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| <b>DECISION NO: PCCG-2016-033</b>                  |   |
| <b>OFFICE OF THE POLICE AND CRIME COMMISSIONER</b> |   |
| <b>LEAD CHIEF OFFICER:</b>                         | <b>Nigel Stephens - Assistant Director Resources</b>  |
| <b>TITLE:</b>                                      | <b>PROVISION OF CHILDCARE VOUCHERS UNDER A SALARY SACRIFICE SCHEME</b>  |
| <b>DATE:</b>                                       | <b>31 March 2016</b>  |
| <b>TIMING:</b>                                     | Urgent  |
| <b>PURPOSE:</b>                                    | The purpose of this report is to seek approval to extend the current contract with the incumbent provider.  |
| <b>1.</b>  | <b><u>RECOMMENDATION</u></b>  |
| 1.1  | To extend the current contract with Edenred for a 2 months period in accordance with paragraph 121 of the Manual of Governance from 31 March 2016 until 31 May 2016.  |
| <b>2.</b>  | <b><u>INTRODUCTION &amp; BACKGROUND</u></b>   |
| 2.1  | In November 2011, Gwent Police carried out a mini competition under the Metropolitan Police National Framework ID SS3/09/320 for the Provision of Childcare Vouchers for a salary sacrifice scheme. The contract was for a period of two years with an option to extend for an additional two years with both parties agreement, to be reviewed annually. Both 12 month extensions were utilised. A further two (2) months extension is now requested in order to allow time to transition to the newly awarded National Procurement Service (NPS) Employee Benefits Framework Provider for Childcare Vouchers. |
| 2.2  | The childcare voucher scheme allows working parents to exchange part of their salary for vouchers with which childcare provision can be obtained. By agreeing to forgo a specified amount of salary the employee pays less Income Tax and National Insurance. As a consequence the force's contribution to National Insurance is reduced.   |
| 2.3  | The contract was awarded in accordance with the guidelines specified within the framework, EU Directives and Gwent Police Authority's Standing Orders, with the successful supplier selected based on the Most Economically Advantageous Tender. The selection criteria included Rates and Charges 30% and Specification of Requirements 70% as per the original criteria specified by the Metropolitan Police.   |
| <b>3.</b>  | <b><u>ISSUES FOR CONSIDERATION</u></b>  |
| 3.1  | The contract is still required to support members of staff with their childcare arrangements.   |
| 3.2  | The contract is managed by the Exchequer Services Manager who has   |

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|           | confirmed that the service provided by Edenred has been acceptable during the last four years and they have met their contractual obligations.   |
| <b>4.</b> | <b><u>NEXT STEPS</u></b>   |
| 4.1       | On approval of the report, contract extension documents will be issued to the supplier, where they will be signed and returned to the Contracts and Procurement Department to be retained on file.   |
| <b>5.</b> | <b><u>FINANCIAL CONSIDERATIONS</u></b>   |
| 5.1       | The financial implication for the Provision of Childcare Vouchers is dependent on the number of employees who utilise this arrangement. There are currently 98 members of staff that utilise this scheme. There is a 1% management fee which is funded by the saving achieved by the reduction in National Insurance the force has to pay; therefore there is no cost to Gwent Police for this Provision. The amount of NI contribution saving made by the force will depend on the amount of salary reduction selected by the employee. |
| 5.2       | Edenred have confirmed that they are happy to extend for the additional two month period on the same terms and conditions and any special terms and conditions, therefore the same rates will apply.   |
| 5.3       | Based on four years (Feb 2012-Feb 2016), spend through Edenred was £822,767. The management fee paid was £8,227. Gwent Police has achieved Employers National Insurance Savings ranging between £13k and £17k per annum.   |
| 5.4       | The value of spend through Edenred for the two (2) months extension will be approximately £51k.  |
| <b>6.</b> | <b><u>PERSONNEL CONSIDERATIONS</u></b>   |
| 6.1       | As part of the extension there would be no staffing/personnel implications.  |
| <b>7.</b> | <b><u>LEGAL IMPLICATIONS</u></b>   |
| 7.1       | This report has been submitted in line with the EU Directives and the Manual of Governance.  |
| <b>8.</b> | <b><u>EQUALITIES AND HUMAN RIGHTS CONSIDERATIONS</u></b>   |
| 8.1       | This project/proposal has been considered against the general duty to promote equality, as stipulated under the Single Equality Scheme and has been assessed not to discriminate against any particular group.   |
| 8.2       | In preparing this report, consideration has been given to requirements of the Articles contained in the European Convention on Human Rights and the Human Rights Act 1998.   |
| <b>9.</b> | <b><u>RISK</u></b>   |
| 9.1       | The risk to Gwent Police should the Contract not be extended is, failure to ensure provision of childcare vouchers under a formal agreement which may  |

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|            | result in unlawful expenditure.  |
| <b>10.</b> | <b><u>PUBLIC INTEREST</u></b>  |
| 10.1       | Following approval of this report by the Commissioner, this document will be made available to the Public. |
| <b>11.</b> | <b><u>CONTACT OFFICER</u></b>  |
| 11.1       | Natalie Noble – Senior Procurement Officer   |
| <b>12.</b> | <b><u>ANNEXES</u></b>  |
| 12.1       | N/A  |

## Public Access to Information

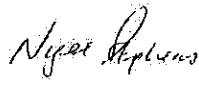
Information in this submission is subject to the Freedom of Information Act 2000 (FOIA) and other legislation. This submission will be made available on the OPCC website following consideration by the Police and Crime Commissioner.

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| Are you satisfied that the contents and observations made are necessary and suitable for the public domain? | ✓ |
| In producing this submission, has consideration been given to 'public confidence'?                          | ✓ |
| If you consider that this submission should be exempt from the public domain, please state the reasons.     |   |

For OPCC use only

**Office of the Chief Constable**

I confirm that **Provision of Childcare Vouchers under a Salary Sacrifice Scheme** report has been discussed and approved at a formal Chief Officers' meeting.  
It is now forwarded to the OPCC for approval purposes.


**Signature:** 

**Date:** 4/4/16

|  | Tick to confirm (if applicable) |
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| <b>Financial</b><br>The Chief Finance Officer has been consulted on this proposal.   | ✓                               |
| <b>OPCC</b><br>The Chief of Staff has reviewed the request and is satisfied that it is correct and consistent with the PCC's plans and priorities. | ✓                               |
| <b>Legal</b><br>The legal team have been consulted on this proposal.   | N/A                             |
| <b>Equalities</b><br>The Equalities Officer has been consulted on this proposal.   | N/A                             |

**Chief of Staff:**


I have been consulted about the proposal and can confirm that financial, legal, equalities etc... advice has been taken into account in the preparation of this report.  
I am satisfied that this is an appropriate report to be submitted to the Police and Crime Commissioner for Gwent.

**Signature:** 

**Date:** 19/04/16

**Police and Crime Commissioner for Gwent**

I confirm that I have considered whether or not I have any personal or prejudicial interest in this matter and take the proposed decision in compliance with the Code of Conduct.  
The above request has my approval.

**Signature:** 

**Date:** 20. 4. 16.

