

PASSPORT PROCESS

1. The Passport needs to be signed off by your Line Manager **on, or after, 31 March 2019**
2. The definition of Line Manager is someone who has the authority to sign off timesheets and expense claims.
3. The Line Manager is responsible for checking the evidence of each task in the passport before giving a stamp. Some discretion around the tasks is possible but needs to be justified. If individual and Line Manager disagree strongly, unbiased support can be gained from the HWB Manager
4. The sickness task cannot be checked until on, or after, 31 March 2019 when the sickness period ends. For help with your sickness record please ask your Line Manager or your local HR
5. All passports will then need to be returned to the HWB team for verification. These need to be delivered to the Wellbeing Offices in either Melbourn or Bedford and a member of HWB team will need to sign for receipt, and enter the details onto a spreadsheet. The HWB team will contact an individual if there is a query, otherwise the payment will be processed. It will be acceptable for Line Managers to collect a 'bundle' of passports and deliver them to Melbourn. The HWB team cannot accept responsibility for any passports we have not received or signed for.
6. The HWB team will pass a monthly list to payroll by the payroll cut-off date detailing those people who are entitled to reimbursement and the amount that they are to be reimbursed. **PLEASE DO NOT PUT ANY EXPENDITURE RELATING TO THE PASSPORTS ON THE NORMAL EXPENSE CLAIM FORM.**
7. The £250 will be a 'reimbursement' payment. Each person will need to pay for their own reward choice, and obtain a receipt which will need to be returned with the passport to the HWB team.

Payments will not be made without receipts. Please ensure you keep these safe.

8. The £250 payment is available for all eligible passports submitted to the HWB team by 30 June 2019
9. The £250 is only payable to employed members of EEAST and is for their development only; it cannot be used for any other person's benefit
10. The £250 is to be used towards your personal wellbeing or professional development. Whilst everyone has individual preferences and directions in life, in this instance, we will not consider 'quick fix' items (holiday, weekend away, meals out), only those that will be **enhancing and sustaining** your longer term wellbeing and development. We want to see the benefit of the increase in wellbeing throughout the Trust.

Examples of enhancing and sustaining options are:

- Gym/swimming pool or other sports club membership
 - A course of yoga, mindfulness, dance, music, arts, exercise or sports programmes/lessons/sessions
 - Any wellbeing/development vocational courses; mindfulness, stress reduction, arts & craft, dance, music, Reiki
 - Any relevant professional development course, appropriate to your future career choices (evening class, online learning)
 - Wellbeing apps - Headspace, Calm etc which need subscriptions
 - Subscriptions to relevant wellbeing publications (ie Happiness)
 - Attendance at wellbeing or professional development seminars/conferences/events
 - Equipment for your horse-riding lessons, mountain climbing, gym equipment, fitness tracker (please ask HWB about potential discount on Sony equipment through the Kaido challenge)
11. Questions about suitability of spend should be discussed initially with your Line Manager or referred to the HWB team if in doubt.
 12. The £250 can be used for more than one item if appropriate, but the payment will be a one-off. All receipts should therefore be collated and submitted at the same time to ensure the payment is easily and correctly processed. The payment will not be processed until all claims are in place.
 13. The £250 is liable for tax. The remaining will be paid through payroll with your usual end of month salary.
 14. You can spend more than £250. However you will only be reimbursed to this level of reward.
 15. All submissions will be reimbursed on or before the end of July 2019 salary payment.
 16. Team challenge: we are asking for teams to self-identify as part of the team challenge element of the passport. It is up to staff to decide on, justify and nominate their own teams. We (wellbeing team) will then decide whether the team qualifies to be added to the 'team pot' for the prize draws.

Any queries over any element of this document should initially be sent to wellbeing.info@eastamb.nhs.uk