**Q. I need an eye test - will the council pay for this?**

A. If you are a display screen equipment (DSE) user, you are entitled to a free eye test every two years. The council has subscribed to the Vision Express Corporate Eyecare voucher scheme which entitles DSE users to a complete eye test (including retinal photography) at any Vision Express store (plus up to £45 off prescription glasses). The cost of the eye test is £15 which you must pay to Vision Express at the time of your test, but it can then be claimed back from your departmental budget via the expenses claim process on Pier. If you wish to go to another optician, the council will refund up to £15 towards your costs

**Q. What is a DSE user?**

A. Under the Health and Safety (Display Screen Equipment) Regulations 1992, a DSE user is an employee who regularly uses a display screen for a significant part of their daily work, whether the workstation is used at the employer’s workplace or at the employee’s home. If all or the majority of the following criteria apply, it is likely that the person will be a DSE user:

* The person depends on the use of display screen equipment to do their job.
* Is highly dependent on DSE and has little choice about using it;
* Needs special training or skills to use the DSE;
* The DSE is used continuously for more than one hour;
* The person uses DSE in this way almost daily;
* Fast transfer of information is an important part of the job;
* High levels of concentration are required.

**Q. I am a temp. Am I still eligible for the corporate eye test offer?**

A. Yes, the regulations and the [council’s DSE Standard](http://wave.brighton-hove.gov.uk/supportingyou/healthandsafety/HealthandSafetypolicyandguidance/Pages/PolicyandguidanceD-F.aspx) covers trainees, temporary staff, agency staff and staff seconded to the council under Section 75 of the National Health Service Act 2006.

**Q. How often should I have an eye test?**

A. It is recommended that DSE users have an eye test every 2 years

**Q. How do I go about getting a free eye test?**

A. The council has subscribed to the Vision Express corporate eyecare voucher scheme which is accessed via a portal on The Wave: <https://www.visionexpress.com/brighton-hove>. To access a voucher, you must log into the portal and enter some details. The online form will ask for your payroll number and a cost code but you can enter ‘NA’ in these sections as these details are not needed for the BHCC scheme. You will then see a screen which gives you 2 options to select from. Click on the option titled ‘Visual Display Unit – VDU’ and you will then be given the option to either download a voucher or have it emailed to you. The voucher must be signed and authorised by your manager before being used. The voucher entitles you to a full eye test for £15 at any Vision Express store. If you should need glasses, the voucher also includes up to £45 off any pair of glasses (or you can choose a pair of £39 complete glasses from a specific range). You should take the voucher to Vision Express and must pay the £15 at the time of the test. This can then be claimed back via the expenses claim process on Pier with reimbursement made from the your own departmental budget.

**Q. There is a second option on the portal. Which is the correct one?**

A. The option titled ‘Visual Display Unit – VDU’ is the one that should be used to download the voucher to give you an eye test (and £45 discount) for £15. The other option, titled ‘Vision Select’ can be used to print off further discount vouchers, which are also available to your friends and families.

**Q. Can I go to another optician?**

A. Yes, you can, but you can only claim back £15 towards your costs. We no longer have a form for the optician to complete so just get a receipt from them and claim back the £15 via the expenses claim process on Pier

**Q. If I don’t want to get glasses from Vision Express, can I take my prescription elsewhere?**

A. Yes, you can have your test at Vision Express then get glasses elsewhere although you would need to fund this yourself as you can only claim back £15. You may also have your test elsewhere and then take your prescription to Vision Express so that you can still get £45 off glasses. You would however still need to pay £15 to Vision Express and would still only be able to claim back £15 in total.

**Q. Does the discount cover contact lenses?**

A. No, only prescription glasses, but there is an offer accessible via the Friends & Family portal which gives a discount on contact lenses

**Q. I went to Vision Express and can’t see the £39 range on display, where are they?**

A. The £39 range may not always be fully displayed in the Churchill Square store, however it is in stock, so if you ask the staff there, they will show you it. There is also a £59 range – again not all of the range may be out on display, but more glasses are in the drawers beneath the displays if you ask. Also, there is an even greater range on Vision Express’s website – if you are interested in a pair of glasses that you haven’t seen in the shop, you can request that they’re delivered to the shop for you to try on with no requirement to buy them unless you like them

**Q. Is the £45 off offer for glasses for DSE use only?**

A. No, the offer can be used to get money off any pair of prescription glasses

**Q. If I want a pair of glasses from Vision Express that come to more than £45, can I pay the difference?**

A. Yes. If you choose a pair of Vision Express glasses that come to more than £45, then the council will still refund £15 but you must make up the further costs yourself.

**Q. How do I go about claiming back the £15?**

A. You will need to log into [Pier](https://bahccli.webitrent.com/bahccli_ess/wrd_rest/run/ACS?SSO) and log an expenses claim. Log in using your usual network password then click on ‘Pay & Benefits’ and next to ‘Time & Expenses’, click on ‘add claim’. Enter the date of your eye test, select your job title and choose the claim template ‘#2 Travel & Expenses’ then click ‘New’. Under ‘Element’, select ‘Expenses Nontax NP’ from the dropdown list, enter the date of the test, put ‘eye test’ in ‘Reason for Claim’ and enter the £15 cost in the box that says ‘Cash’. Once you have entered the correct details click ‘Submit’. You will then need to re-enter your network password and click ‘Submit’ again.

Your claim will then be forwarded to your manager to authorise. You should keep the receipt for your eye test payment because your manager may ask to see this. Any claim should be made within 2 months of the original eye test.