

BUTTLE UK BENEFITS – 2022/23

We have considered our staff benefits package in line with our values, particularly to be child and family focussed. These benefits will continue to evolve to support the wellbeing of current staff and encourage new talent to join our organisation.

FINANCIAL

Staff pay. We aim to offer rates of pay above the market average. We have agreed that we will calculate this by benchmarking pay at the quartile above the median market rate and that roles across the team are paid at a London rate, thus including a London weighting. Staff salaries are reviewed annually.

Employer pension contribution. This is set at 7% for staff that joined the organisation after March 2018 and 12% for staff in place before that date. This will be reviewed every two years. Employees can match this contribution up to the level they would like.

Life Assurance. Death in service/life assurance is provided. The employee's next of kin receives three times their salary in the form of a tax-free lump sum of cash in the event of their death.

Other financial benefits. Interest free season ticket loan provision; eye test payment and up to £100 payment to purchase glasses; access to CycleScheme.

Financial Support and advice services. We offer an Employee Assistance Programme with BUPA, with access to a financial expert (for tax, wellbeing/debt management and day to day finance advice) and Money Matters (for pension advice).

HEALTHY BODY & MIND

Enhanced Sick Pay. Employees who are absent on sick leave will have their Statutory Sickness Benefit (currently £96.35 per week for up to 28 weeks) increased to the following rates (inclusive of the statutory rate). These payments will be made in any one rolling year.:

- In the first year of service – One month's full pay and one month's half pay, followed by the statutory rate for the remainder of the 28-week period.
- In the second and subsequent years of service – Three months full pay and three months half pay, followed by the statutory rate for the remainder of the 28-week period.

Healthcare Provision. Our Employee Assistance Programme offers one-off telephone/online counselling to members of staff and their dependants.

Trained Mental Health First Aiders. We have two staff trained as Mental Health First Aiders to support the team.

Leave at Short Notice. To support wellbeing or emergencies, a days annual leave can be taken on the morning of the day requested. The line manager will support the staff member to rearrange meetings if needed.

Bereavement Policy. Up to 15 days for death of a child with arrangements for longer term support. Up to 10 days for death of a family member, including 'found' family. Up to 10 days for miscarriage. Bereavement counselling is also available to support staff.

Cycling to work. A bike rack (undercover) and a shower on site are available.

WORK / LIFE BALANCE

Annual leave entitlement. 25 days leave, plus Bank Holidays and an additional 3 days between Christmas and New Year. Additional leave days are offered for length of service after three years of employment, staff are entitled to one extra day, and a further day for each extra year of service, up to a maximum of three additional days.

Flexible working conditions. This is offered as standard without a formal request, currently being run through our 'Blended Working' (i.e. hybrid working) pilot. The future flexible working offer will be agreed when the Blended Working Pilot finishes. As noted above we also offer the option to take leave at short notice.

Maternity leave. For all pregnant employees, regardless of length of service, we will enhance maternity pay (above the statutory minimum) as follows:

- First 12 weeks: the equivalent of normal weekly pay (payments are inclusive of statutory maternity pay).
- Next 8 weeks: the equivalent of half normal weekly pay (payments are inclusive of statutory maternity pay)
- Next 19 weeks: statutory maternity pay at the weekly rate set by the Government for the tax year;
- Thereafter: unpaid leave.

Paternity leave. Up to 4 consecutive weeks leave of full pay (inclusive of statutory paternity pay). This means that paternity leave is available to an eligible employee who is married to, or is the civil partner or partner of, the child's mother. They are entitled to choose for themselves which adoptive parent takes which type of leave.

Adoption leave. This is offered on the same basis as maternity leave. Paternity leave is also available to the spouse, civil partner or partner of an individual who has adopted a child / has a child through surrogacy. Where a couple adopt a child jointly, one may take adoption leave and the other paternity leave.

Shared parental leave. This provision applies, whether for the mother or the partner, subject to eligibility criteria set by the government.

The following are also in development:

Fertility in the workplace support.

Menopause support.

Transitioning at work support.

Work / Life support and advice services. All staff are actively encouraged to take full lunch hours and to get outside during the working day. Team and general staff meetings are scheduled after 10am to support with office travel, and to ringfence time in the morning for flexible working hours.

PERSONAL DEVELOPMENT

Professional development. We offer a range of professional development opportunities as part of a new staff learning and development plan. Career and professional development

plans form part of annual appraisal process. Staff appraisals take place once a year, with at least monthly 1:1s.

Training in soft skills. A range of online training provision is provided on GDPR, Cyber Security, health and safety and many other office and soft skills including communications, leadership, etc.

Volunteering Days. Two days of volunteering time per annum, which can be broken up into mornings/afternoons if required, to support role as a trustee or to undertake shadowing of another professional.

WORKING ENVIRONMENT

Promoting diversity and inclusion in the workplace. Equity, Diversity and Inclusion training is available and encouraged for all staff and trustees. This year we will run training sessions on: disability in the workplace, unconscious bias and LGBTQ+. We also have an active EDI Strategy, and staff working group.

Creating a positive physical working environment (at home or in office). The Buttle UK offices are in central London, close to Victoria but a short walk away from green spaces such as St James's Park. The office is an attractive modern space with lots of natural light, office plants, wireless tech, and quiet meeting rooms for individuals if needed. There is a kitchen area with facilities to prepare your own lunch as well as free tea, coffee, milk, fruit and biscuits. Lunches are provided during team away days and board meetings. For hybrid workers we also provide a laptop to work from home, mobile phone, ergonomic assessment, provision of mouse, wrist support, laptop stand, etc. For home workers we provide all IT equipment, desks, chair, phone, etc if needed and appropriate.

Developing our organisational culture. There are staff away days/meals/get togethers throughout the year, which include team building activities. There are key event celebrations (e.g. voucher for milestone birthdays, team successes) and several ways we keep staff updated through internal communications: fortnightly staff meetings, email updates and online noticeboard.

Our Values at Buttle UK

Child-focused - We put children and young people first in the decisions we take. They are the focus of all our efforts and energy.

Empathetic - Empathy and compassion are central to our work with children, young people and families. We act with respect for all people, communities and cultures, and value this in our wider team as well as our grant-making.

Responsive - We are responsive to the needs of children and young people, with a focus on providing swift decisions. We listen and adapt so that we can do better in all aspects of our work and deliver more for those we support.

Collaborative - We collaborate in order to create chances for children and young people that are significantly disadvantaged by crisis and poverty. It is only through working in partnership that we can be truly successful.

Accountable - We are accountable to children, young people, and all those with whom we work. By recognising and acting on this accountability, we will most effectively and appropriately serve the communities for which we exist and deliver the best possible service to meet their needs.