

## FOI 041/2021 Response

### Request

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	

### 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

### 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:
- Supplier name
  - Contract start date (dd/mm/yy)
  - Contract end date (dd/mm/yy)
  - Name of framework the supplier was procured through
  - Number of employees with a lease car in March 2021?

The Trust do not lease cars for personal use to staff members

- 2) Please provide the contact details of the individual within the organisation responsible for the car leasing contract:
- Name
  - Job title

Not applicable, please refer to the response in question 1.

### 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 2020)?

1443

- 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)

£823,132

- 5) Does your organisation have a Grey Fleet Policy?

Yes

- 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	May 2021
MOT	May 2021
Business Use Insurance Checks	May 2021
Road Fund Licence Checks	May 2021

### 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.

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The Trust's Car Salary Sacrifice Scheme is no longer in operation however, there are residual arrangements in place for staff members until the expiry of the contract.

There are 15 vehicles associated with the scheme and each residual arrangement has a different expiry date as they were established during various timeframes. The scheme was obtained from an external provider Tusker, and the Trust will not be renewing the contract.

Furthermore, the Trust does not provide any other car scheme or Light Commercial Vehicle Fleet.

Please note that the requested contact details cannot be provided as it pertains to personal information. With this in mind a Section 40 exemption has been applied.

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

Yes, the Trust has an external Employee Assistance Programme (EAP)

The Trust currently uses People Asset Management (PAM) to support staff member's physical and mental health both inside and outside of work.

PAM is provided by People Asset Management Limited.