

RECORD OF INDIVIDUAL EXECUTIVE DECISION MADE BY AN OFFICER

Decision Maker	Decision Type	Date
Eleanor Devlin	Administrative Decision between £5k and £100k	08/09/2026

Procurement of Staff Benefits Portal including Salary Sacrifice Benefits

Exempt Report	Yes	No
Key Decision	Yes	No

Decision(s)

This Administrative Decision seeks approval to procure and award a contract for the provision of a Staff Benefits scheme to replace the current arrangement when it expires in January 2027.

Reasons for the decision(s)

The current Staff Benefits contract, which provides a range of shopping, lifestyle and wellbeing benefits to employees of Oldham Council, is due to expire in January 2027. To ensure continuity of provision and secure best value, the Council will undertake a competitive procurement exercise to appoint a new provider.

The current platform demonstrates strong employee engagement, with 1,578 registered users accessing the scheme's range of benefits and discounts. Over the last 12 months, the platform has facilitated 652 orders, resulting in 444 completed transactions, demonstrating the value and reach of the benefits offering across the workforce.

In addition to supporting employees' financial wellbeing through access to discounts, offers and wellbeing benefits, the platform forms an important part of the Council's wider employee value proposition. The procurement exercise will seek a solution that continues to deliver a high-quality benefits offering while meeting the evolving needs of employees and the organisation.

There are currently no direct costs to the Council associated with the provision of the staff benefits platform, with provider costs funded through retailer commissions and associated commercial arrangements. The procurement exercise will therefore seek to maintain a cost-neutral model whilst securing a high-quality service and maximising value for both employees and the organisation.



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The new contract will also support the future implementation of a salary sacrifice lease car scheme. Subject to implementation, this would provide employees with access to an additional valued benefit whilst generating employer National Insurance savings for the Council, creating further financial benefits and supporting the Council's attraction and retention objectives.

Options/Alternatives considered

Option 1: Continue to provide a Staff Benefits Scheme through a competitive procurement exercise

This option would ensure employees and other eligible users continue to have access to a range of shopping, lifestyle and wellbeing benefits. Undertaking a competitive procurement exercise would enable the Council to test the market, secure best value and identify the provider best able to meet organisational and user needs.

Option 2: Discontinue the Staff Benefits Scheme

This option would remove access to the current benefits offer for employees and other eligible users. Whilst this would eliminate future procurement and contract management requirements, it could negatively impact employee experience and reduce the overall employment offer.

Legal comments

The proposal is lawful and within the powers of the Council.

Bryan Boese - solicitor

Finance comments

This report seeks approval to undertake a competitive tender exercise for the procurement and award of a contract for the provision of a Staff Benefits Scheme, replacing the current arrangement when it expires in January 2027.

The existing staff benefits platform operates at no direct cost to the Council, with provider costs funded through retailer commissions and associated commercial arrangements. The procurement process will therefore aim to retain a cost-neutral delivery model while securing a high-quality service that maximises value for both employees and the Council.

The proposed contract will also facilitate the future introduction of a salary sacrifice lease car scheme. Subject to implementation, this would provide employees with access to an additional employee benefit while potentially generating employer National Insurance savings for the Council. This would deliver wider financial benefits and support the Council's workforce attraction and retention objectives. However, as the level of employee participation is currently unknown, the value of any employer National Insurance savings cannot be quantified at this stage.

(Matthew Kearns – Finance Manager)

Procurement comments

There are no implications for a competitive route to market for these Services and benefits, Options under discussion:

1. Use of a compliant Framework Agreement:

- Benefits established already
- Suppliers already passed due-Diligence

- Quicker route to market
- Forms & Documents already prepared
- Support from framework provider, giving Procurement additional resource
- Formal process and compliant

2. Open Tender:

- Formal Process
- Managed totally in house
- Timelines to start / complete longer

Recommended option is to use a Framework Agreement

Angela Porter – Senior Category Manager Corporate & Environment

HR comments

HR supports the recommendation to undertake a procurement exercise for a new Staff Benefits provider. Maintaining a competitive benefits offer contributes to employee wellbeing, engagement, and attraction and retention objectives, while ensuring value for money and compliance with procurement requirements.

Akddus Khan – Head of Learning & Culture

Conflict of Interest declared

N/A

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(Signature of Executive Director/Director)

Agreed by Management Board 16.09.26



Eleanor Devlin signed with delegated authority on behalf of the Executive Director of Resources.

16.09.26

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¹ The signatory must be duly authorised by Executive Director to make a decision in accordance with the relevant sub-delegation scheme. It is not acceptable for the signature to be 'pp' for the authorised signatory.

(In consultation with relevant Cabinet Member if required)

NA

Decision made pursuant to:

- a) Section 14.3.6 of Part 2 Articles of the Constitution (Administrative Decisions)**
- b) Section 11 of Part 3 Responsibility for Functions of the Constitution**
- c) General delegation under the Council's officer scheme of delegation**