

ELFT People Promise Bundle

Your pocket bundle of support, resources and key information, aligned to each key element of the [NHS People Promise](#)



Emotional and social support

Need somebody to talk to now?

- [ELFT Employee Assistance Programme](#) - 24/7 helpline ran by counselling practitioners. Contact **0800 030 4302**
- [NHS Text Support 24/7 service](#) - confidential text support service, text SHOUT to 85258
- [Samaritans 24/7 helpline](#) – call 116 123



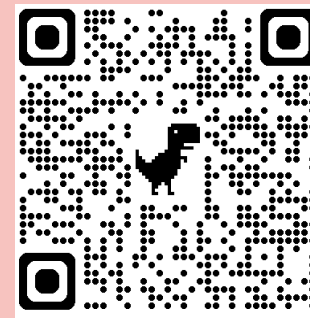
We are
compassionate
and **inclusive**

Thinking about longer term / structured support?

- [ELFT Employee Assistance Programme](#) - Counselling service providing support in many areas including financial, family, legal and emotional support. Call **0800 030 4302**
- [NHS Practitioner Health Programme](#) – mental health support for healthcare workers -call **0300 0303 300**
- [ELFT Occupational Health](#) service also provides advice for staff suffering ongoing difficulties affecting their ability to work - email or call team4@optimahealth.co.uk / 01327 810269

All support is **free** and **confidential**

You can also access this information in full via the People Promise intranet page:



Want to find out more?
Search for the following on the intranet:

- [Wellbeing Resources](#)
- [Cost of living support](#)
- [Leadership Behaviors](#)
- [Baby loss guidance](#)
- [Equality, Diversity, and Inclusion \(EDI\); Workforce Disability / Race Equality Standard \(WRES / WDES\)](#)

Benefits and recognition opportunities

Salary sacrifice

There are four [salary sacrifice schemes](#) available for all substantive staff to benefit from: the cycle to work scheme, home electronics and car lease scheme.

NHS Discounts

Register for a [blue light card](#) (for NHS, armed forces and social care sectors) and gain access to a range of discounts. All NHS discount schemes available [here](#).

Annual awards and employee/team of the month

Each year we host our [annual staff awards](#), recognising colleagues who go above and beyond. There is also an opportunity to nominate your colleagues throughout the year for [employee/ team of the month](#).



Holiday of a lifetime

In addition to your annual leave entitlement, we also offer a '[Holiday of a lifetime](#)' scheme where staff can bank up to 5 days per holiday year for up to 10 years - so you could have a 50-day holiday!

Your pension

As an NHS employee, you have automatic access to the [NHS pension scheme](#) and benefit from one of the most comprehensive and generous schemes in the UK.

Access full details on all benefit / recognition opportunities via the People Promise intranet page:

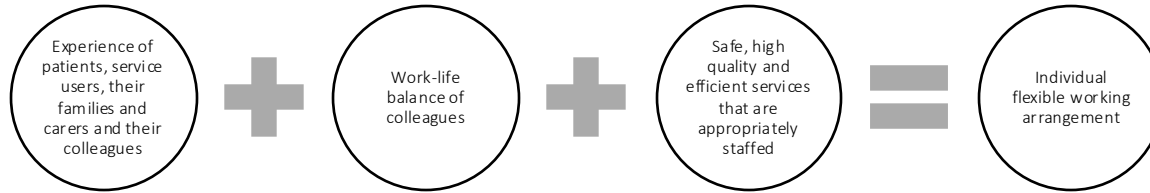


Want to find out more? Search for the following on the intranet:

- [High-five platform](#)
- [Childcare benefits](#)
- [Holiday play schemes](#)
- [Continuous NHS service](#)
- [Welcome back paternity / maternity leave vouchers](#)

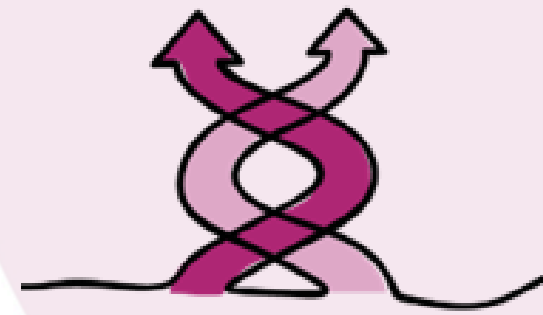
Work-life balance

We want you to be able to balance work requirements with domestic, personal and family commitments. You can request to work flexibly, with all requests being assessed on an individual basis, depending on the needs of all clinical/nonclinical services.



Types of flexible working at ELFT:

- **Flexi-Time:** Choose your starting and finishing times within agreed limits.
- **Unpaid Leave:** take additional leave beyond your annual entitlement.
- **Job Sharing:** Share the responsibilities of a full-time post with a partner.
- **Employment Breaks:** take extended unpaid leave with the opportunity to return to a similar position.
- **Home Working:** perform certain work tasks from home rather than in the office.
- **V-Time Working:** reduce working hours temporarily or permanently due to personal circumstances.
- **Annualised Hours:** work a set number of hours over a year, divided into committed and reserve hours.
- **Reduced Annual Working Time (term time only):** work only during school terms.
- **Compressed Hours:** your total agreed hours over fewer days.



We work
flexibly

Visit the flexible working [intranet page](#) for further information on each type of flexible working, the request process (via the policy) and case studies:



Working together

No one is on their own here at ELFT. You are part of your local team; you are part of your service team; you are part of your directorate, and you are part of the wider organisation.

How can I support and facilitate a happy and healthy team?

There are [six habits](#) that we think are critical for teams to create happy, healthy, thriving spaces (you can search for each on the intranet):

Supervision
and Trialog

Away Days

Huddles

Use of data

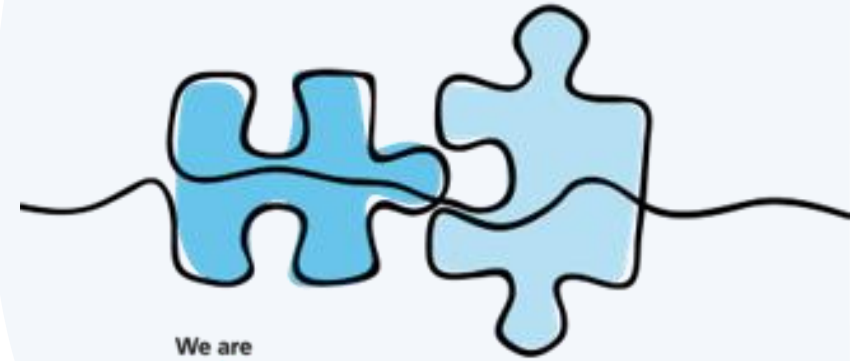
People
participation

Quality
improvement

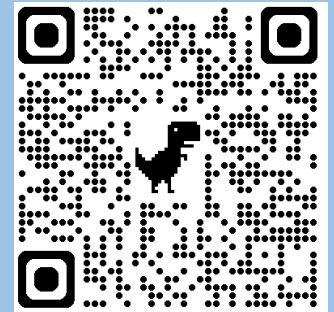
Looking for a community of likeminded people at work?

Our [staff networks](#) are a place to come together and share experiences...

- ELFT Ability Network: elft.ability@nhs.net
- Race and Culture Equity (RaCE) staff network: elft.raceleadssupport@nhs.net
- LGBTQIA+ Staff Network (search on the intranet to find registration link)
- ELFT Womens Network: elft.womensnetwork@nhs.net
- Intergenerational Staff Network: elft.intergenerational_network@nhs.net
- ELFT Climate Network: elft.greenelft@nhs.net



You can access more information via the People Promise intranet page:



Health and safety support

Here at ELFT we want to provide a safe environment and working conditions for all.

If you are involved in / affected by a [safety incident](#) at work:

- Make use of and share the [emotional and social support resources and services](#)
- Attend to your immediate safety and involve senior colleagues / supervisors to support you
- Consider whether you can continue working and let your manager know if you are unable to
- Ensure you / your manager has raised an inPhase, and refer to the [managers guide for supporting staff affected by safety incidents](#)
- For support after sexual safety incidents: elft.sexualsafety@nhs.net
- If a violent incident (physical / non-physical), specific support is available by contacting elft.operationcavell@nhs.net

Are you a lone worker?

A personal alarm app called '[Peoplesafe](#)' is available to all lone workers, to help you stay as safe as possible.

Do you use a computer at work?

Make sure you have completed a [Display Screen Equipment \(DSE\) Assessment](#) to ensure you are set up and equipped to work safely and healthily.

Access full and further information via the People Promise intranet page:



Want to find out more about health and safety support? Search for the following on the intranet:

- [Physical wellbeing activities \(yoga, massages, Pilates and health MOTs\)](#)
- [Vitamin D supplements](#)
- [Workplace adjustments & eye care vouchers](#)

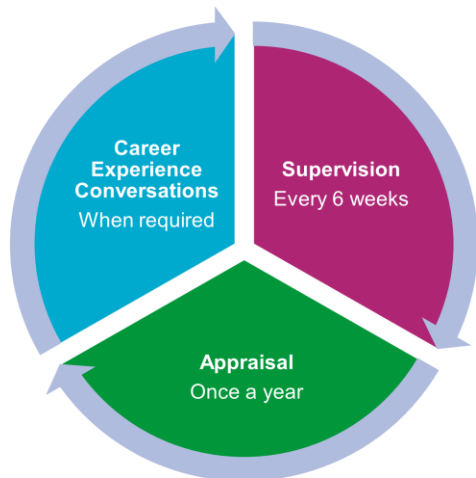


We are
safe and
healthy

Learning and development opportunities

What opportunities do I have to talk about my personal and professional development?

Rich conversations are aimed at supporting our people to grow and contribute. We have three tools to help to you be successful in the job you have today and help you to develop towards your future – your **Appraisal**, **Supervision** and **Career Experience Conversations**.

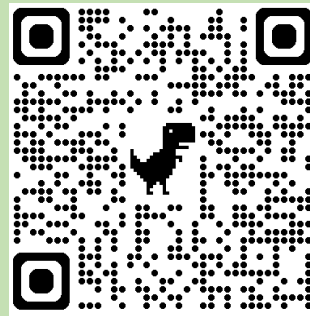


Would you like to improve your skills, gain a recognised qualification or explore further development opportunities?

Search for the following on the intranet or email elft.trainingdevelopment@nhs.net for further information on:

- [Apprenticeships](#)
- [Leadership Development](#) (courses and programmes for new, experienced and aspiring managers)
- [Coaching and Mentoring](#)
- [Functional English and Maths Skills](#)
- [Corporate & Managers Induction](#)

Access further information via the People Promise intranet page:



Other important learning areas to support you in your role, team and service (search for these on the intranet):

- [Quality Improvement](#)
- [Patient Safety](#)
- [After Action Review \(AAR\)](#)



We are
**always
learning**

Feeling heard and being listened to

We encourage you to **use your voice as a force for good** in the organisation, via your regular [supervisions](#) and [annual NHS staff survey](#) and quarterly pulse survey. We also provide clear channels for you to **speak up when necessary**.

If you ever have any concerns at work, we encourage you to discuss these with your line manager in the first instance. If this is not always possible, for whatever reason, you can also speak to:

- Your manager's line manager
- Your supervisor / a professional lead
- Your service lead / clinical lead
- Your directorate lead
- [Bullying and harassment support advisors](#)
- Your union rep
- [The People and Culture Team](#)
- ...or raise an incident via InPhase

However, if you do not feel you can speak up to those listed above, or you already raised your concerns but have not received feedback or seen an improvement, then you can refer to the [Freedom to Speak Up Guardian \(FTSU\)](#) for support. You can:

- Email the FTSU Guardian directly via the confidential inbox: elft.freedomtospeakup@nhs.net
- Call the FTSU Guardian directly on 07436 027388
- Raise concerns anonymously to the FTSU Guardian via a [form](#) (access this on the FTSU page via the QR code).



Access further information about FTSU and ways of speaking up via the QR code:

