

MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	POLICY AND RESOURCES COMMITTEE		
DATE:	13 DECEMBER 2018	REPORT NO:	CFO/077/18
PRESENTING OFFICER	CHIEF FIRE OFFICER		
RESPONSIBLE OFFICER:	DIRECTOR OF PEOPLE & ORGANISATIONAL DEVELOPMENT - NICK MERNOCK	REPORT AUTHOR:	PAUL BLANCHARD-FLETT
OFFICERS CONSULTED:	SIMON PURCELL, MIKE REA, JULIE MURDOCH – FINANCE DEPARTMENT; STEPHEN ASHTON, PURCHASING TEAM CAROLINE BERRY, LITIGATION TEAM BILL PIRRIE, ANDY BENNETT- SERVICE HEALTH & FITNESS ADVISORS		
TITLE OF REPORT:	CYCLE TO WORK SCHEME		

APPENDICES:	APPENDIX A:
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Purpose of Report

1. To inform Members of the plan to commence the Service Cycle to Work Scheme in 2019.

Recommendation

2. That Members note the plan to re-introduce the Service Cycle to Work Scheme by the Occupational Health Team.

Introduction and Background

3. The Occupational Health Team are proposing to reintroduce a cycle to work scheme for the benefit of all Authority employees – this follows specific requests from staff who have benefited from the provision in the past. There have been several meetings with providers of cycle to work scheme this year and last from the companies PMM Cycleplus, Cycle Solutions and from the Blackhawk Network Cycle Scheme.
4. The discussions regarding the cycle to work scheme has involved Occupational Health and the Authority's Health and Fitness Advisors, Finance Department, the Payroll Team, and Procurement. From this the favoured scheme is the Blackhawk Network Cycle Scheme..
5. The reintroduction of the cycle to work scheme is a simple way of showing the value the Authority places on its people. As well as responding positively to

comments made during staff forums there is also a positive health benefit. Additionally there is a positive environmental impact of staff cycling to work rather than using their cars.

The Cycle Scheme

6. The Cycle Scheme offers a solution that meets all the necessary requirements in that it is simple and easy to administer while also offering an extensive range of choice options for staff in the selection of a bike. The Finance Department was content with the limited workload and the limited risk to the Authority.
7. The Cycle Scheme operate the bike to work programme for a large number of Fire and Rescue Authorities including Lancashire, Greater Manchester and North Wales.
8. The steps within the scheme as the Employer on the Cycle Scheme programme are:
 - to register for the scheme at www.cyclescheme.co.uk/register-employer-check
 - to decide on eligibility for the cycle scheme – apprentices and imminent retirees would be excluded. The former on the basis that it would push their take home pay below the minimum wage and the former due to their not being in Service for the duration of the hire agreement.
 - the Occupational Health Team (OH) will assign a Health and Fitness Advisor as the main contact who will be responsible for reviewing and approving applications. He will also receive notification of invoices, be able to download Hire Agreements, and will be the main point of contact for the Cycle Scheme services.
 - Commence with in-house promotion / marketing. Place information and links on the MFRA portal.
 - the Health and Fitness Advisor will review and approve applications.
 - the Finance Department will receive invoices from Cycle Scheme, and pay the Cycle Scheme package for each applicant.
9. The process for employees would be:
 - to decide how much to spend up to £1000 / calculate savings.
 - to choose a bike / accessories from local shop or online.
 - to use the link provided by Cycle Scheme to find shops in within the local area who are cycle scheme retailers - www.cyclescheme.co.uk/retailers
 - to request to join the scheme through bespoke portal or Cycle Scheme website.
 - to sign a Hire Agreement
 - to receive an eCertificate via email (Once the Authority has paid package)
 - to exchange the eCertificate instore or online for a bike/accessories.
 - to commence Salary Sacrifice deductions.
 - to choose an ownership option at end of the hire agreement (12 months)
 - to make a small final payment. (not salary sacrifice) – E.g. For £500 the final payment would be £15; For £1000 the final payment would be £70

Equality and Diversity Implications

10. There are no actions within this Cycle Scheme that acts against any of the protected equality and diversity groups of Service employees.

Staff Implications

11. The Cycle Scheme offers staff the opportunity to travel to work in a healthier manner. Occupational Health are frequently asked about whether the Service is going to re-introduce a cycle scheme and when it will happen. It is anticipated that the reintroduced scheme will be very popular with Service staff.

Legal Implications

12. The proposed Hire Agreements have been shared with the Procurement Team. These agreements are industry standard for cycle schemes.

Financial Implications & Value for Money

13. There are no negative financial implications for the Service with a reintroduction of a cycle scheme.
14. There is a slight saving in National Insurance contributions for the Service.

Risk Management, Health & Safety, and Environmental Implications

15. Cycle protective equipment can be purchased by employees as part of the cycle to work scheme.
16. This scheme allows staff to travel to and from work in a more environmentally friendly manner.

**Contribution to Our Mission:
*Safer Stronger Communities – Safe Effective Firefighters***

17. The cycle to work scheme affords staff the opportunity to cycle into their workplace that may contribute to staff improving their fitness and making them fitter for their role.