


<b>DECISION NO: PCCG-2016-032</b>	
<b>OFFICE OF THE POLICE AND CRIME COMMISSIONER</b>	
<b>LEAD CHIEF OFFICER:</b>	Nigel Stephens – Assistant Chief Officer
<b>TITLE:</b>	Provision of a Managed Service for Employee Benefit Schemes
<b>DATE:</b>	30 March 2016
<b>TIMING:</b>	Urgent
<b>PURPOSE:</b>	Approval
<b>1.</b>	<b><u>RECOMMENDATION</u></b>
1.1	It is recommended that the Police and Crime Commissioner for Gwent (PCC) utilise the Managed Service Provider iCOM Works Ltd via the National Procurement Service (NPS) Managed Service for Employee Benefit Schemes Framework, reference NPS-PSU-0024-15 for all chosen Employee Benefit scheme requirements. This is in accordance with paragraph 66c of the Manual of Governance.
1.2	The framework was awarded for three (3) years – 7 December 2015 to 6 December 2018 (with the option to extend for a further 12 months to 6 December 2019). It is recommended that the PCC utilise this framework for the full term.
<b>2.</b>	<b><u>INTRODUCTION &amp; BACKGROUND</u></b>
2.1	The Police and Crime Commissioner for Gwent currently offer two Employee Benefit schemes, namely the Provision of Childcare Vouchers and the Provision of a Cycle to Work Scheme.
2.2	The Provision of Childcare Vouchers contract was awarded following a mini competition under the Metropolitan Police National Framework. The full four year term was utilised, and an extension has now been sought to take this contract to 31 May 2016.
2.3	The Provision of a Cycle to Work Scheme was awarded under the Staff Benefits ESPO Framework, 319 Staff Benefits, Lot 1 for seven (7) months. An extension has now been sought to take this contract to 30 April 2016.
2.4	NPS set up an Employee Benefits Forum group in order to put in place a Managed Service for Employee Benefit Schemes for the Welsh Public Sector.
2.5	A Senior Procurement Officer from Gwent Police represented South Wales Police, Dyfed Powys Police and Gwent Police on the NPS Employee Benefits Category Forum Group. This ensured that each force's Employee Benefits requirements were highlighted for inclusion in the specification.

2.6	<p>The Employee Benefits Managed Service Provider is able to offer the following schemes:</p> <ul style="list-style-type: none"> <li>• Childcare Voucher Salary Sacrifice Scheme</li> <li>• Cycle to Work Salary Sacrifice Scheme</li> <li>• Car Salary Sacrifice Scheme</li> <li>• Mobile Phones &amp; Technology Salary Sacrifice Scheme</li> <li>• Annual Leave Purchase Salary Sacrifice Scheme</li> <li>• Workplace Parking Salary Sacrifice Scheme</li> <li>• Travel to Work Scheme</li> <li>• Health &amp; Wellbeing Schemes</li> <li>• Voluntary Benefits - Retail &amp; Leisure Discounts</li> <li>• Reward &amp; Recognition Schemes</li> </ul>
<b>3.</b>	<b><u>ISSUES FOR CONSIDERATION</u></b>
3.1	It is preferable to utilise the NPS Managed Service for Employee Benefit Schemes framework by 1 June 2016 for Childcare Vouchers and 1 May 2016 for Cycle to Work to ensure a compliant contractual route, and demonstrate commitment to the Welsh Government strategy to “Buying Once for Wales”.
3.2	iCOM Works Ltd provides two of the Employee Benefits schemes direct, however all others are provided by their Tier providers.
3.3	iCOM Works Ltd has two Tier providers for the Cycle to Work scheme, therefore if the incumbent is chosen, transition to the new framework should be very quick and simple.
3.4	iCOM Works Ltd has one Tier provider for the Childcare Voucher Scheme which is not our incumbent supplier. The transition period has been estimated as 6 weeks by the Tier provider, therefore it is essential that approval to utilise this Framework is provided as soon as possible so that transitional arrangements can commence to have a new supplier ready to commence the scheme by 1 June 2016.
3.5	It should be noted that other Police Forces are offering additional Employee Benefit Schemes to those currently offered by the Police & Crime Commissioner for Gwent. As such consideration will be given to the utilisation of additional Employee Benefits Schemes offered via this framework following professional advice.
<b>4.</b>	<b><u>NEXT STEPS</u></b>
4.1	An Access Agreement has already been signed in order to access this Framework Agreement, therefore a request to begin the implementation

	process simply needs to be made to iCOM Works Ltd following report approval.
4.2	Formal investigatory work to commence to confirm if additional Employee Benefit Schemes can be offered. If this is positive, a way forward would need to be agreed between the Head of People Services and the Integrated Resource Service Centre (IRSC) Manager.
<b>5.</b>	<b><u>FINANCIAL CONSIDERATIONS</u></b>
5.1	There would be no cost to providing the Cycle to Work Scheme, and savings for the Commissioner through this scheme are anticipated to be approximately £8,800 per annum based on historical data. These savings are achieved by the reduction in National Insurance the force has to pay. Spend through the provider iCOM Works Ltd for this scheme would be approximately £74k per annum based on historical data.
5.2	There would be a cost of approximately £570 per annum for the provision of a Childcare Voucher scheme, and savings for the Commissioner through this scheme are anticipated to be approximately £18.5k per annum based on historical data. These savings are achieved by the reduction in National Insurance the force has to pay. The costs of this scheme under the new framework would offer a saving of approximately £1,300 per annum compared to current costs. Spend through the provider iCOM Works Ltd for this scheme would be approximately £206k per annum based on historical data.
5.3	The commercial details for all schemes are shown in Annex 1 ( <i>not for publication</i> ).
<b>6.</b>	<b><u>PERSONNEL CONSIDERATIONS</u></b>
6.1	There are no personnel considerations related to this contract.
<b>7.</b>	<b><u>LEGAL IMPLICATIONS</u></b>
7.1	This report has been submitted in line with the Public Contracts Regulations 2015 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 risks for the Police and Crime Commissioner for Gwent if this framework is not utilised are listed below; <ul style="list-style-type: none"> <li>• Non-compliant spend which when aggregated will exceed the new</li> </ul>

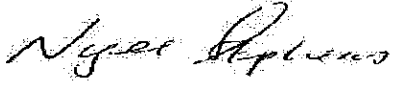
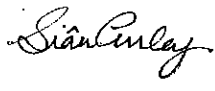
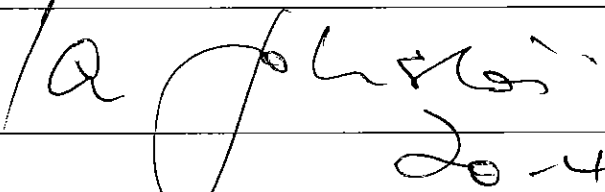
	<p>Public Procurement thresholds;</p> <ul style="list-style-type: none"> <li>• Open to challenge from suppliers;</li> <li>• Savings are missed</li> </ul>
<b>10.</b>	<b><u>PUBLIC INTEREST</u></b>
10.1	Following approval of this report by the Commissioner, this document will be made available to the public.
<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	<p>Annex 1 —NPS-PSU-0024-15 - Employee Benefits-Commercial Details - <i>Not for publication</i></p>  <p>Annex 1 - NPS-PSU-0024-15 - Er</p>

## 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.

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

<b>Office of the Chief Constable</b>	
I confirm that <b>Provision of a Managed Service for Employee Benefit Schemes</b> report has been discussed and approved at a formal Chief Officers' meeting. It is now forwarded to the OPCC for <b>approval</b> .	
Signature: 	
Date: 4/4/16	
	<b>Tick to confirm (if applicable)</b>
<b>Financial</b> The Chief Finance Officer has been consulted on this proposal.	✓
<b>OPCC</b> 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> The legal team have been consulted on this proposal.	N/A
<b>Equalities</b> The Equalities Officer has been consulted on this proposal.	N/A
<b>Chief of Staff:</b> 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: 08/04/16	
<b>Police and Crime Commissioner for Gwent</b>	
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	