

## Top tips - Flexible Benefits

- ❖ Why are you considering flexible benefits: reinforce culture, maximise the value of benefits, control costs, reduce costs, improve recruitment?
- ❖ Do the research: get external (case studies, conferences, reading, advisors) and internal (exit interviews, staff attitude surveys) information that can help you in considering the need for flex.
- ❖ Run an internal survey to show you which benefits employees value and what sort of benefits they are interested in.
- ❖ You will need to build a business case for implementation. Try these sections: *Introduction, What is Flex, Competitor analysis, The business benefits, Costs and savings, Plan outline, Timetable, Communications.*
- ❖ Flex can be complex and it will be easier to manage implementation if you do not overload the choices in the first year. But plan for additional benefits in the second and subsequent years.
- ❖ To implement flex requires a project team covering a number of disciplines and functions: HRIS, HR Administration, payroll, tax, accounts, IT, communications.
- ❖ Effective communications is the key to a successful launch of a flex plan. Aim to:
  - o build interest and engagement up to the time that people can make their choices,
  - o stimulate interest and provide information during the enrolment period,
  - o provide further information and support when the choices go live.
- ❖ In communications, show an example of how an individual's pay slip would look, pre and post implementation highlighting the differences.

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