

Environmental Information Regulations 2004

Disclosure log entry

Reference

EIR 23-24111

Date response sent

18/07/23

Subject

EIR Cycle to Work Scheme & Active Transport

Details of enquiry

- 1) over the past five years, broken down by year
 - a) how many staff members used the Cycle to Work scheme
 - b) what percentage of staff was this?
 - c) what was the average value of the vouchers claimed on the scheme?
 - d) what was the number of those who took up the scheme, who then failed to complete, leaving the organisation with costs?
- 2) what tools does the organisation use to encourage cycling for their staff –
 - a) on a work basis
 - b) on a leisure/health basis
- 3) with regards to staff, does the organisation –
 - a) have any monitoring for what modes of transport staff use –
 - I. for their journey to work
 - II. for journeys during work time
 - 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
- 4) how many of the following does the organisation have available for staff use
 - a) pedal cycles
 - b) electric bikes
 - c) motorbikes
 - d) internal combustion cars
 - e) electric or hybrid cars
 - f) internal combustion vans
 - g) electric or hybrid vans
 - h) heavy trucks
- 5) does the organisation mileage scheme clearly state the claim rate for cycling
- 6) how many cycling miles have been claimed by the organisation's staff in the past five years
- 7) Regarding your current cycle to work scheme
 - a) what scheme is currently in place
 - b) what is the maximum limit on the cost of a bike, if a limit is currently in place

Response sent

- 1) over the past five years, broken down by year
 - a) how many staff members used the Cycle to Work scheme
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- d) what was the number of those who took up the scheme, who then failed to complete, leaving the organisation with costs?

	2023 (to date)	2022	2021	2020	2019	2018
a Number of staff who used Cycle to Work Scheme	4	3	2	12	13	12
b Percentage of staff using the scheme	0.53	0.40	0.25	1.47	1.56	1.45
c Average value of vouchers claimed	£1,465	£2,358	£1,156	£1,922	£996	£827
d Number who left and failed to complete repayments	0	0	0	1	2	0

- 2) what tools does the organisation use to encourage cycling for their staff –
 - a) on a work basis
We have a promoting cycling to work procedure, which enables allows employees to buy a bike and pay for it in instalments through their salary. It may be reached at: [Promoting cycling to work procedure \(tavistockandportman.nhs.uk\)](http://tavistockandportman.nhs.uk)
 - b) on a leisure/health basis
The Trust offers a salary sacrifice scheme through Blackwork Network for the purchase of a bike.
- 3) with regards to staff, does the organisation –
 - a) have any monitoring for what modes of transport staff use –
No monitoring has been undertaken
- 4) how many of the following does the organisation have available for staff use
 - a) pedal cycles
 - b) electric bikes
 - c) motorbikes
 - d) internal combustion cars
 - e) electric or hybrid cars
 - f) internal combustion vans
 - g) electric or hybrid vans
 - h) heavy trucks

The Trust does not have any of the above available for staff use.
- 5) does the organisation mileage scheme clearly state the claim rate for cycling
The Agenda for Change terms and conditions of service set out a rate of 20p per mile for any mileage undertaken for work purposes
- 6) how many cycling miles have been claimed by the organisation's staff in the past five years
No cycling miles have been claimed in the past 4 years.
- 7) Regarding your current cycle to work scheme
 - c) what scheme is currently in place
This is provided by Blackhawk Network
 - d) what is the maximum limit on the cost of a bike, if a limit is currently in place
There is no limit on our scheme