

## Access to the Everybody Benefits framework

**Why choose NYCC's Everybody Benefits Framework?:** NYCC has extensive experience of offering employee voluntary benefits, running schemes since 2007 under the banner of **Everybody Benefits**. The schemes have grown and developed in that time and have proven popular with employees, resulting in savings both for employees and the Council. NYCC has procured the schemes on a framework basis to enable ease of access for other public sector organisations and provide continued best value and quality for employees using the schemes. This fully OJEU procured range of employee voluntary benefits enable other public sector organisations to provide their employees with access to benefits through a framework agreement without having to complete a full tender process.

The offer supports employee engagement and recognition objectives and compliments the overall reward and recognition strategy of your organisation to reflect the positive contribution made by employees. The employee benefits solution is a one stop shop for employees to access and track their savings achieved as a direct consequence of their employment with your organisation.

Organisations providing salary sacrifice schemes to their employees can provide their employees with a choice of products and services enabling them to achieve savings on these products through reduced Tax, NI and in some cases Pension contributions. The employer achieves savings in some schemes from reductions in employer's NI (13.8%) based on amounts sacrificed by employees.

**What is included in the framework?:** There are 6 'Lots' providing flexibility to take up one or more:

- Access to a **discount platform** – a website providing an excellent platform for special offers and discounts from an extensive range of national and local suppliers to help your employees' pay go further – a great benefit at times of low pay awards. The site monitors and calculates savings accumulated by staff using the discounts offered by retailers and suppliers. It provides a link through to salary sacrifice schemes. This Lot includes an **employee recognition system** to enable peer to peer and manager recognition, team recognition, with links to the discount platform where required, bespoke to meet the organisation's core values.
- Access to **green cars** salary sacrifice scheme to access fuel efficient and low emission vehicles at discounted rates (supporting environmental objectives).
- Access to **cycle to work** salary sacrifice scheme to order a new bicycle and accessories from local and national suppliers via a voucher payable in advance by the employer (supporting environmental and public health objectives).
- Access to **employee home computer** salary sacrifice scheme to order new home technology and accessories that are competitively priced, providing a wide selection of choice, technical support options with warranty provision. (supporting digital by default objectives)
- Access to **childcare voucher** salary sacrifice scheme to order online and offline childcare vouchers which are deductible under salary sacrifice rules and payable to a registered childcare supplier on a monthly basis until such time as the Government change to the rules for this scheme are implemented (supporting employees' work life balance).
- Access to **health cash plan** scheme to order online and offline health cash plans to help employees spread the cost of healthcare expenses (including but not limited to optical and

## Access to the Everybody Benefits framework

dental) at preferential rates which can be deductible from net pay or direct debit on a monthly basis (supporting public health objectives).

**Who can access the Framework:** Any public sector organisation is able to join the scheme which gives their employees access to the Framework agreements - OJEU notice 2017/S 135-277035. Under this notice the schemes can be accessed without the need for any further tender process. The benefits are immediate access to the schemes once the scheme is set up to the Contracting Authority's (CA) requirements.

The framework enables your public sector organisation to supply any of the schemes for up to 4 years through the completion of a call off agreement with the relevant supplier.

### **Pricing:**

The following prices are the access fees to be paid per annum by the CA to the Council for access to the Framework and be provided with template guidance, launch, communication plan and access to a user group with organisations using the framework:

Criteria	Platform and Recognition £	Cars £	Cycle2 Work £	Home tech £	Child Care £	Health cash plan £	Total £	Discount if 4 or more taken (25%) £
If less than 350 employees	50	100	50	100	100	50	450	337.50
If 351-700 employees	100	200	100	200	200	100	900	675.00
If 701-1000 employees	200	300	200	200	300	150	1350	1012.50
If 1001 – 5000 employees	300	400	300	300	400	200	1900	1425.00
If 5001 – 10000 employees	400	500	400	400	500	250	2450	1837.50
If 10000+ employees	500	700	500	500	700	300	3200	2400.00

For Lot 4, Home Technology, the access fee shall be paid to the Council by the Contractor, Softcat.

In addition to the Access Fees set out above, should Contracting Authorities opt for Lot 1 (Platform and Recognition) they will pay the Contractor a set amount per annum depending on the size of the organisation. This amount is either:

£3,000 pa for organisations with more than 250 employees. This charge covers:	£750 pa for organisations with up to 250 employees. This charge covers:
<ul style="list-style-type: none"> <li>- Single Sign on integration</li> <li>- Bespoke branded set-up (per client) with bespoke choice of salary sacrifice schemes</li> <li>- Road shows and marketing support</li> <li>- Implementation face-to-face meetings</li> <li>- Integration recognition set-up</li> <li>- Access to management information</li> </ul>	<ul style="list-style-type: none"> <li>- Bespoke branded set-up (per client) with bespoke choice of salary sacrifice schemes</li> <li>- links to the salary sacrifice scheme</li> <li>- Implementation meetings by phone</li> <li>- Integration recognition set-up</li> <li>- Access to management information</li> </ul>

Every year, on the anniversary of the Commencement Date of the Access Agreement, the Contracting Authority will inform the Council of the number of employees of the Contracting Authority and the Council will recalculate and invoice the Access Fee accordingly.

## Access to the Everybody Benefits framework

The Childcare voucher salary sacrifice scheme has a minimal administration fee which is included in the invoice by the provider, Sodexo at a value of 0.2% of vouchers ordered per month. So for every £1000 spent by staff, the cost is £2 for the employer.

**How to join the Everybody Benefits Framework:** NYCC will prepare and issue an Access agreement. These require a signature by the Contracting Authority, NYCC and supplier. In addition to the access agreement once signed the following appendices and schedules will be provided as outlined below:

Call off conditions which are the general day to day operational elements of the scheme and allows for any differences between the supplier and the Contracting Authority to be agreed at the set up, providing they are not material differences. Any amendments should be checked by your legal department.

Schedule 1 – Project plan for the relevant Lot. This will be completed as part of an implementation meeting between Contracting Authority and the supplier.

Schedule 2 – Variation notice if required.

Schedule 3 – Payment schedule between Contracting Authority and the supplier.

Schedule 4 – Acceptance tests (if needed)

Schedule 5 – Service level agreement between Contracting Authority and the supplier.

Schedule 6 – Maintenance/lease terms as set out in the ITT

	Action required
<p>1. <u>Access to the discount platform:</u></p> <p>NYCC will provide access to the <i>Everybody Benefits</i> online (and telephone) employee discounts scheme to all employees of the Contracting Authority (CA). The platform for discounts is also used for employees to access salary sacrifice schemes including the Green Car scheme, Cycle to Work scheme, Childcare Vouchers scheme, Employee Home Computer scheme and Health cash plan scheme (together “the Schemes”) with quick links from the home page.</p> <p>In order to gain access to the platform the CA needs to provide their employees’ information to Xexec on at least a <b>monthly</b> basis. This will consist of a list of starters and leavers of the CA. To access the system CA employees need to log on and set up a password.</p> <p>The platform will include a CA branded website accessible via a single web address to be confirmed. This can also be linked to the CA intranet.</p> <p>The platform provides access to a broad range of offers from over 1000 well known suppliers, including Marks and Spencer, Sainsburys, Tesco, Morrison, Expedia, Amazon, Apple, EE, theatre bookings and holiday companies as well as locally negotiated discounts. Access is also available via a mobile phone App and tracks personal savings and accumulated cashback. There is free postal delivery for retail vouchers and cards. CA employees are able to customise their home page with their favourite suppliers.</p> <p>There are options to add corporate Customer messages.</p> <p>The platform is provided by Xexec.</p> <p>The price to access this is outlined in the pricing schedule on page 2.</p>	<p>Sign access agreement provided by NYCC. This is signed by all 3 parties. Once sealed by NYCC copies are sent to the CA and Xexec. Xexec will then contact the CA to arrange set up meeting.</p> <p>CA</p> <p>At set up meeting with Xexec.</p> <p>At set up meeting and ongoing</p>

## Access to the Everybody Benefits framework

<p>2. <u>Access to the green car scheme:</u></p> <p>This scheme aims to provide employees with a salary sacrifice option to enable them to benefit from access to fuel efficient and low emission vehicles at discounted rates. The Scheme also aims to achieve objectives in:-</p> <ul style="list-style-type: none"> <li>• Reducing employers Duty of Care risk through employees using a fully maintained vehicle and driver licence checking, when employees utilise leased vehicles for conducting business travel;</li> <li>• Reducing the environmental impact of business travel and work commuting.</li> </ul> <p>Under the Scheme, CA employees will enter into an agreement to change their terms and conditions of employment to reduce their salary for the benefit of the provision of the vehicle of their choice, normally for a period of three years. The CA will lease the vehicle from the supplier and make the vehicle available to the employee.</p> <p>CA will be responsible for ensuring that employees are eligible to participate in the Scheme and that internal procedures are complied with. (Zenith require a schedule of eligible employee details inc employee ref, first name, surname, email address to be provide at an agreed duration between the CA and Zenith) Copy of sample eligibility checklist attached as appendix 1.</p> <p>CA is responsible for recovering salary reductions from employees.</p> <p>Some employees may be ineligible to participate in a salary sacrifice (normal salary sacrifice rules will apply), or may become ineligible during their participation in the Scheme; any offered Scheme must be capable of operating via deductions from net salary.</p> <p>The scheme is provided by Zenith.</p> <p>The price to access this is set out in the fee table on page 2.</p>	<p>Sign access agreement with NYCC. This is signed by 3 parties. Once sealed by NYCC copies are sent to the CA and supplier. Zenith to contact CA to arrange set up meeting.</p> <p>Call off conditions to be set up with Zenith</p> <p>Eligibility checks as per applications made to the scheme by the CA.</p> <p>Payroll action.</p> <p>See eligibility above. Affects staff on teaching terms and conditions.</p>
<p>3. <u>Access to the childcare vouchers scheme</u></p> <p>This scheme aims to provide employees with a salary sacrifice option to enable them to benefit from access to an online application provision to order online vouchers, deductible under salary sacrifice rules and payable to a registered childcare provider on a monthly basis. This scheme will operate in conjunction with the discount platform as outlined under point 1 above or could be provided on the Customer's own intranet.</p> <p>The supplier will provide project management of communications and promotions – to include as a minimum an annual communication to all employees participating, on-going ad hoc communications during the Contract Period as required etc.</p> <p>Supplier's overall objectives are:</p> <ul style="list-style-type: none"> <li>• To provide the CA with a Childcare Voucher scheme that is straightforward to administer.</li> </ul>	<p>Sign an access agreement with NYCC. This is signed by 3 parties. Once sealed by NYCC copies are sent to the CA and Sodexo. Sodexo to contact CA to arrange set up meeting.</p> <p>To be agreed between CA and supplier</p>

## Access to the Everybody Benefits framework

<ul style="list-style-type: none"> <li>• To clearly explain the benefits of the scheme to employees.</li> <li>• To provide a comprehensive employee engagement program to encourage parents to join the scheme.</li> <li>• To be on-hand to support employees of the CA with any questions or queries they may have with the scheme.</li> <li>• To be on-hand to support the CA with any questions or queries you may have with the scheme, with dedicated named contacts.</li> <li>• To securely hold Childcare Voucher monies belonging to employees of the CA and release within 48 hours of receipt (or on specified date).</li> <li>• To keep the CA up to date with any changes in legislation that may affect the scheme or impact on working families.</li> </ul> <p>Clear terms and conditions are provided to CA employees on use of the scheme prior to applications. Salary sacrifice reductions for childcare vouchers can be made through weekly, monthly and 4-weekly methods depending on CA payroll runs.</p> <p>There is a freephone helpdesk and online FAQs. Employees are able to calculate their savings before signing up. Simple online enrolment with a paper enrolment option for staff with no access to on line facilities. Employees are able to join at any time throughout the year. Employees can access their accounts online, track and identify payments made to the childcare provider.</p> <p>CA will be responsible for recovering costs from employees.</p> <p>The website can be branded according to the requirements of the CA and bespoke management information reports can be set up according to dates and requirements of the CA.</p> <p>The supplier will carry out eligibility checks for childcare providers and can easily add new childcare providers.</p> <p>The scheme is provided by Sodexo.</p> <p>The price for this scheme is <b>0.2% admin fee for salary sacrificed</b> charged by Sodexo plus the access fee payable to NYCC as outlined on page 2.</p>	<p>Payroll action on a monthly basis.</p> <p>CA to confirm new starters and leavers with supplier directly.</p> <p>Payroll action on a monthly basis.</p>
<p>4. <u>Access to the home technology scheme</u></p> <p>This scheme aims to provide employees with access to salary sacrifice deductions for employee home technology devices through weekly, monthly and 4-weekly methods. The website can be branded according to the needs of the CA. This scheme will operate in conjunction with the discount platform as outlined under point 1 above or could be provided on the CA's own intranet.</p> <p>Dedicated windows for salary sacrifice applications will need to be set up with the supplier throughout the year at times as requested by the CA.</p> <p>Devices include a wide range of leading computers, laptops and tablets with</p>	<p>Sign access agreement. This is signed by 3 parties – NYCC/CA/ Softcat. Once sealed by NYCC copies are sent to the CA and supplier. Softcat contact CA to arrange set up meeting.</p> <p>To be agreed - CA and supplier</p>

## Access to the Everybody Benefits framework

<p>the option of including TVs, smartphones and peripheral equipment. The Customer can decide and agree with the supplier on limits to the number of products employees can apply for in the scheme at any one time. The order helpdesk is open Monday to Friday 9am-5pm.</p> <p>There are a number of insurance policies and extended warranties that can be included for each participating body that contracts through the NYCC Employee Benefits Framework. All such insurance and warranty products are absolutely optional, it is the CA decision on whether to include them as part of the scheme, or to omit them from the scheme.</p> <p>Online order and authorisation process with online eligibility carried out unless trigger indicates ineligible then referred to CA for investigation and confirmation.</p> <p>Employees sign up to a 12, 24 or 36 month contract variation and payments are spread throughout that period from gross pay.</p> <p>Customer can opt to pay either fully up front or chose a cost neutral option of paying monthly.</p> <p>Delivery of products to be made to an address nominated by the CA, within the UK mainland, e.g set up to go to employee's home as indicated at time of order placement or to deliver to the employee at no additional charge. Such deliveries will be made within agreed timescales with notification of delivery time to be provided to the recipient to arrange availability for receipt of goods.</p> <p>If an employee leaves their employment they are no longer eligible for the tax saving and will be responsible for the remaining payments on the scheme to be taken from net salary after which they will own the product.</p> <p>The invoice and salary reductions report (for payroll) to be agreed between the CA and supplier and should be closely aligned and synchronized to minimise discrepancies between the two processes.</p> <p>The scheme is provided by Softcat.</p> <p>The price to access this is simply the fee table outlined on page 2.</p>	<p>CA to identify if any items to be restricted.</p> <p>CA to identify if any items to be restricted.</p> <p>Payroll/HR to deal with escalated eligibility checks.</p> <p>Length of contract to be confirmed at set up meeting</p> <p>To be agreed at set up</p> <p>To be agreed at set up</p> <p>Comms and in T&amp;Cs</p> <p>Payroll and finance input required prior to agreement with supplier.</p>
<p>5. <u>Access to the cycle to work salary sacrifice scheme</u></p> <p>The Cycle to Work scheme is a government initiative that encourages alternative travel and reduces our environmental impact. Not only does it reduce the carbon footprint, but also allows employees to spread the cost of getting a new bike, save on Income Tax and National Insurance and increase their fitness.</p> <p>The scheme enables staff to select a bike through recognised and local bike shops, apply for the salary sacrifice and then provided with an electronic letter of collection to take to the bike shop to collect their cycle.</p> <p>Dedicated windows for salary sacrifice applications will need to be set up with the supplier throughout the year at times as requested by the CA.</p>	<p>Sign access agreement. This is signed by 3 parties. Once sealed by NYCC copies are sent to the CA and supplier. Cyclescheme to contact CA to arrange set up meeting.</p> <p>To be agreed - CA and supplier</p>



Appendix 1 – Eligibility checklist

[Salary sacrifice schemes - eligibility checklist for the application of these schemes at North Yorkshire County Council.](#)