

Policy and Sustainability Committee

10.00am, Tuesday, 6th August 2019

Bike to Work Scheme

Executive
Wards
Council Commitments

1. Recommendations

- 1.1 The Policy and Sustainability Committee is recommended to note the report on the promotion and employee support available for our Bike to Work Scheme.

Stephen S. Moir

Executive Director of Resources

Contact: Katy Miller, Head of Human Resources

Human Resources Division, Resources Directorate

E-mail: Katy.Miller@edinburgh.gov.uk | Tel: 0131 469 5522

Report

Bike to Work Scheme

2. Executive Summary

- 2.1 This report is in response to a Council Motion asking for information on how we promote and support employees to take advantage of our Bike to Work Scheme, increasing uptake and how we might procure these services as our current contract ends in 2020.
- 2.2 The Bike to Work Scheme is one of many benefits available to employees and forms part of our Active Travel Action Plan.
- 2.3 This report outlines how the Council actively supports members of staff who wish to cycle to work and/or use cycling as part of their chosen transport in work – as well as how the Bike to Work Scheme is promoted to them.
- 2.4 It also covers information relating to renewal of the scheme in 2020 and next steps relating to the government's decision to lift the £1,000 cap on cycle to work agreements with staff.

3. Background

- 3.1 The Council's Bike to Work Scheme is well established.
- 3.2 The scheme provides well documented benefits relating to personal health and wellbeing. It also contributes to Climate Emergency carbon reduction targets and reducing pollution that is harmful to health.
- 3.3 The current contract with retailer Evans Cycles is due to expire in October 2020.
- 3.4 The Council has a well-established procurement process in place, which will be followed in the run up to the expiry of the current contract.

4. Main report

- 4.1 The Bike to Work Scheme is part of our salary sacrifice offering and allows the purchase of a bike up to the value of £1,000 with a payback period of 12 months. As a salary sacrifice scheme, participants benefit from an income tax saving on the purchase of the equipment.

- 4.2 Participants in the scheme have access to facilities, such as secure cycle parking, a work station to fix punctures (Waverley Court only), lockers, showers and changing areas. There are also two electric bikes available at Waverley Court for staff to use for travel to meetings.
- 4.3 Additional trials are underway, with three electric bikes being lent to staff for three to five days at a time to assess effectiveness and as an alternative to using a fleet car or other mode of transport. Two cargo electric bikes will also be loaned to the Council by the Bike Library (a registered charity) for six months from September, to allow us to trial these.
- 4.4 Scheme promotion is through a range of channels, which include our Wellbeing Roadshows (currently being rolled out across the localities), Sustainable Travel Roadshows, Be Bright Be Seen Roadshows, Newsbeat, Manager's News and Council induction (with distribution of induction travel packs to new starts). The Active travel Team are also working with our current supplier on the promotion of the scheme to hard to reach employees.
- 4.5 Incentives and activities also support promotion of the scheme. These include a Bicycle User Group (BUG) to provide updates to scheme users, led walks and cycles, bicycle and training and maintenance sessions, and Dr Bike drop in sessions.
- 4.6 Waverley Court and South-East Locality Office currently hold 'The Cycle Friendly Employer award', earning these locations grant funding from Cycling Scotland. The Active Travel Team are using these funds to make ongoing improvements.
- 4.7 The Active Travel Team's new travel plan document will soon be published. It includes targets and ambitions to see an increase in the number of employees who travel to work and meetings by bicycle.
- 4.8 The current Bike to Work Scheme is part of a range of wider employee wellbeing initiatives and benefits. The current contract is due to expire in October 2020. As such, the re-tendering process will follow our agreed procurement process related to the needs of our employees in line with our initiatives and employee benefits.
- 4.9 The specification will consider broader employee benefits and the resources required to administer the scheme. An analysis of cost and quality will be undertaken including an assessment of the whole life cost. This includes internal resource costs, rebates payable and typical cycle cost to the employee. Consideration will also be given to the ease of administration, range of cycles offered, access, marketing, promotion, community benefits and sustainable operation.
- 4.10 Following the recent decision by the UK Government to lift the £1,000 cap on bike to work salary sacrifice schemes, we are currently exploring the implications of this and will make recommendations later this year.

5. Next Steps

- 5.1 The Active Travel Team will continue to support the promotion of the scheme and facilities available to employees.
- 5.2 Human Resources will review the current scheme benefits in line with the removal of the £1,000 cap and make recommendations later this year as part of a broader employee benefit offering. This may include a benefits platform, which includes cycle to work.
- 5.3 A Procurement Requirement Form (PRF) shall be submitted to enable the retender and any data analysis on procurement routes and options to be scheduled.

6. Financial impact

- 6.1 There is no direct financial impact arising from this report.

7. Stakeholder/Community Impact

- 7.1 Employees continue to benefit from the salary sacrifice scheme.

8. Background reading/external references

- 8.1 N/A

9. Appendices

- 9.1 N/A