



**The Clatterbridge
Cancer Centre**
NHS Foundation Trust

Clatterbridge Road
Bebington
Wirral
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Date: 1 June 2021

Re: Freedom of Information Request
Ref: 139-2021

Thank you for your email dated the 15th May, requesting information in relation to car leasing, grey fleet and salary sacrifice schemes.

The information that you require is as follows:

I am writing to request information under the Freedom of Information Act regarding your organisation's car leasing, grey fleet and salary sacrifice schemes for employees. Please could you complete the attached FOI questions.

Please see Appendix A.

Should you require any further information please do not hesitate to contact me on the email address provided below.

Please remember to quote the reference number above in any future communications.

If you are dissatisfied with the handling of your request, you have the right to ask for this to be investigated internally.

If you are dissatisfied with the information you have received, you have the right to ask for an internal review.

Both processes will be handled in accordance with our Trust's Freedom of Information Policy and the Freedom of Information Act 2000.

Internal investigation and internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to: Freedom of Information Review, The Clatterbridge Cancer Centre NHS Foundation Trust, Clatterbridge Road, Bebington, Wirral, CH63 4JY

If you are not satisfied with the outcome of the internal investigation/review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

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
Tusker Direct Limited
 - b. Contract start date
25/01/2019
 - c. Contract end date
24/01/2023
 - d. Name of framework the supplier was procured through
North of England Commercial Procurement Collaborative
 - e. Number of employees with a lease car in March 2021?
17
- 2) Please provide the contact details of the individual within the organisation responsible for the car leasing contract:
 - a. Name:
Jayne Shaw
 - b. Job title:
Director of Workforce & OD

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

- 3) Do any employees at your organisation claim Grey Fleet mileage reimbursement?
The Trust reimburses employees who use their own vehicles for business travel this is reimbursed in line with NHS Terms and Conditions, however this is not generally referred to as Grey Fleet Mileage.

If so how many employees claimed during 19/20 (April 2019 – March 2021)?
321 employees claimed for using their own vehicle for business travel in the above period.
- 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)
The Trust does not offer a lease car option as standard therefore the response to this is £0 as no employees have opted not to have a lease car.

- 5) Does your organisation have a Grey Fleet Policy?
The organisation has a Driving at Work Policy, this covers employees who use their private vehicle for business mileage.
- 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 checks are completed for employees that have an identified requirement in their role to travel for business reasons. The checks are undertaken at different times of the year depending on the employee these are:
- **On appointment – for new employees who have business driving identified as a requirement of the role**
 - **If the requirement to undertake business driving becomes part of a role, Duty of Care checks are undertaken prior to the first journey being undertaken.**
 - **Where business mileage is an identified requirement of the role documentation is checked as part of the annual process.**

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	ViVup	1st April 2018	31st March 2022	*N/A	569
Holiday Packages at home and abroad	ViVup	1st April 2018	31st March 2022	*N/A	0 (not available due to Covid-19 restrictions)

***The current arrangement with ViVup is a Services Agreement. ViVup link it to a number of approved Frameworks to provide staff benefits such as the ESPO Framework.**

- 8) Does your organisation have an external Employee Assistance Programme (EAP)?
Yes

a. If yes, who is the provider?

ViVup