

## Wiltshire Council

### Delegated Decision

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**Subject:** Access for elected members to the Wiltshire Rewards Scheme

**Cabinet member:** Councillor Stuart Wheeler - Hubs, Heritage & Arts

**Key Decision:** No

**Reference:** HGS-001-13

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### Purpose of Report

1. Staffing Policy Committee on 10 July 2013 reviewed a report regarding the proposed launch of a new staff benefit scheme called "Wiltshire Rewards".
2. Staffing Policy Committee resolved:
  - To approve the new benefits scheme for staff and foster carers.
  - To note that the new benefits scheme would be referred to Cabinet for consideration as to whether the scheme should be made available to Members of the Council.

### Background

3. The current Wiltshire Council staff benefits website provides access to salary sacrifice schemes and discount deals with local retailers.
4. Elected members are able to access this website as there is no requirement to register or prove employee/member status in order to do so.
5. Offers are accessed by showing a Wiltshire council ID badge or payslip.

### Main Considerations for the Council

6. The Wiltshire Rewards website will have 4 areas that users can access:
  - **Discounts** - discounts with major retailers via in store and online offers sourced and administered by an external company (Asperity);

- **Local discounts** - will provide details of the current discounts available from local retailers currently on our staff benefits site. There will be the opportunity for local retailers to move onto the wider Asperity scheme going forward – thereby widening their market share and improving their publicity etc.
  - **Cycle to Work** salary sacrifice scheme (details of the scheme, eligibility criteria and link to the cyclescheme website);
  - **Childcare vouchers** salary sacrifice scheme (details of the scheme, eligibility criteria and link to the kiddivouchers website).
7. In order to access any of these areas users will need to initially register using a unique identification number (normally their SAP payroll number or for foster carers their Care First number). This will be checked against a list of eligible users provided by HR.
  8. Users will be required to set up a unique password when they register, and each time they access the site they will need to log on using their email and this password.
  9. Wiltshire Council have signed a contract with Asperity for 4 years. The annual cost of the scheme is £20,541 which allows up to 17,000 unique users to register with the site.
  10. The updated reward website is considered to be a corporate priority under the People Strategy action plan and would be funded by money set aside for implementation of this plan.
  11. The website will be launched to council staff (excluding schools staff) on 30 September 2013, to foster carers in early November and to schools staff in early 2014.

### **Benefits for users**

Users of the Wiltshire Rewards site can benefit in several ways:

12. They will find details of offers from local retailers offering discounts on goods and services on production of an ID badge/payslip.
13. If eligible they can access the council's salary sacrifice schemes enabling them to purchase a bike/safety equipment or childcare vouchers. They do not pay income tax or national insurance contribution on the part of their salary which is "sacrificed" to pay for the bike or childcare vouchers.
14. They will be able to purchase reloadable cards to use with specific retailers at a discounted price (for example a £10 Boots gift card would cost £9 when ordered through the site). Reloadable cards are available with many high street retailers. Alternatively users can choose an "easy-saver" card. They can

purchase this card at a 7.5% discount (e.g. a £100 card would cost £92.50) and they can use this card at 28 different high street retailers.

15. Users can also link to online retailers and earn cashback when they purchase goods online. For example if they order £100 worth of items on a site offering 5% cashback they would get £5 credited to their account – this can be transferred into their bank account, loaded on to a reloadable card or given to charity.

### **Safeguarding Considerations**

16. *None identified.*

### **Public Health Implications**

17. *None identified.*

### **Environmental and Climate Change Considerations**

18. *None identified*

### **Equalities Impact of the Proposal**

19. *No equalities impacts have been identified.*

### **Risk Assessment**

20. There is a potential reputational risk to the council that if elected members are given access to staff benefits this may be negatively perceived by staff or the media.

### **Financial Implications**

21. None identified – there would be no additional cost to the council of allowing councilors to access the Wiltshire Rewards scheme as we already have 17,000 licenses included within the contract costs.

### **Legal Implications**

22. *None identified.*

### **Options Considered**

#### **Option 1**

23. Confirm that elected members should not have access to any of the elements of the new Wiltshire Reward website and that any access will cease with removal of the current staff benefits website in early 2014. This will mean they cannot access the national or local discounts, or the salary sacrifice schemes.

## **Option 2**

24. Confirm that elected members should have access to the Wiltshire Rewards website, with access to national and local discounts, and the salary sacrifice schemes.

## **Option 3**

25. Confirm that elected members can have access to the discount elements of the Wiltshire Rewards scheme but be excluded from the salary sacrifice arrangements offered through the scheme.

## **Conclusions**

26. That it be determined from the options above whether to offer all or part of the Wiltshire Rewards scheme to elected members at this time.

**Barry Pirie**  
**Associate Director – People and Business**

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Report Author: Paula Marsh, Strategic HR Manager – November 2013

## **Background Papers**

The following unpublished documents have been relied on in the preparation of this report:

*None*

## **Appendices**

*None*