

14 June 2023

Information Rights & Compliance Team  
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Our Ref: FOI/04668

Thank you for your request concerning Sustainable Transport.

Your request has been considered and processed in accordance with the requirements of the Freedom of Information (FOI) Act 2000.

- 1) **over the past five years, broken down by year -**  
a) **how many staff members used the Cycle to Work scheme?**

2023/2024	2022/2023	2021/2022	2020/2021	2019/2020	2018/2019
5	13	11	17	9	6

- b) **what percentage of staff was this?**

2023/2024	2022/2023	2021/2022	2020/2021	2019/2020	2018/2019
	0.30%	0.30%	0.50%	0.30%	0.20%

- c) **what was the average value of the vouchers claimed on the scheme?**

2023/2024	2022/2023	2021/2022	2020/2021	2019/2020	2018/2019
£1,045	£1,947	£1,597	£1,166	£1,367	£757

- d) **what was the number of those who took up the scheme, who then failed to complete, leaving the organisation with costs?**

2023/2024	2022/2023	2021/2022	2020/2021	2019/2020	2018/2019
Zero	Zero	Zero	Zero	Zero	Zero

**2) what tools does the organisation use to encourage cycling for their staff**

**a) on a work basis**

**b) on a leisure/health basis**

- We have blue light cycling team volunteers who have attended sites at our wellbeing festivals/events to speak to staff.
- We have wellbeing champions who promote the cycle scheme and Health and Wellbeing Boards in each staff area where they advertise the cycle scheme and healthy living.
- We use the Vivvup platform which highlights all our benefits to staff which includes the cycle to work scheme and any other fitness discounts/fitness available.
- We use the Hive platform (staff intranet) and share when there are fitness or cycle teams/races in the weekly bulletin
- On the HWB page under physical fitness there are a few maps of walking/cycling routes staff can take.

In September we ran 'Tour de East of England' (and will be running it again this year). An initiative for staff to create teams to cycle/walk/run as many miles as possible as a friendly competition between sites/teams.

In addition we promote the Cyclescheme through the staff facebook group and the HPFT News monthly newsletter. There are cycle racks so staff can ensure they can store their bikes safely at many locations within the trust.

**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**

This information is not recorded<sup>1</sup>.

**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**

We do not have any of the above available for staff use.

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<sup>1</sup> Section 1(1) Any person making a request for information to a public authority is entitled (a) to be informed in writing by the public authority whether it holds information of the description specified in the request, and (b) if that is the case, to have that information communicated to him.

5) **does the organisation mileage scheme clearly state the claim rate for cycling.**

Pedal cycle miles are identified on our expenses claim form.

6) **how many cycling miles have been claimed by the organisation's staff in the past five years**

284

7) **Regarding your current cycle to work scheme -**

**a) what scheme is currently in place**

Scheme currently in place is a salary sacrifice scheme with Blackhawk Extras – Cycle to Work

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

Maximum limit is £10,000 however anything over £5,000 would be looked into before confirming to ensure payments can be made.

Should you require further clarification, please do not hesitate to contact me.

Please find enclosed an information sheet regarding copyright protection and the Trust's complaints procedure in the event that you are not satisfied with the response.

Yours sincerely

*Sue Smith*

**Sue Smith  
Information Rights Officer**

Enc: Copyright Protection and Complaints Procedure Information Leaflet.

If you would like to complete a short survey in relation to your Freedom of Information request please scan the QR code below or click [here](#).

