

TO FURTHER REVIEW THE CYCLE 2 WORK SCHEME REQUEST AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Following the Personnel Committee meeting held on 30th March 2023 pursuant to minute nr.

121/22/23 To receive a report on the cycle 2 work scheme and consider any actions and associated expenditure.

Line managers reviewed if there is a demand for a service to be provided to staff, which from discussions with team members it has been highlighted there is.

After review with other Town & Parish Councils and the services they use, the following options have been found as potential schemes to support Town Council staff with an option for cycle support. Information for each option has been included as part of this report.

1. Cycle Scheme.co.uk (Report Attached)

<https://www.cyclescheme.co.uk/>

There is also a FAQ page on the supplier's website that can answer further information relating to an employer for the above.

https://help.cyclescheme.co.uk/collection/24-employer-answers?_gl=1*eyzzej*_ga*MjM0NzI2NTU2LjE2Nzg2ODg2NTE.*_ga_EFSG8D0TYX*MTY4NzUyNjIxOS4xLjEuMTY4NzUyNzIxNi41OC4wLjA.&_ga=2.1063412.473768231.1687526220-234726556.1678188651

2. Bike to work scheme (Report Attached)

<https://www.bike2workscheme.co.uk/>

3. Cycle to work (Report Attached)

<https://www.cycle2work.info/>

Supporting information for cycle schemes

With regards to any schemes that other Town Councils have adopted the following recommendations have been given.

-A total value is set as the limit for purchase value (one Town council uses £1,000 per member of staff.) This would need to be budgeted and accounted for as the bike would be purchased by the Town Council and then the member of staff would repay this amount via salary sacrifice.

-Employees can choose to pay back over a 12 or 18 month period as part of most schemes.

-The Council would purchase the bike in advance and make deductions as a salary sacrifice from the employee.

-Should an employee leave whilst still owing a balance, as part of the agreements in place they have 30 days to settle any remaining balance. (Agreed with supplier as part of the agreement put in place)

4. Servicing at work (information included below)

There is also the suggestion that a service could be provided where an external supplier attends an allocated time slot at an agreed Town Council location for staff members to attend and have maintenance actioned to their personnel bike, with the Town Council funding the agreed costs.

One supplier has been reviewed for this service for reference. They have suggested potential funding from the Big Bike Revival fund which could be explored further.

Information that the supplier has provided below.

More information about The Big Bike Revival funding I mentioned can be found here - <https://www.cyclinguk.org/bigbikerevival/current-programme>

However, after reading into it further, I think most applicants are small organisations or community projects (see below). It might still be worth contacting them though to discuss things further.

"who can apply - Delivery partners are typically volunteer-led groups, not-for-profit organisations and social enterprises that are rooted in local communities and working to address a range of local needs."

For us to run a non-funded event, we charge £60 (ex vat) per hour, plus any discussed parts allowances (typically £10 per bike is a good amount). Obviously if the event is run directly through ourselves, we can tailor it to suit your needs and run them as often as you want. (The funding options are generally once a year assuming the funding continues and there is a certain criteria to meet).

End of Report
Assistant Town Clerk