

Ref: FOI/00346/CMICB
10 May 2023

Dear,

**Re: Freedom of Information Act 2000
Cycle to Work Scheme**

Thank you for your information request indicated in bold below, which has now been considered under the Freedom of Information Act 2000 by NHS Cheshire & Merseyside Integrated Care Board (ICB). I am able to provide you with the following information and responses.

Please note from 01 July 2022, Clinical Commissioning Groups (CCGs) were disestablished, and their statutory functions and responsibilities inherited by NHS Cheshire and Merseyside ICB.

Your Request:

- 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 Council with costs?**

Our Response:

1) Following the disestablishment of CCGs on 01 July 2022, NHS Cheshire & Merseyside ICB does not hold information specifically detailing how many former CCG staff used a cycle to work scheme or what percentage of former CCG employees this equated to over the past five years. Additionally, NHS Cheshire & Merseyside ICB does not hold information on the average value of any vouchers claimed as part of any cycle to work to scheme, or the number of former CCG employees who took up the scheme but then failed to complete it.

Your Request:

- 2) what tools does the organisation use to encourage cycling for their staff -**
 - a) on a work basis**
 - b) on a leisure/health basis**

Our Response:

2a - b) NHS Cheshire & Merseyside ICB does not use any particular tools to encourage cycling specifically. However, staff are encouraged to live a healthy active lifestyle inside and outside of work as part of overall health and wellbeing promotion.

Your Request:

- 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**

Our Response:

- 3ai) No.
- 3aii) Staff record journeys undertaken during work time via the Easy e-Expenses system in terms of claiming milage that they are entitled to.
- 3b) Please find enclosed '*FOI00346 Table*' which details the milage claims submitted for different vehicle types between September 2022 and March 2023.

Your Request:

- 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**

Our Response:

4) NHS Cheshire & Merseyside ICB does not directly provide vehicles of any type for staff use.

Your Request:

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

Our Response:

5) The national mileage rates for pedal cyclists are included in the *Agenda for Change NHS Terms and Conditions* (Section 17: Reimbursement of travel costs) which can be accessed via the following link:

<https://www.nhsemployers.org/publications/tchandbook>

Your Request:

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

Our Response:

6) As previously advised, following the disestablishment of CCGs on 01 July 2022, NHS Cheshire & Merseyside ICB does not hold information specifically detailing how many former CCG staff used a cycle to work scheme or how many cycling mileage miles were claimed by the former CCG staff over the past five years. However, the enclosed *FOI00346 Table* details the number of pedal bike mileage claimed by NHS Cheshire & Merseyside ICB staff from September 2022 to March 2023.

Your Request:

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

Our Response:

7a – b) NHS Cheshire & Merseyside ICB does not currently operate any 'cycle to work scheme'.

Should you require any further information or clarification regarding this response or do not feel that your request has been answered as you would expect, please contact us to discuss.

We also wish to take this opportunity to inform you that, where you are not satisfied with the response to your request for information, a formal complaints and internal review process is available.

This can be formally requested by emailing foi@cheshireandmerseyside.nhs.uk and must be done within a reasonable time period (3 calendar months) from the date this response was issued.

Where you remain dissatisfied with our review under the Freedom of Information Act or the Environmental Information Regulations, you may apply directly to the Information Commissioners Office (ICO) for a review of your appeal decision. Generally, the ICO cannot make a decision unless you have exhausted our complaints procedure. The ICO can be contacted at;

*The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
www.ico.gov.uk*

Should you need any further clarification or assistance, please do not hesitate to contact us quoting the above FOI reference.