

**OFFICER DELEGATION SCHEME
RECORD OF OPERATIONAL DECISION**



TO BE UPLOADED TO THE E-MEETINGS MANAGER

Date: 16/11/2017	Ref No:
Type of Operational Decision:	
Executive Decision <input checked="" type="checkbox"/>	Council Decision <input type="checkbox"/>
Status:	
Title/Subject matter: CSSC Sport & Leisure Benefits Package	
Budget/Strategy/Policy/Compliance – Is the decision:	
(i) within an Approved Budget	Yes – No cost to Bury Council.
(ii) not in conflict with Council Policy	N/A
(iii) not raising new issues of Policy	N/A
Equality Impact Assessment [Does this decision change policy, procedure or working practice or negatively impact on a group of people? If yes – complete EIA and summarise issues identified and recommendations – forward EIA to Corporate HR]	No differential equality impact. This benefit will be open to all staff.

Details of Operational Decision Taken [with reasons]:

CSSC Sport & Leisure is a non-for-profit membership organisation established in 1921. CSSC now supports 120,000 members.

CSSC Sports & Leisure is a staff benefit programme encompassing a range of different benefits including;

- Sports Benefits – taster days, MyActive reward scheme, training subsidy scheme, gym discounts, activity subsidy scheme as well as supporting a physical activity fund in the workplace.
- Online Shop – Family Days 50% discount at Merlin Attractions, discounted sport event tickets, discounted cinema tickets and ecodes.
- Explore - Membership to English Heritage & CADW, also includes membership for one other adult and six children. Free tickets are also available to Historic Royal Palaces.
- Save More – 2,000 discount, cashback and saving offers including online shop, shop in store, gym membership.
- Eat – Free digital tastecard and app enabling 50% off the bill or 2 for 1 meals across 6,500 UK restaurants including; Pizza Express, Zizzi and Prezzo.


The CSSC Sport & Leisure scheme is optional to individual employees and cost each employee £3.95 a month for a membership. Membership are able to be cancelled at any time.


There is no contract signed between Bury Council and CSSC Sport & Leisure, in addition CSSC do not require exclusivity of providing staff benefits. It will be the choice of individual employees if they wish to sign up for the scheme and this is completed via direct debit, there is no implication on our payroll service.

We will meet with the communications team and ensure there is a communication plan in place to roll out the staff benefit package suitably. In addition we have had discussions with Alan Lewis from CSSC who will spend time at various sites to complete initial uptake of registrations and is willing to support with any future wellbeing or staff benefits sessions or events we may host.

Monitoring of the scheme will be put in place we will be able to know the number of employees that have taken up the offer from CSSC. User information will be anonymous in line with the data protection regulations. The aim of introducing a staff benefits package with CSSC is a range of offers under one umbrella with the intention of increased employee engagement.

As highlighted above there is no risk to the organisation as there is no formal contractual agreement or obligations. By working with CSSC the council will be able to deliver a comprehensive staff benefits scheme to its employees.

Decision taken by:	Signature:	Date:
Director or Chief/Senior Officer		

Members Consulted [see note 1 below]		
Cabinet Member/Chair		20/11/17
Lead Member		
Opposition Spokesperson		
Notes		
<p>1. It is not generally a requirement to consult with any Members on Operational Decisions but where a Chief Officer considers it necessary to consult with the appropriate Cabinet Member and/or Lead Member, they must sign the form so as to confirm that they have been consulted and that they agree with the proposed action. The signature of the Opposition Spokesperson should be obtained to confirm that he/she has been consulted.</p> <p>2. This form must not be used for urgent decisions.</p>		

