



32. Workplace Nursery (WPN) Policy

Reviewed By: Melissa Munnich

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Woodhurst Consulting Limited is committed to supporting our employees with their childcare needs through the Workplace Nursery Benefit. This policy outlines the terms and conditions of the benefit, including the responsibilities and liabilities of participating employees and the company's rights to amend or withdraw from the scheme.

32.1 Eligibility

32.1.1 Employee Eligibility

- All full-time and part-time employees who have completed their probation period are eligible to participate in the Workplace Nursery Benefit.
- Employees must ensure that participation in the scheme does not result in their salary falling below the minimum wage.
- If employees are due to begin maternity or paternity leave, unless their pay is enhanced, they are unable to have a salary deduction from statutory pay.

32.1.2 Childcare Eligibility

The benefit applies to nursery fees for children from birth up to the age of 5 (or when the child starts school).

Your employees' nursery fees must be at least £1000 per month in order to use the scheme

32.2 Benefit Details

32.2.1 Cost Management

Woodhurst Consulting Limited will contribute £1800 annually towards the running and upkeep of each partnered nursery, paid monthly at £150. This cost will be covered by the employer's National Insurance savings.

A management fee of 12.5% will be added to the employee's monthly nursery fee, which will be included in the gross salary deduction, allowing employees to save on Tax and National Insurance.

Any late fees incurred by the employee from the nursery will be paid by the employee.

32.2.2 Savings

The benefit allows employees to save on the full amount of nursery fees, offering significant financial relief compared to other childcare schemes.

32.3 Employee Responsibilities and Liabilities

32.3.1 Liability for Nursery Contribution

Should an employee leave Woodhurst Consulting Limited before the completion of their 12-month contract, they will be liable for the remaining £150 per month contribution for the duration of the contract.

This liability will be deducted from the employee's final salary or any outstanding payments due to the employee upon termination of employment.

32.3.2 Compliance with HMRC Guidelines

The scheme will be operated in full compliance with HMRC guidelines to ensure the benefit is valid and employees can maximise their savings.

All necessary documentation and receipts will be maintained and managed by Enjoy Benefits Ltd on behalf of Woodhurst Consulting Limited.

32.4 Contractual Requirements

32.4.1 Employer Contribution

The employer's contribution towards the nursery's running and upkeep is mandatory and will be monitored through regular meetings and documentation.

Employees acting as representatives of the company must attend scheduled phone meetings with Enjoy Benefits Ltd to discuss the nursery's plans and agree on the use of the employer's contribution

In addition to the £1,800 finance, at the end of each calendar year, we will review the detailed savings statement sent by Enjoy Benefits, showing how much the company has saved in employers national insurance payments. We will consider if we would like to make an additional financial contribution to each of our partnership nurseries from these savings.

This is additional finance that HMRC are keen to see is in place. This funding amount will vary year on year and it should be used by the nursery to help their overall financial viability. This means it can be used to help cover any losses the nursery has faced, unexpected bills they may have coming up or to help cover the cost of the necessary qualified staff to ensure the nursery stays in ratio and remains a viable business.

32.4.2 Invoices and Payments

Invoices for employee deductions will be issued either on the 1st or 12th of the month and must be paid by the 20th to ensure timely payment to the nurseries.

Direct Debit is the preferred method of payment for this benefit.

32.5 Company Rights

32.5.1 Right to Amend or Withdraw

Woodhurst Consulting Limited reserves the right to amend the terms of the Workplace Nursery Benefit at any time. Any changes will be communicated to

employees in writing.

The company reserves the right to withdraw from the scheme at any point. In such an event, affected employees will be notified in advance and provided with alternative support options where possible.

32.5.2 Government Policy Changes

Should the government decide to withdraw support for the Workplace Nursery Benefit or change the related regulations, Woodhurst Consulting Limited reserves the right to amend or terminate the benefit in response to such changes.

Employees will be notified of any changes or termination of the benefit due to government policy changes as soon as practicable.

32.6 Operational Logistics

32.6.1 Payment Process

The cost of the benefit will be deducted from the employee's gross salary.

If an employee decides to leave the scheme before the end of the contract, the nursery contribution must continue until the contract ends, although nursery fees will be set to zero. The employee will be liable for the nursery contribution and it will be deducted from their salary monthly if they are still employed by Woodhurst Consulting Limited, or fully from their final payslip.

32.6.2 Employee Leaving or Changing Nurseries

The employee enters into a 12 month contract. If they chose to leave the contract/end the contract, nursery fees will be null, but the monthly contribution from the employer is still to be paid. This will be deducted from the Employee's salary in the following circumstances: -

When employees change nursery they will be liable for the fee, if they need guidance they should reach out to HR. The outstanding amount will be deducted monthly, or in a one off deduction.

If an employee choses to leave the company, they are liable for the outstanding fees which will be deducted from their final payslip.

If the employee is made redundant, a decision on the outstanding costs will be done on a case by case basis, depending on circumstance. HR will notify the nursery and the contract will be terminated. HR will notify the employee of the terms of payment in the event of redundancy immediately

32.7 Environmental and Social Responsibility

32.7.1 Company Mission and Values

The company's contributions can be directed towards environmentally positive projects in alignment with Woodhurst Consulting Limited's mission, such as reducing plastic use and promoting recycling.

The company's contribution can be directed towards any other positive projects in alignment with Woodhurst's mission and values. If the employee is unsure, or would like further support on this reach out to HR

32.7.2 Enhancing Partnerships

Woodhurst Consulting Limited will explore additional ways to support partnered nurseries, such as donating resources or organising volunteer days for employees.

32.8 Employee Communication

32.8.1 Support and Guidance

HR will be available to assist employees with any questions or issues related to the Workplace Nursery Benefit.

For any questions or further information, please contact the Human Resources department (melissa.munnich@woodhurst.com)



The Workplace Nursery Benefit is designed to provide significant financial savings and support to our employees, making it easier for them to balance work and family responsibilities. Woodhurst Consulting Limited is dedicated to ensuring the successful implementation and operation of this scheme, benefiting both our employees and their families.



Terms and conditions

When the employee signs up to the benefit, they will be sent the below terms to sign. If the employee does not sign and return the below terms, the contract will not be authorised