

Freedom of Information Request

Reference Number: EPUT.FOI.23.2924
Date Received: 15th of April 2023

Information Requested:

I would like to request the following information about how the organisation is enabling staff to reduce their emissions through sustainable transport, and more specifically, cycling. Over the past five years, broken down by year -

1) How many staff members used the Cycle to Work scheme?

2018	7
2019	8
2020	30
2021	12
2022	15
2023	3

*Response is based on calendar year not financial year due to system reports

2) What percentage of staff was this?

2018	0.1%
2019	0.2%
2020	0.6%
2021	0.2%
2022	0.2%
2023	0.0%

*Response is based on calendar year not financial year due to system reports

3) What was the average value of the vouchers claimed on the scheme?

2018	£532.24
2019	£586.38
2020	£646.25
2021	£738.06
2022	£1003.85
2023	£851.23

*Response is based on calendar year not financial year due to system reports

4) What was the number of those who took up the scheme, who then failed to complete, leaving the organisation with costs?

Not applicable as staff who leave the Essex Partnership University NHS Foundation Trust and therefore do not complete the rental period for the cycle to work scheme sign an agreement to have their remaining balance deducted from their final salary so therefore the Trust is not left with outstanding costs.

5) What tools does the organisation use to encourage cycling for their staff -

a) On a work basis

The Trust has its own 'cycle to work intranet page' which includes information on the cycle to work scheme, information about Cycle to Work Day (this year, August 4th 2023) and the National Cycle Network.

Staff are encouraged via regular internal communications, articles and newsletters to visit the Staff Engagement intranet pages which includes information on health, wellbeing and how to join the cycle to work scheme.

b) On a leisure/health basis

Health benefits of cycling to work are included on the Cycle to work intranet page

6) With regards to staff, does the organisation -

a) Have any monitoring for what modes of transport staff use -

i) For their journey to work-

No records held

ii) For journeys during work time –

No records held

b) And if this data is recorded, I request a copy of such data as detailed as it can be reasonably given, while still protecting personal data rights -

No data available as records not held

7) How many of the following does the organisation have available for staff use

The Trust has a number of fleet vehicles which are only available to staff when required to carry out service delivery. The Trust offer a lease car scheme where the employee enters into an individual lease contract. The vehicle is only available to that staff member, not general staff use.

a) Pedal cycles

N/A

b) Electric bikes

N/A

c) Motorbikes

N/A

d) Internal combustion cars

The Trust has 12 petrol/diesel fleet cars.

e) Electric or hybrid cars

N/A

f) Internal combustion vans

The Trust has 43 petrol/diesel fleet vans.

g) Electric or hybrid vans

N/A

h) Heavy trucks

N/A

8) Does the organisation mileage scheme clearly state the claim rate for cycling?

The Trust adheres to the NHS Agenda for Change Terms and Conditions which sets out the mileage rates. Details on the terms and conditions and current rates of mileage can be found at the following link <https://www.nhsemployers.org/publications/tchandbook>

9) How many cycling miles have been claimed by the organisation's staff in the past five years?

39 miles were claimed in June 2017 and 1 mile in June 2019

10) Regarding your current cycle to work scheme -

a) What scheme is currently in place?

Cycle to work scheme, (provided by Vivup) is a government approved scheme that allows EPUT to provide staff with a bicycle and/or safety equipment to use for their commute to work in return for a reduction in salary (salary sacrifice). EPUT offer this to staff all year round and they are given the option of either a 12 or 18 month loan period for monthly deductions.

A salary sacrifice is where an employee gives up the right to receive part of their cash pay due under their contract of employment. In the case of the Cycle to Work Scheme the employee agrees to accept a lower amount of salary in return for the employer providing a bicycle and/or safety equipment for their commute to work. The monthly Gross Salary reductions and Disposal Fee deduction at the end of the scheme will be made direct from salary through Payroll.

Eligibility includes: Must be a member of staff on PAYE payroll. Please note that those engaged either on a 'zero hours' contract or on a casual/temporary basis for a period not exceeding three weeks will not be eligible to join. The Salary Sacrifice cannot staff below the National Minimum Wage/National Living Wage. If staff leave EPUT for any reason during the 12 or 18-month loan period, they will be required to pay any outstanding amounts and the Disposal Fee. This total amount will be taken from their final net salary and is not subject to any tax-free benefit.

b) What is the maximum limit on the cost of a bike, if a limit is currently in place?

Essex Partnership University NHS Foundation Trust has set a maximum limit of £2,000. Therefore, the combined order value of bicycles and/or accessories cannot exceed this amount over a 12/18-month period. Note that the salary sacrifice cannot take you below National Minimum Wage/National Living Wage, so the amount you have available may be lower than this limit.

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>