



PROCURING FOR YOU

# WORKING AT NEPO: A GUIDE TO EMPLOYEE BENEFITS



# WELCOME!

NEPO works in partnership with North East local authorities, and a range of nationwide Associate Members, to develop and manage procurement solutions across high-spend areas such as energy, construction and professional services.

## PROCURING FOR YOU

Collaboration is at the heart of everything that NEPO does. Our procurement solutions are the result of consultation with the public sector, suppliers and end users, so that we deliver positive outcomes for the communities we serve.

We offer a wide range of solutions that cover categories such as Construction, Energy, Fleet and Professional Services. Our portfolio of over 70 solutions is available for use by any public sector body across the UK.

NEPO is a forward-thinking organisation that supports personal development and provides a unique opportunity to work collaboratively across the North East public sector.

This guide provides an overview of some of the benefits that we offer our team members. We hope that it gives you a flavour of the welcoming and supportive culture that we champion at NEPO.

**Nicola Shelley**  
Managing Director



# OUR PERKS

**FLEXIBLE WORKING**



**ACCESS TO TECHNOLOGY THAT  
ENABLES AGILE WORKING**

**PROFESSIONAL DEVELOPMENT  
INCLUDING TRAINING**



**25–32 DAYS ANNUAL LEAVE PLUS  
PUBLIC HOLIDAYS**

**ELIGIBILITY TO JOIN THE LOCAL  
GOVERNMENT PENSION SCHEME**



**SALARY SACRIFICE SCHEME FOR CAR  
LEASING AND HOME ELECTRONICS**

**HYBRID WORKING MODEL WITH HQ IN  
GATESHEAD'S BALTIC QUARTER**



**SUPPORTING WELLBEING INCLUDING  
CYCLE TO WORK SCHEME**



# GROW WITH US

## **Working in procurement is a fantastic career choice.**

Procurement roles at NEPO encompass a broad range of skills and interaction with a wide range of stakeholders, making the profession an appealing path for anyone seeking new challenges.

NEPO is committed to staff development; team members in procurement roles are supported through professional training with the Chartered Institute of Purchasing and Supply (CIPS). NEPO covers all fees and exam costs as well as allowing study leave.

In addition continuous development is provided to all NEPO team members with training on new legislation, ICT and professional skills.

## **Qualify with CIPS**

Want to further your career in procurement? NEPO believes in investing in its people and supporting the North East procurement profession.

- Progression to MCIPS
- Course fees paid
- Study leave



# BRINGING WORK AND LIFE INTO BALANCE

**At NEPO we support employees to achieve the right balance between work and home life.**

## Flexi Scheme

The flexible working hours scheme allows employees to manage their working day around core hours and within a predetermined bandwidth. Up to two flexi days may be taken per month (or pro rata equivalent for part time staff).

## Annual Leave

NEPO employees enjoy between 25 and 30 days of annual leave. Staff with over ten years of service are eligible for an allowance of 32 days.

An annual leave purchase scheme offers employees the option to increase their holiday entitlement by purchasing up to 5 days leave\* (or pro rata equivalent) through salary sacrifice.

\*Subject to eligibility

## AGILE WORKING

NEPO has invested in technology to enable agile working. This means that team members have the ability to work outside of the office, in support of NEPO's focus on regional working and collaboration.

**All NEPO team members have access to a range of platforms and devices to facilitate agile working:**

- Mobile phones
- Laptops
- Office 365
- Microsoft SharePoint



# SALARY SACRIFICE SCHEME

NEPO takes pride in ensuring all our employees feel valued, that's why we have adopted the following Salary Sacrifice Schemes. Salary sacrifice arrangements\* allow employees to give up the right to receive part of their cash pay under their contract of employment in return for a non-cash benefit. Pay deductions are made before tax, national insurance and pension contributions.

\*Subject to eligibility

## Car Leasing

### Thinking about a new car?

Our Car Leasing Scheme provides a cost-effective way to lease a brand new car via salary sacrifice. Insurance is fully comprehensive and provides the option of additional named drivers.

### Monthly costs cover the following:

- Insurance
- Tyre replacement
- Routine servicing
- Breakdown cover
- Road tax
- Window replacement cover

## Home Electronics

### Love having the latest technology?

The Home Electronics Scheme allows you to save money on the latest home technology and spread the cost.

### You will have access to the latest products including:

- Game consoles
- Televisions
- Laptops
- Mobile phones
- Domestic appliances
- Smart watches

## Cycle to Work

### Looking for a healthier commute?

NEPO's Cycle2Work scheme aims to promote healthier journeys to work and reduce environmental pollution.

### The scheme allows employees to purchase cycle and safety equipment:

- Safety equipment
- 1-year cyclecare
- Full warranty
- Ownership of cycle after 1 year
- 8-week free cycle insurance
- In-store discounts at Halfords