

NHS Corporate Membership of the Glasgow Club 2015

Guidance

Greater Glasgow and Clyde NHS staff can take advantage of a reduced membership rate of £21.96 per month for the Glasgow Club. This gives access to all local authority sport and leisure facilities in Glasgow, including swimming, gym and fitness classes. For more information go to www.glasgowclub.org

The scheme works by Greater Glasgow and Clyde NHS Board paying the annual membership fee of £285.50 to Glasgow City Council. This entitles membership of the Glasgow Club for a period of 12 months with 1 extra month included. Staff sign a salary mandate form and the payments are deducted on a monthly basis from salary at the rate of £21.96 per month for a period of 13 months.

If you are interested in joining this scheme follow the steps below:

1. Memberships will commence on a quarterly basis as follows (please state year on form):

- 1 March
- 1 June
- 1 September
- 1 December

Decide which date you wish your membership to commence and apply at least 2 weeks in advance of this date to the address below.

2. Complete the application form and return to:

Alex Dawson
Corporate Reporting Officer
Finance Department
Greater Glasgow NHS Board
Admin Building
Gartnavel Royal Hospital
1055 Great Western Road
Glasgow G12 0XH
alex.dawson@ggc.scot.nhs.uk

Please avoid contacting Alex by telephone. This guidance should provide you with all the information you need to complete your application.

3. If you are an existing member of the Glasgow Club your payment method will be amended. You will receive written confirmation from the Glasgow Club of your last direct debit payment date and amount. You should check with your bank that the payments have stopped.
4. New memberships will be effective from the first day of the quarter you apply. To activate your membership go to your local leisure centre with a note of your pay number. The Glasgow Club administrators will activate your membership and give you a membership card.

5. If you would like to use the Glasgow Club between now and your joining date then you can take advantage of the NHS rate of £31 which is paid on a monthly basis direct to the Glasgow Club.
6. Once your membership has been activated check £21.96 is being deducted from your salary each month; there may be a delay of one month before this is initiated by payroll.
7. This membership is on a rolling basis and will carry on year on year. If you do not wish to continue your membership next year you should inform Alex Dawson in writing at least one month before the 13th month of your membership.
8. Keep in touch with new announcements from the Glasgow Club by subscribing to an e-mail bulletin available at www.glasgowclub.org

Application form follows on next page:

GREATER GLASGOW AND CLYDE NHS BOARD

GLASGOW CLUB CORPORATE MEMBERSHIP

APPLICATION / MANDATE FORM FOR 2015



Part 1: To be completed by all applicants

Full Name: _____ Job Title: _____

Department: _____ Hospital/Base: _____

Work Phone Number: _____ Work Email: _____

I am: Weekly Paid Monthly Paid (Please tick as appropriate)

Existing Glasgow Club Member: Yes / No (Circle) If yes, state membership no.: _____

Part 2: Pay details

Staff Pay Number									
G									

Pay Div	Pay Grp	Pay Pt

Date Commenced
in NHSGGC

Part 3: Authorisation to be completed by all applicants

I agree to the following terms and conditions.

1. I undertake to repay the sum borrowed at a rate of £21.96 per month over 13 months.
2. If I should leave the employment of NHSGGC or if my employment is terminated before repayment has been made in full or if I otherwise breach the conditions of this loan agreement, I authorise Payroll to deduct the balance of the loan from my final salary payment.

Signature of Applicant:

Date:

Quarterly start date:
(See point 1 in guidance)

New memberships will be effective from the start date. To activate your membership go to your local leisure centre with a note of your pay number. The Glasgow Club administrators will activate your membership and give you a membership card.

NHS GREATER GLASGOW AND CLYDE

LOANS TO STAFF FOR THE PURCHASE OF NHS CORPORATE MEMBERSHIPS

Terms and Conditions

As part of its staff policy on promoting physical activity NHS Greater Glasgow and Clyde offers employees interest free loans to assist them in purchasing Glasgow Club NHS corporate membership. The following rules apply to the scheme.

- 1 Loans will be available to employees who are engaged on a contract of at least 13 months duration.
- 2 The maximum amount available will be £285.50.
(N.B. At this level, the individual will incur no tax liability)
- 3 The maximum time allowed to repay the loan will be 13 months.
- 4 Repayment of loan will be made by monthly deductions from salary. No other form of repayment will be permitted.
- 5 If an employee leaves the employment of NHS Great Glasgow and Clyde or if his/her employment is terminated or if the employee breaches these conditions, then NHS Greater Glasgow and Clyde is mandated to deduct the total amount outstanding from the employee's final/next salary payment.
6. The employee may at any time within the period of the loan apply to terminate the agreement by repaying the balance outstanding.
7. This agreement will carry on indefinitely until cancelled in writing by the applicant. If you do not wish to take up a subsequent year's membership please inform Alex Dawson in writing.
8. NHS Greater Glasgow and Clyde reserves the right to withdraw this staff benefit.
9. Glasgow City Council reserves the right to increase the rate payable for annual membership in future years.