

**TOTAL REWARD STATEMENTS:**

**UPDATING YOUR LOCAL BENEFITS PAGE**

**EMPLOYER CHEKLIST**

We encourage employers to continue to keep their local benefits page up to date and promote the full range of benefits offered locally.

**Use this checklist to prepare and promote your local offers**

* **Review your current reward offering** – is your current offer what employees want? For instance, do you have benefits to support health and wellbeing, security, finance and lifestyle?
* **Make sure all the local benefits you offer are included** – do you offer car lease schemes, childcare vouchers or a staff gym?
* **Use** [**NHSBSA’s guidance**](https://www.nhsbsa.nhs.uk/employer-toolkit/your-employer-do-list) - update your local benefits page of the total reward statements.
* **Highlight the advantages of each benefit** – communicate to employees what you can offer them.
* **Include the financial savings associated with each benefit** – these are important to employees, for example tax savings from [**salary sacrifice schemes**](https://www.nhsemployers.org/pay-pensions-and-reward/reward/salary-sacrifice-and-tax-free-childcare/salary-sacrifice)**.**
* **Link to your employee intranet or other sources of information** – provide links to information so employees can read more about your local offer.
* **Update your employer and benefit provider contact details** – make sure these contact details are up to date, so employees know where to go for more information.
* **Use local branding** – this helps to make the section look familiar for employees.
* **Finally, make sure the information on the local benefits page is up to date** – take a look at the information and check it is still relevant for your employees.

**Further resources to support you**

* Read more about the importance of offering local employee benefits on our [reward strategy toolkit](https://www.nhsemployers.org/your-workforce/pay-and-reward/reward/developing-a-reward-strategy) web pages.
* Use our handy [communications guide](https://www.nhsemployers.org/case-studies-and-resources/2020/11/reward-communications-guide) to support your conversations with staff around reward.
* For step-by-step instructions on how to update your local benefits page, and to see a completed example, please visit the [NHS Pensions website.](https://www.nhsbsa.nhs.uk/employer-toolkit/your-employer-do-list)