

## Freedom of Information Act 2000 disclosure log entry

### Reference

21-22060

### Date sent

28/05/21

### Subject

Car leasing, Grey Fleet, salary sacrifice schemes

### Details of enquiry

Freedom of information request detailing the organisation's car leasing, grey fleet and salary sacrifice contracts.

#### **Car Leasing**

- 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
  - b. Contract start date (dd/mm/yy)
  - c. Contract end date (dd/mm/yy)
  - d. Name of framework the supplier was procured through
  - e. Number of employees with a lease car in March 2021?
- 2) Please provide the contact details of the individual within the organisation responsible for the car leasing contract:
  - a. Name
  - b. Job title

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

- 3) Do any employees at your organisation claim Grey Fleet mileage reimbursement?
  - a. If so how many employees claimed during 19/20 (April 2019 – March 2021)?
- 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)
- 5) Does your organisation have a Grey Fleet Policy?
- 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	
MOT	
Business Use Insurance Checks	

Road Fund Licence Checks	
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**Salary Sacrifice Benefits**

- 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
Home Technology					
Holiday Packages at home and abroad					

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

**Response sent**

We can confirm that the Tavistock and Portman NHS Foundation Trust does not provide any of the employee schemes to which your enquiry relates.