

**Request for information under the Freedom of Information Act Reference 2021.823
Released 4 June 2021**

Thank you for your email received 13 May 2021 requesting information regarding car leasing, grey fleet and salary sacrifice schemes.

Summary of your original request:

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

Northumbria Healthcare NHS Foundation Trust (NHS Fleet Solutions)

b. Contract start date (dd/mm/yy)

26/3/18

c. Contract end date (dd/mm/yy)

27/3/18

d. Name of framework the supplier was procured through

Northumbria Council

e. Number of employees with a lease car in March 2021?

In March 2021, 202 staff had a salary sacrifice lease vehicle.

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

a. Name

b. Job title

It is Trust policy to not release names and contact details of staff below Executive Director Level as this constitutes personal information which is exempt under Section 40(2) in conjunction with Section 40(3A)(a) of the Freedom of Information Act 2000 which relates to 'Personal Information'.

An excerpt of the relevant Freedom of Information legislation can be found below:

Chairman John Goulston Chief Executive Paul Bentley

Trust HQ The Oast, Unit D, Hermitage Court, Hermitage Lane, Barming, near Maidstone, Kent ME16 9NT

Section 40 – Personal information

(2) Any information to which a request for information relates is also exempt information if—

(a) it constitutes personal data which does not fall within subsection (1), and

(b) either the first, second or third condition below is satisfied.

(3a) The first condition is that the disclosure of the information to a member of the public otherwise than under this Act

(a) would contravene any of the data protection principles, or

(b) would do so if the exemptions in section 24(1) of the Data Protection Act 2018 (manual unstructured data held by public authorities) were disregarded.

The contract is overseen by the Trust's Procurement Team and we can advise that the Director with overall responsibility for Procurement is Gordon Flack - Director of Finance and Deputy CEO, Gordon.Flack@nhs.net

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)?

Please be advised we think there may be a typing error in question 3(a) as it refers to claims made in the financial year 2019/2020 but the date in brackets then incorrectly refers to March 2021 instead of March 2020. If we have made an incorrect assumption here, please do let us know.

3,371 employees claimed grey fleet reimbursement between 1 April 2019 and 31 March 2020.

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 total cost of reimbursements for employees using their own vehicles for business travel during the financial year 2019/2020 was £3,984,124.17.

5) Does your organisation have a Grey Fleet Policy?

The Trust has a Travel and Expenses policy for employees using their own vehicles for business travel.

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	

The Trust uses an electronic payments system for travel expenses and these checks are mandated as part of the system set-up etc. The system will e-mail both the employee and their Line Manager when each item is coming up for renewal and evidence is then provided and retained in support of the subsequent Line Manager approval of the relevant documentation. No claims can be submitted without the required checks and evidence being provided.

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	NHS Fleet Solutions. Northumbria Healthcare	26/3/18	27/3/23	Northumbria council	134 - 1/4/20 to 31/3/21
Holiday Packages at home and abroad	Not applicable				-

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

a. If yes, who is the provider?

No