

Surrey Heath Borough Council
Employment Committee
26 January 2023

Salary Sacrifice Scheme Policy & Procedure

Head of Service: Sally Kipping – Head of HR, Performance & Communications
Report Author: Julie Simmonds – HR Manager
Key Decision: no
Wards Affected: n/a

Summary and purpose

This report provides the Employment Committee with details of the Salary Sacrifice Policy which is adopted within Surrey Heath Borough Council. This is a new policy to pull together information and processes for Salary Sacrifice Schemes available within SHBC. The Joint Staff Consultative Group considered this report at its meeting on 12 January 2023.

Recommendation

The Employment Committee is advised to RESOLVE that the Salary Sacrifice Policy and Procedure, as attached at Annex A to this report, be adopted.

1. Background and Supporting Information

1.1 This policy continues to evolve as we continue to review and monitor the processing of Salary Sacrifice Schemes for staff.

2. Reasons for Recommendation

2.1 To ensure that employees are correctly informed and aware of the commitment they are making when entering a salary sacrifice scheme.

3. Proposal and Alternative Options

3.1 It is proposed that the Salary Sacrifice Policy at Annex A is adopted, with or without any further amendments considered appropriate.

4. Contribution to the Council's Five Year Strategy

5. Section 151 Officer Comments:

5.1 This Salary Sacrifice Policy was reviewed by CMT including S151 Officer for comment which have been noted in the policy.

6. Legal and Governance Issues

6.1 No matters arising.

7. Monitoring Officer Comments:

7.1 This Salary Sacrifice Policy was reviewed by CMT including the Monitoring Officer for comment which have been noted in the policy.

8. Other Considerations and Impacts

Environment and Climate Change

8.1 No matters arising.

Equalities and Human Rights

8.2 Equalities Impact Assessment will be completed.

Risk Management

8.3 n/a

Community Engagement

8.4 Not applicable.

Annexes

Annex A – Salary Sacrifice Policy & Procedure