



Staff Benefits

The following is an overview of the benefits available to Chelsea Physic Garden (CPG) staff on appointment.

Free Admission to a range of Gardens

We are keen for you to show off the Garden to your family and we therefore give you free admission to the Garden for yourself and your immediate family. Free admission for you individually is also given (on production of the annual membership card that will be issued to you) to our partner gardens, Great Dixter and Borde Hill in Sussex, Oxford Botanic Garden & Harcourt Arboretum and the gardens managed in the care of the Royal Botanic Gardens, Edinburgh.

Chelsea Heritage Quarter

As one of the partner institutions that make up the Chelsea Heritage Quarter (National Army Museum, Royal Hospital, Chelsea and Cadogan) staff can on production of their staff card:

- Staff discount at Heidi Café in the Soane Stable Yard at the Royal Hospital
- Staff discount at the National Army Museum Café
- Entitlement to apply for a King's Road Privilege card which gives a discount on a range of local shops, cafes and restaurants, sign up here <https://www.kingsroad.co.uk/privileges/>

Sign up to the Chelsea Heritage Quarter Newsletter to find out how the Garden and our partner organisations contribute to what is going on locally [Newsletter - Chelsea Heritage Quarter](#)

Employee Welfare Assistance & Benefits Programme

Perkbox

We operate a free to access employee welfare, assistance and benefits programme with Perkbox <https://www.perkbox.com/uk>. This includes a range of wellbeing (including up to four free counselling sessions per incident), lifestyle and assistance programmes as well as a whole range of shopping discounts, promotions and employee support across a vast number of brands and can be tailored to an individual's choice. It includes a free confidential employee assistance programme where you can access advice on a range of topics including debt, health and welfare advice.

Employees are awarded 40 "reward" points per month to use however they wish on the range of offers and discounted promotions.

Useful links:

- For an introductory tour of Perkbox: see [here](#)
- Please see [here](#) for videos on how users redeem, favourite and activate accounts on the platform
- [here](#) are some user videos on what's included with new Perkbox and flexi points.

- Please see further material on flexi points [here](#)

Please see material for Health and Welfare including up to 4 free counselling sessions [here](#)

Discounts

Staff are given a 20% discount in the shop on all full price items over £1. Company of Cooks our café concession currently offer a 50% discount on food and non-alcoholic beverages for the personal consumption of staff (but not their guests).

Annual Leave

Full-time staff (35 hours per week) are entitled to 25 days leave plus the 8 statutory bank holidays per year. Entitlement for staff who work a non-standard week (eg. Part-time, condensed or annualised hours) is calculated on a pro rata basis.

In order to give staff flexibility to observe other faith and cultural observance days staff can opt to work on up to 5 of the statutory bank holidays and use their entitlement on alternative days instead. Simply agree with your line manager which days you will work and which days you would like instead.

We ask that, unless rostered to work, staff still take Christmas Day, Boxing Day and New Year's day as statutory leave days as administration offices are closed and only a skeleton number of staff will be on site.

Trustees have also approved an enhancement to the overall pay and benefits package of working at the Physic Garden in the award of additional holiday allowance based on the long service noted below.

Yrs 1,2 and 3	25 days plus 8 bank holidays = 33 days
Yrs 4, 5 and 6	27 days plus 8 bank holidays = 35 days
Yrs 7, 8, 9 and 10	30 days plus 8 bank holidays = 38 days
Yr 11 onwards	33 days plus 8 bank holidays = 41 days

Pro rata entitlement will accrue for part-time workers based on this schedule.

Pension

You will be enrolled into the Company's auto enrolment pension scheme based on the criteria below.

Employees being aged 22 years and over, employed by CPG for at least 3 months and earning annually more than the National Insurance Primary Threshold.

From January 2025 CPG has increased its contribution and an additional 6% of an employees earnings will be paid into a personal pension for the employee providing employees contribute a minimum of 3% of their earnings (but can make additional contributions). If employees pay more than the minimum 3% increasing their contribution to 4% or more CPG will add a further 1% making their total contribution 7%. The scheme is currently held with Royal London and more information will be provided.

On joining the scheme eligible employees will be automatically enrolled in a Salary Exchange scheme whereby employee contributions are deducted from gross salary before statutory deductions ie. tax and national insurance contributions.

Death in Service

We maintain a Group Life insurance policy for members of staff paid for by the Company. The scheme is available to all members of staff under the age of 65 years, immediately on joining the company.

The scheme insurers are Canada Life, who are a large insurer, specialising in Employee Benefits.

The benefits are written under trust, therefore the death benefit can be paid tax free via the Scheme Trustees to the person/s you nominate using the separate Expression of Wish form. If you wish, the sum can be split between more than one beneficiary over the age of 18yrs. If you wish it to go to someone under the age of 18yrs you should make separate arrangements such as a trust for the benefit of the minor. The trustees cannot pay these monies to anyone under the age of 18yrs.

Eligibility: All employees on joining the company.

Benefit: 3x Basis Salary

Salary Basis: Basic Salary at the date of death

Expiry of Cover: When the member leaves the company's employ, reaches the greater of the normal state pension age, or 65, or retires early.

Medical Evidence: You will be notified individually if any medical evidence is required.

Annual Travel Loan

An interest-free Season Ticket Loan is available for all employees on permanent or fixed term appointments of 6 months or more. The loan is paid back via monthly payments deducted from your salary.

Cycle to Work Scheme

We have partnered with Cycle Solutions to introduce a Cycle to Work scheme, which offers employees the opportunity to purchase a new bicycle and associated equipment and to pay for this through salary sacrifice which is a tax efficient method of payment. There are a few conditions including that the bicycle has to be used for a minimum percentage of travel to and from work and your earnings, after salary sacrifice (and any other sacrificed salary deductions like pension) have to remain above the national minimum wage. For more details of the scheme and how it works look at their website and use their helpline etc. <https://www.cyclesolutions.info/>. When you are ready, speak to the Head of Finance and they will look at the finance with you.

Training

We'll ensure that we work with you to identify the training that you need to carry out your role. We'll also discuss with you as part of the annual performance appraisal process your personal development needs and aspirations and look at how best to support you with training and development to meet those needs whilst you are carrying out your role.

Non-mandatory training is likely to be the subject of a training agreement that will be agreed with the employee before any costs are incurred. More details are in the Staff Handbook.

Long Service Awards

A modest long service award scheme is in operation, more as a way of pausing and taking note of a sustained contribution than in payment of a substantial financial reward to an employee.

5 years' service	£50
10 years' service	£100
15 years' service	£150
20 years' service	£200
and so on in 5 yearly increments	

Friends Membership

Unless as part of a disciplinary process, legal proceedings or compromise agreement, in line with volunteers and our Trustees and Committee members, staff who have completed less than 9 years' service will receive one annual membership as they leave the organisation. Staff completing more than 9 years' service will receive honorary life membership as part of their leaving gift.

NB:

Please note that the above discounts and benefits are subject to change or withdrawal at any time without notice.