

OFFICER DECISION RECORD SHEET

Name of decision maker: Assistant Director (People) – Matt Rawdon

Service Area: People and Transformation

Title of Decision: Approval to award contract for Car Salary Sacrifice Scheme via the Commercial Procurement Collaborative (CPC) framework

Decision made and reasons:

Decision: The approval to award contract for Car Salary Sacrifice Scheme for a 4 year period to Tusker

Reason:

Since March 2018, the **Car Leasing Salary Sacrifice Scheme** has been made available to all staff (approximately 750 staff). Following a review of the scheme the Council has decided to continue to have a salary sacrifice scheme (in line with the HMRC guidance <https://www.gov.uk/guidance/salary-sacrifice-and-the-effects-on-payee>) managed by a third party to reduce the risk to the Council and reduce internal costs. This provides a platform for staff to new lease cars at a reasonable costs.

Commissioning process:

A review of the current car salary sacrifice scheme took place and we went out to tender to ensure we received the most commercially viable and streamlined service available. Tusker is still the market leaders and as their current service has been positive across the Council with all stakeholders, the proposal is to make a Direct Award to continue to work with them in the future.

Tender process:

This will be a direct award via the CPC framework, Tusker are the only supplier on this framework.

Commercial Board:

Commercial Board approval to award a contract via this framework was given in May 2023.

Reports considered:

n/a.

Officers/Councillors/Ward Councillors/Stakeholders Consulted:

Priti Gohil – HR and OD Manager
Commercial Board
Aidan Wilkie – Strategic Director (People and Transformation)
Matt Rawdon – Assistant Director (People)
Sue Foster – Procurement Manager
Darren Flanagan – Service Accountant
Sally Nunn – Payroll Manager
Human Resources Team
Service users

Financial Comments: 14 DBC staff members currently avail themselves of the service. The expenditure/staff recharge is to cost centre ZF832. In 22/23 the expenditure/recharge to staff was

OFFICER DECISION RECORD SHEET

£67k for 15-17 staff, so contract value will fluctuate depending upon the number of users. The admin role is currently carried out by Laura Keyte and HR but might need considering who in the organisation has the capacity to carry out the role. The processes are consuming/admin intensive and not really as cost neutral to the council as desired.

Darren Flanagan, Accountant for Place and People, 31st July 23

Monitoring Officer Comments:

No further comments to add to this report

Deputy S151 Officers Comments:

Comments on scheme administration costs above should be noted. For those who take up the scheme, associated salary deductions can represent a significant financial commitment. This should continue to be made clear to staff looking to participate in the scheme.

Implications

Value for Money:

In terms of the cost to the Council, there are no administration or set up fees. The scheme also allows you to make NI savings on the salaries your employees sacrifice where they pick a low emission CO2 vehicle.

Financial:

There are no costs for the Council to run this scheme, only administrative staff time. Good value for money for this contract would be providing the best car salary sacrifice scheme to our staff in terms of costs/options of the cars and overall customer service. The tender process had this as part of the assessment.

Risk: As the scheme is contractually between the employee and provider, no risks have been identified.

Officer Signature:

Date: MJ Rawdon