

Reference:	FOI.6018.21
Subject:	Car leasing, grey fleet and salary sacrifice schemes
Date of Request:	17 May 2021

Requested:

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:
 - Name
 - 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:

1. Hywel Dda University Health Board (UHB) confirms that staff are offered the ability to apply to lease a car for private use.
 - a. The UHB confirms that the lease car supplier is Knowles Associates Total Fleet Management LTD.
 - b. The UHB confirms that the contract start date was 1 October 2018.
 - c. The UHB confirms that the contract end date is 30 September 2022.
 - d. The UHB confirms that the contract was through Cambridge University Hospitals NHS Foundation Trust.
 - e. The UHB confirms that one hundred and sixty four (164) employees had a lease car as at 31 March 2021.
2. The UHB confirms that Jennifer Thomas, Senior Finance Business Partner (Accounting & Statutory and Reporting) is responsible for the car leasing contract.
3. The UHB confirms that employees do claim reimbursement for grey fleet mileage.
 - a. The UHB confirms that three hundred and thirty seven (337) employees claimed reimbursement for grey fleet mileage, during the financial year 2019/20.
4. Not applicable.
5. The UHB confirms it does not have a grey fleet policy. However, the UHB adheres to the NHS Terms and Conditions of Service Handbook, which can be accessed via the attached link:
<https://www.nhsemployers.org/tchandbook>
6. The UHB provides, within the table overleaf, the Duty of Care checks undertaken for its grey fleet drivers.

Duty of Care Check	Date of last check
DVLA Driving Licence Checks	Completed annually on anniversary of first check
MOT	Automatic lookup to DVLA when claimed
Business Use Insurance Checks	Completed annually
Road Fund Licence Checks	Automatic lookup to DVLA when claimed

Please note, that the UHB's E-Expenses system does not allow employees to make mileage claims when checks are outstanding and employees are not compliant.

7. The UHB provides, within the table overleaf, the listed salary sacrifice benefits offered to staff, the name of the supplier, contract start and end dates, the framework the provider was procured through and the number of staff using the benefit, as at the date of your request.

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	Let's Connect	2011/12 (specific date not held)	No end date - rolling contract	Countess of Chester Technology Scheme Framework	418
Holiday Packages at home and abroad	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable

8. The UHB confirms that it does have an external Employee Assistance Programme (EAP).
- a. The UHB confirms that the provider of the UHB's EAP is Care First.