

Freedom of Information Request

Reference Number: [EPUT.FOI.21.1994](#)

Date Received: [Legal Team](#)

Information Requested:

1. Does your organisation offer staff the ability to lease a car for private use? If so, please provide the following information for each supplier contract:
 - a. Supplier name
[We use the CCS Framework to obtain quotes, not one individual supplier.](#)
 - b. Contract start date (dd/mm/yy)
[As the framework is used there is not a start date. Each individual vehicle has a start and end date therefore the Trust is not able to provide that information.](#)
 - c. Contract end date (dd/mm/yy)
[Please see response to 1b](#)
 - d. Name of framework the supplier was procured through
[The Trust provides lease cars \(including salary sacrifice\) to eligible staff via the CCS Framework \(RM6096\)](#)
 - e. Number of employees with a lease car in March 2021?
[572 vehicles](#)
2. Please provide the contact details of the individual within the organisation responsible for the car leasing contract:
 - a. Name
[Boroji Nwaokolo](#)
 - b. Job title
[Deputy Head of Financial Accounts](#)

Grey Fleet (employees that drive their own cars for business)

3. Do any employees at your organisation claim Grey Fleet mileage reimbursement? If so how many employees claimed during 19/20 (April 2019 – March 2021)?
[2721](#)
4. If applicable, please state the total cost to the organisation in 19/20 of paying Grey Fleet reimbursements to employees who opt not to have lease cars (excluding employee salaries)
[£2,124,478.00](#)
5. Does your organisation have a Grey Fleet Policy?
[Expenses are paid in accordance with the Agenda for Change terms and conditions of service. There is also a Trust Travel and Business Costs policy. The Agenda for](#)

Change terms and conditions of service are the national NHS terms and conditions of service for all non-medical NHS staff

6. In the table below, please state when your organisation last undertook the following Duty of Care checks on your grey fleet drivers?

Duty of Care Check	Date of last check
DVLA Driving Licence Checks	It is the responsibility of the line manager/expense approving manager to ensure that the member of staff submitting each claim has a current and valid driving license, and that they have an appropriate business insurance policy and current MOT and road fund licence. This should be established by the manager when approving each claim
MOT	
Business Use Insurance Checks	
Road Fund Licence Checks	

7. For each of the following Salary Sacrifice benefits offered to staff at your organisation, please state the name of the supplier, contract start and end dates, framework the provider was procured through and number of staff using the benefit.

Salary Sacrifice Benefit	Supplier	Contract Start Date (dd/mm/yy)	Contract End Date (dd/mm/yy)	Framework	No. of staff using benefit in the last 12 months
Cycle to Work	Vivup	20.10.2020	20.10.2023	ESPO	33
Childcare Vouchers	Edenred	12.03.2012	Ongoing	ESPO	102 in 2020
Childcare Vouchers	Sodexo	10.05.2012	Ongoing	ESPO	

8. Does your organisation have an external Employee Assistance Programme (EAP)? If yes, who is the provider?

Yes - Optima

Publication Scheme:

As part of the Freedom of Information Act all public organisations are required to proactively publish certain classes of information on a Publication Scheme. A publication scheme is a guide to the information that is held by the organisation. EPUT's Publication Scheme is located on its Website at the following link <https://eput.nhs.uk>