



**EXECUTIVE DECISION RECORD
Officer**

REF No: 170.24

A1 Service Area	Human Resources
A2 Title	Introduction of a car salary sacrifice scheme
A3 Decision Taken By	Chief Officer
A4 Chief Officer	Please print name: Andy O'Brien Please sign name: (Approval via email 03/06/2024)
A5 Leader / Deputy Leader consulted?	Please print name: Cllr M Fitzpatrick Please sign name: (Approval via email 03/06/2024)
A6 Date of Decision	3 rd June 2024

Confidential or Exempt Information

A7 Does this decision contain Confidential Information?	No
A7.1 Does this Decision contain Exempt Information as described in Schedule 12A of the Local Government Act 1972?	No
A7.2 If yes, please state relevant paragraph from Schedule 12A LGA 1972.	N/A

Conflict of Interest

Are there any conflicts of interest to declare? No

(If “Yes” please contact the Chief Executive before making the Decision. A note of dispensation should be attached).



Scrutiny/Audit

A8 Which Committee should this decision be submitted to? *(Please tick as appropriate)*

Scrutiny (Value for Money Council) Committee

B1 What is the Decision?	To introduce a pilot car salary sacrifice scheme, alongside the cycle and childcare salary sacrifice schemes already in place.
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B2 What are the reasons for the Decision?

B2 Alternative options considered and rejected?

A company car policy was implemented in 2013/14. It is no longer accessed by the existing Chief Officers: a review has highlighted that the scheme no longer provides sufficient scope to lease an environmentally friendly vehicle, with no cost to the authority.

A salary sacrifice Car scheme is a suitable and attractive alternative for Chief Officers. In due course, if successful, it can be rolled out to other officers. There is no cost to ESBC other than limited administration support. The scheme works in a similar way to other existing salary sacrifice schemes already in place, such as cycle and childcare. Officers can sacrifice an element of gross pay to access a fully expensed lease car of their choice.

Additionally, as part of our commitment to reducing the environmental impact of staff commuting and promoting cleaner travel options, the scheme will improve access to electric and hybrid vehicles for employees.

This initiative aligns with the wider sustainable staff travel strategy being developed, which includes enhancing facilities for active transport, increasing the use of public transport, and encouraging carpooling.

By making low-emission vehicles more accessible through this scheme, we aim to accelerate the transition to a cleaner fleet and reduce our authority's carbon footprint. This scheme will complement our other efforts to create a more sustainable commuting culture and demonstrate our leadership in addressing climate change.

Alternative options have been considered including: a) retaining the existing scheme which is based on officers foregoing an increment of salary; and b) introducing an updated, traditional car lease scheme. Given that both of these options would result in a cost to the authority and may not provide suitable cars to accommodate environmentally friendly requirements and our commitment to sustainable travel, these options have been rejected.

Four suppliers of Salary Sacrifice Schemes have been invited to be considered for the contract. All are within the Framework Contract for the

	provision of Vehicle Lease, Fleet Management and Salary Sacrifice Car Schemes. The preferred supplier is Knowles Fleet Management. Chosen, based on providing great customer service, an accessible portal for officers to access direct and positive references.
B3 What are the contributions to Corporate Priorities?	<p>The proposal indirectly contributes to all the Corporate Priorities in that it seeks to improve staff engagement who in turn deliver on these priorities.</p> <p>The car salary sacrifice scheme is a particularly attractive way of sourcing an electric vehicle which contributes directly to our priority to Develop a Green New Deal for East Staffordshire.</p>
B4 What are the Human Rights considerations?	There are no Human Rights issues arising from this decision.

Financial Implications

B5 What are the financial implications?	There are no financial issues arising from this decision.
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The finance section has been approved by the following member of the Financial Management Unit:	<p>Please print name: Lloyd Haynes</p> <p>Please sign name: (Approval via email 03/06/2024)</p>
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Policy Framework

<p>B6 Is the Decision wholly in accordance with the Council's policy framework?</p> <p>B6.1 If No, does it fall within the urgency provisions (Part 3 of the Constitution)?</p> <p>B6.2 Has it got the appropriate approvals under those provisions?</p> <p>B7 Is the Decision wholly in accordance with the Council's budget?</p> <p>B7.1 If No, does it fall within the urgency provisions (Part 3 of the Constitution)?</p> <p>B7.2 Has it got the appropriate approvals under those provisions?</p>	<p>Yes/No (<i>please delete as appropriate</i>)</p> <p>Yes/No/NA (<i>please delete as appropriate</i>)</p> <p>Yes/No (<i>please delete as appropriate</i>)</p> <p>Yes/No (<i>please delete as appropriate</i>)</p> <p>Yes/No/NA (<i>please delete as appropriate</i>)</p> <p>Yes/No (<i>please delete as appropriate</i>)</p>
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Equalities Implications

B8 What are the Equalities implications: There are no Equalities implications

B8.3 The subject of this decision is not a policy, strategy, function or service that is new or being revised. An equality impact assessment is not required.

Risk Assessment

B9 What are the Risk Assessment implications: There are no risks associated with this decision

Legal Considerations

B10 What are the Legal Considerations:

The facility of a Vehicle Lease, Fleet Management and Salary Sacrifice Car Scheme will be provided by way of a Call-Off Contract from the CCS Framework Agreement.

Legal Services will provide advice on the terms of the Agreement and will prepare the Contract.

This section has been approved by the following member of the Legal Team

Please print name: Glen McCusker – Locum Solicitor and Deputy Monitoring Officer.

Please sign name: (Approval via email 03/06/2024)

Environmental Impact

B11 What are the Environmental Impacts:

Consider impacts related to the Climate Change & Nature Strategy aims:

- Reducing greenhouse gas emissions (climate change mitigation)
- Preparing for future climate change (adaptation)
- Protecting and enhancing nature
- Using resources wisely and minimising waste and pollution

B11.1 The impacts are **not significant** and are set out below without enhanced consideration by the Council's Climate Change and Adaptation Officers. The scheme will improve accessibility to EV cars with potential associated reduction in the use of fuels.

Health & Safety Implications

B12 What are the Health & Safety implications: There are no Health and Safety implications of this decision

B12.1A Risk Assessment has not been carried out and entered into Safety Media for all significant hazards and risks because there are no significant hazards or risks arising from this decision.

Key Decision

B13 Is this a Key Decision? No

Note: A Key Executive Decision is one where:

- 1. REVENUE – Any contract or proposal with an annual payment or saving of more than £100,000**
- 2. CAPITAL – Any capital project with a value in excess of £150,000**
- 3. A decision which significantly affects communities living or working in an area comprising two or more wards.**

NOTE: If this decision is subject to the Call-in Procedure it will come into force, and may then be implemented, on the expiry of 3 working days after publication – unless 10 Members of the Council call in the decision.

Please send the original signed document to:

democratic.services@eaststaffsbc.gov.uk