


**RECORD OF EXERCISE OF DELEGATED AUTHORITY BY OFFICER PURSUANT TO
REGULATION 13 OF THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS)
(MEETINGS AND ACCESS TO INFORMATION) (ENGLAND) REGULATIONS 2012 &
THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014**

<u>SUBJECT OF DECISION</u>	
Employee Benefits contract/procurement	
<u>DECISION REFERENCE</u>	<u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/ Constitution/Minute No. etc.)
DO/100/2025 (TS)	This decision is taken in line with General delegations set out in the constitution to include 3D.1 (b) and 3D.3 (d)
<u>DATE OF DECISION</u>	<u>DECISION MAKER (Name and Job Title)</u>
08/05/2025	Tom Shardlow, Chief Executive 
<u>RECORD OF THE DECISION</u>	
<p>a) The issue</p> <p>Re-procurement of an Employee Assistance programme (EAP) and employee benefits platform</p> <p>b) The Decision</p> <p>To award from the EPSO framework to the preferred provider</p>	
<u>REASON FOR THE DECISION</u>	
To continue provision of a designated platform providing a range of cost effective employee benefits together with a EAP service. The current provision has proved popular with employees, providing a low cost option for provision of items through salary sacrifice schemes. Such provision enhances the overall employment package available to employees and makes the council a more attractive option for candidates. In addition, the provision of an EAP service is key to ensuring the continued mental wellbeing of employees.	
<u>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION</u>	
To not offer an employee benefits package – this would reduce the overall employment package to employees and may impact the council's ability to attract and retain employees. In addition, the platform includes a designated Employee Assistance Programme (EAP) providing mental health support to employees.	

<u>WARD RELEVANCE</u>
None
<u>FINANCIAL AND BUDGET IMPLICATIONS</u>
No overall costs – any administrative fees are offset by employer savings from salary sacrifice schemes included in the employee benefits platform
<u>CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS</u>
Relevant Portfolio Holder
<u>ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER CONSULTED</u>
n/a
<u>IN RESPECT OF ANY DECLARED CONFLICT BY A CABINET MEMBER, ANY DISPENSATION GIVEN BY THE HEAD OF PAID SERVICE</u> (Note if the decision is a non-executive decision, no dispensation can be given).
n/a
<u>EQUALITIES IMPLICATIONS (including any Equality Impact Assessment)</u>
n/a
<u>HUMAN RESOURCES IMPLICATIONS</u>
As above, will enhance overall employee package; there will be limited impact in regards to administration/marketing of the scheme
<u>FINANCIAL IMPLICATIONS</u>
None - as above there will be a small income to the council in relation to employer savings for salary sacrifice
<u>HEALTH EQUALITIES IMPLICATIONS</u>
Will contribute to employee financial and mental wellbeing
<u>SECTION 17 CRIME & DISORDER IMPLICATIONS</u>
n/a
<u>RISK MANAGEMENT IMPLICATIONS</u>
n/a

SME (SMALL/MEDIUM ENTERPRISES) & LOCAL ECONOMY IMPLICATIONS

n/a

ENVIRONMENTAL IMPLICATIONS

n/a

LEGAL IMPLICATIONS

n/a

ANY OTHER COMMENTS

n/a

**PLEASE RETURN TO THE MONITORING OFFICER AS SOON AS A DECISION IS
MADE OR AS REASONABLY PRACTICABLE THEREAFTER**