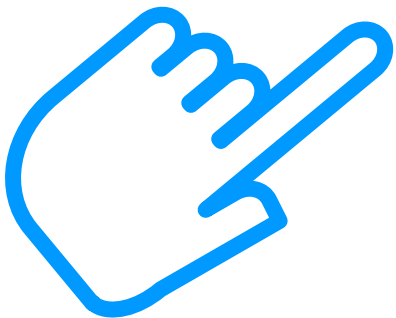


What does HMPPS offer?

- ❖ The Charity for Civil Servants offers a [Carers Passport](#) which helps employees set out their caring responsibilities for their employer
- ❖ The [Employee Assistance Programme](#) can also provide support
- ❖ A carers network exists to support all carers

How can I access this benefit?

- ❖ You can apply for a Carers Passport [here](#) or ring 0800 056 2424
- ❖ Contact the Employee Assistance Programme on 0800 019 8988

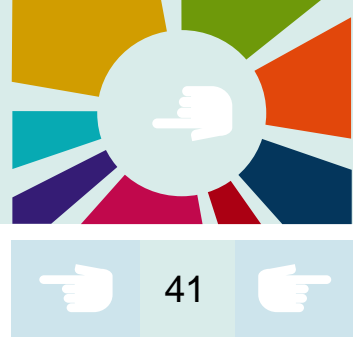


More information on support for carers can be found [here](#)



HMPPS: A Great Place to Work

Employee Assistance Programme



What does HMPPS offer?

- ❖ Offers **confidential support** to employees with personal, social or work-related problems
- ❖ Helpline that operates 24 hours a day, 7 days a week: 0800 019 8988
- ❖ Is able to provide up to 6 counselling sessions a year

How can I access this benefit?

- ❖ Ring the Freephone number 0800 019 8988
- ❖ To gain access to [PAM Assist Online](#) the username is HMPPS and password HMPPS1



More information on the employee assistance programme can be found [here](#)

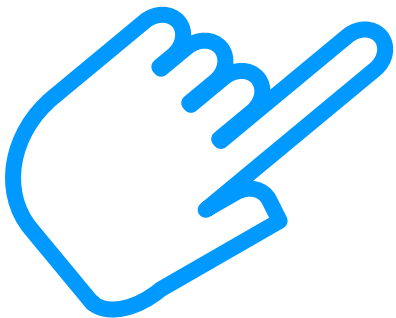


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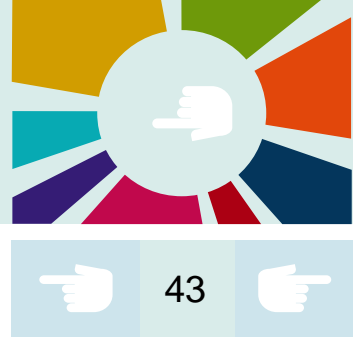
- ❖ A range of networks: DAWN (disability), RISE (race) and PIPP (LGBT+)
- ❖ These exist to champion causes and promote issues

How can I access this benefit?

- ❖ Information can be found at the following links: [DAWN](#), [RISE](#) and [PIPP](#)
- ❖ Contact the leads listed under each of these networks and they will be available to provide more information and ways to get involved (contacts can be found [here](#))



More information on staff networks can be found [here](#)

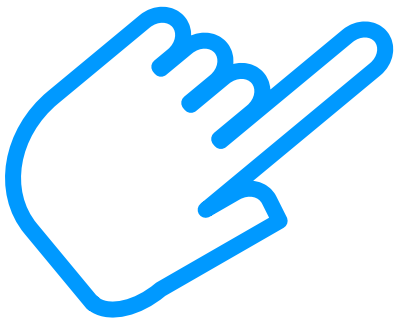


What does HMPPS offer?

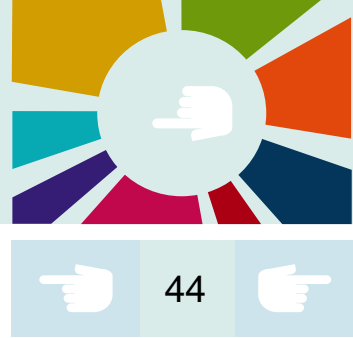
- ❖ There is a [HMPPS Wellbeing Strategy](#)
- ❖ A [stress toolkit](#) has been developed which is designed to help manage stress in the workplace and support those who are experiencing stress-related health issues

How can I access this benefit?

- ❖ Speak to your manager about your mental wellbeing, or another manager
- ❖ Utilise the tools available



More information on mental wellbeing can be found [here](#)

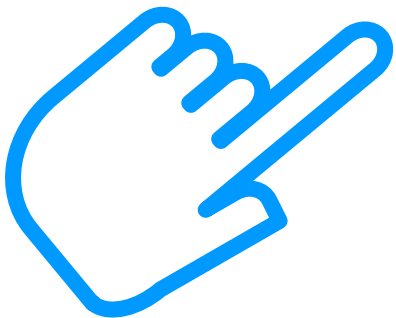


What does HMPPS offer?

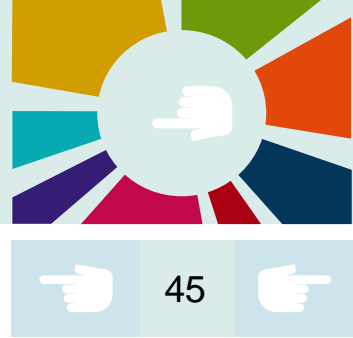
- ❖ Access to an occupational health service that provides health assessments for all staff
- ❖ Impartial advice about health-related absences or issues affecting you
- ❖ Consultations with health professionals and assessment reports

How can I access this benefit?

- ❖ Visit the [online Occupational Health portal](#)



More information on occupational health can be found [here](#)

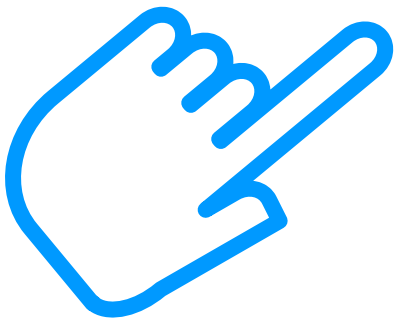


What does HMPPS offer?

- ❖ The workplace adjustment passport is a document which can be used by employees with a disability or health condition
- ❖ You can record your required needs in the workplace and use the document to address these with your line manager

How can I access this benefit?

- ❖ Download and complete the [workplace adjustments passport](#)
- ❖ Share this with your line manager and any future line managers if you wish



More information on workplace adjustments can be found [here](#)