

Neath Port Talbot County Borough Council
Cyngor Bwrdeistref Sirol Castell-nedd

Democratic Services
Gwasanaethau Democrataidd

Decision Notice

CABINET - URGENCY ACTION , THURSDAY, 11TH JUNE, 2020

Please see below approval of decision as follows:

1. **Raising the upper purchase limit of the Cycle to Work Scheme 2020 - 36TD - Urgency Action (Pages 3 - 14)**

Raising the upper purchase limit of the Cycle to Work scheme 2020.

The Road Safety Team has seen an increased interest in the Cycle to Work scheme, with the current scheme purchase limit set at £1000 since the scheme began in 2008. This level has not kept in line with the increased cost of bikes and prohibits the employees from purchasing any form of electric bike, as the base price starts beyond this limit.

That approval be granted to raise the upper limit of the Neath Port Talbot County Borough Council Cycle to Work Scheme, for employees, from £1000 to £3000.

For Immediate Implementation

Yours sincerely

Tammie Davies

p.p Chief Executive

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Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Cabinet

Report of the Head of Engineering & Transport

David W. Griffiths

Matter for Decision – Cycle to Work Scheme to raise the current approved staff purchase limit

Wards Affected: Not Applicable.

Purpose of the Report:

To seek authority to raise the current Cycle to Work purchase limit for employees from 1k to 3k.

Executive Summary:

We seek authority to increase the upper spend limit employees are able to purchase a bike for through the salary sacrifice scheme; by doing so we will support those less active through the promotion of the currently unattainable electric bikes, whilst also reflecting the increased cost in standard bike prices since the schemes original inception.

Background:

The Cycle to Work salary sacrifice scheme was originally approved by Council on 7th July 2008, with a staff spend limit set at that time of 1k. Over this time standard bikes have increased in price with an added interest from employees in the purchase of electric bikes.

With our current Cycle to Work purchase limit set at 1k employees are prohibited from purchasing any form of electric bike with the starting price beyond this limit.

The council wide scheme is supported by the Road Safety Team who are able to provide specific staff training to ensure that our employees are competent and safe dealing with real time traffic scenarios on their commute to and from work.

The scheme supports the ethos embedded within the Authority's Corporate Plan, our green transport action plan, as well as policies relating to sustainable transport and our Environment Strategy.

Financial Impacts

The Cycle to work salary sacrifice creates savings for the employee and the Authority by way of reduced tax payments and National Insurance (NI) contributions.

Raising the upper limit from 1k to 3k this year offers a greater financial incentive for the employee as well as a financial saving for the Authority.

Should an employee take advantage of the full upper limit, they would pay just 68% of the value back thus paying £2040 of the full £3000. There would be a 5% plus VAT final administration fee which the employee must pay under the scheme and which comes directly into the Authority,

As well as the 5% plus VAT payment at the end of the scheme, the Authority will make a 13.8% saving on National Insurance contributions totaling £414 per employee over the 12 month agreement.

Integrated Impact Assessment:

A first stage Impact Assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act 2010, the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016.

The first stage assessment, attached at Appendix A, has indicated that a more in-depth assessment is not required.

Valleys Communities Impacts:

No impacts.

Workforce Impacts:

No impacts.

Legal Impacts:

No impacts.

Risk Management Impacts:

Financial Risk – employees who terminate their employment with NPT prior to fully paying for the purchase will have the outstanding amount deducted at source from their final payment with the employee invoiced for the remaining amount.

Consultation:

There is no requirement for consultation on this item.

Recommendations:

It is recommended in consultation with the Leader and relevant Cabinet Member that;

Members approve the increase of the upper purchase limit from 1k to 3k

1. To offer employees the opportunity to purchase bikes/electric bikes as an incentive to cycle to work, more often.
2. To meet Government guidelines in the promotion of active travel.
3. To further increase the savings to the Authority.

Reasons for Proposed Decision:

To address the increased purchase cost of scheme bikes to include electric bikes.

Implementation of Decision:

The decision is proposed for immediate implementation.

Appendices:

Appendix A – IIA First Stage report

List of Background Papers:**Officer Contacts:**

Mrs Joy Smith, Road Safety and Business Performance Manager
Tel: 01639 686581 or email: j.smith@npt.gov.uk

Impact Assessment - First Stage

It is essential that all initiatives undergo a first stage impact assessment to identify relevance to equalities and the Welsh language as well as an evaluation of how the proposal has taken into account the sustainable development principle (the five ways of working); an incorrect assessment could ultimately be open to legal challenge.

The first stage is to carry out a short assessment to help determine the need to undertake a more in-depth analysis (the second stage).

Relevance will depend not only on the number of people/service users affected, but also the significance of the effect on them.

When completing the first step you must have regard to the following:

- Does the initiative relate to an area where important equality issues have been, or are likely to be, raised? (For example, funding for services to assist people who are victims of rape/sexual violence or individuals with particular care need; disabled people's access to public transport; the gender pay gap; racist or homophobic bullying in schools)
- Is there a significant potential for reducing inequalities, or improving outcomes? (For example, increasing recruitment opportunities for disabled people).
- Does the initiative relate to instances where opportunities to use the Welsh language are likely to be affected or where the language is likely to be treated less favourably? (For example, increase the number of Welsh speakers moving from/to a certain area; closing specific Welsh language services or put those services at risk services;
- Does the initiative relate to the improvement of economic, social, environmental and cultural well-being? To what extent does the initiative prevent things getting worse? (For example, funding for services to assist in cultural well-being; changes in policies that promote independence and/or assist carers)

1. Provide a description and summary of the initiative.

Identify which service area and directorate has responsibility for the initiative.

2. Identify who will be affected by the initiative.

If you answer **Yes** to service users, staff or wider community continue with the first stage of the assessment

If you answer **No** to service users, staff or wider community or **Yes** to 'Internal administrative process only', go to **Question 5 – sustainable development principle**.

3. Using relevant and appropriate information and data that is available to you think about what impact there could be on people who share protected characteristics; whether they are service users, staff or the wider community.

Some things to consider include:

- transport issues
- accessibility
- customer service
- cultural sensitivity
- financial implications
- loss of jobs

Definitions of impacts (either positive or negative):

- High – likely to be highly affected by the initiative
- Medium - likely to be affected in some way
- Low - likely to be affected by the initiative in a small way
- Don't know - the potential impact is unknown

You **must** provide reasons, and indicate what evidence you used, in coming to your decision.

4. Using relevant and appropriate information and data that is available, think about what impact there could be on opportunities to use the Welsh language and in treating the language no less favourably than English.

Definitions of impacts are the same as in **Question 3**.

The classification 'Don't Know' should be categorised as 'High Impact' in both questions 3 & 4.

5. Consider how the initiative has embraced the sustainable development principle in accordance with the Section 7c of the Well-being of Future Generations Act 2015.

Give details of the initiative in relation to the 5 ways of working:

- **Long term** - how the initiative supports the long term well-being of people
- **Integration** - how the initiative impacts upon our wellbeing objectives
- **Involvement** - how people have been involved in developing the initiative
- **Collaboration** - how we have worked with other services/organisations to find shared sustainable solutions;
- **Prevention** - how the initiative will prevent problems occurring or getting worse

6. The most appropriate statement must be selected (and the relevant box ticked) based on the first stage of the assessment and an explanation of how you have arrived at this decision must be given.

In addition a summary of the how the initiative has embraced the sustainable development principle must also be included.

Where the first stage of the assessment indicates that a more in-depth analysis is required the second stage of the assessment will need to be completed and this will need to be started immediately.

A first stage assessment must be included as a background paper for all Cabinet/Cabinet Board/ Scrutiny Committee Reports.

Where the first stage assessment is completed by an accountable manager it must be signed off by a Head of Service/Director.

Impact Assessment - First Stage

1. Details of the initiative

Initiative description and summary: Cycle to Work Scheme – to raise the current approved staff purchase limit
Service Area: All – salary sacrifice scheme
Directorate: Environment.

2. Does the initiative affect:

	Yes	No
Service users		✓
Staff	✓	
Wider community		✓
Internal administrative process only	✓	

3. Does the initiative impact on people because of their:

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/How might it impact?
Age		✓				Staff scheme – available to all
Disability		✓				Staff scheme – available to all
Gender Reassignment		✓				Staff scheme – available to all
Marriage/Civil Partnership		✓				Staff scheme – available to all
Pregnancy/Maternity		✓				Staff scheme – available to all
Race		✓				Staff scheme – available to all
Religion/Belief		✓				Staff scheme – available to all
Sex		✓				Staff scheme – available to all
Sexual orientation		✓				Staff scheme – available to all

4. Does the initiative impact on:

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence used) / How might it impact?
People's opportunities to use the Welsh language		✓				
Treating the Welsh language no less favourably than English		✓				

5. Does the initiative impact on biodiversity:

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence) / How might it impact?
To maintain and enhance biodiversity		✓				
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment, such as air quality, flood alleviation, etc.		✓				

6. Does the initiative embrace the sustainable development principle (5 ways of working):

	Yes	No	Details
Long term - how the initiative supports the long term well-being of people	✓		Bikes offer low cost, energy efficient, and emission-free transportation which also has physical and health benefits
Integration - how the initiative impacts upon our wellbeing objectives	✓		Bikes offer low cost, energy efficient, and emission-free transportation which also has physical and health benefits The scheme also encourages and supports alternative methods of transport to the car.
Involvement - how people have been involved in developing the initiative		✓	The general public have not been consulted on the proposals – this is an internal staff salary sacrifice scheme
Collaboration - how we have worked with other services/organisations to find shared sustainable solutions	✓		This scheme has been developed and procured externally.
Prevention - how the initiative will prevent problems occurring or getting worse	✓		Bikes offer low cost, energy efficient, and emission-free transportation which also has physical and health benefits

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7. Declaration - based on above assessment (tick as appropriate):

A full impact assessment (second stage) is not required	✓
Reasons for this conclusion	

A full impact assessment is not required as the proposals enhance and support the ongoing Cycle to Work scheme

A full impact assessment (second stage) **is** required.

Reasons for this conclusion

	Name	Position	Signature	Date
Completed by	Joy Smith	Road Safety & Bus.Perf.Mgr		10.06.20
Signed off by	David Griffiths	Head of Service/Director		10.06.20

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