

## Freedom of Information request 186-21

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### Request

I am writing to request information under the Freedom of Information Act regarding your organisation's car leasing; grey fleet and salary sacrifice schemes for employees. Please could you complete the attached FOI questions?

Freedom of information request detailing the organisation's car leasing, grey fleet and salary sacrifice contracts.

### **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
  - b. Contract start date (dd/mm/yy)
  - c. Contract end date (dd/mm/yy)
  - d. Name of framework the supplier was procured through
  - e. Number of employees with a lease car in March 2021?
- 2) Please provide the contact details of the individual within the organisation responsible for the car leasing contract:
  - a. Name
  - b. Job title

### **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)?
- 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)
- 5) Does your organisation have a Grey Fleet Policy?
- 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	

### **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					
Holiday Packages at home and abroad					

- 8) Does your organisation have an external Employee Assistance Programme (EAP)?  
a. If yes, who is the provider?

## Response

### Car Leasing

1. Yes, NHS Borders offers staff the ability to lease a car for private use.

Supplier name	Contract start date (dd/mm/yy)	Contract end date (dd/mm/yy)	Name of framework the supplier was procured through	Number of employees with a lease car in March 2021?
Arnold Clark	01/02/2020	31/01/2024	National Procurement Lease Car & Associated Services	169
Athlon	01/02/2020	31/01/2024	National Procurement Lease Car & Associated Services	
Kinto	01/02/2020	31/01/2024	National Procurement Lease Car & Associated Services	
Leaseplan	01/02/2020	31/01/2024	National Procurement Lease Car & Associated Services	

2. Contact:  
a. Shona Milne  
b. Head of Procurement

### Grey Fleet

3. Yes there are employees at NHS Borders who claim Grey Fleet mileage reimbursement.  
a. 1013 employees claimed in 2019/20 and 724 employees claimed in 2020/21.
4. The total cost to the organisation in 2019/20 of paying Grey Fleet reimbursements to employees who opt not to have lease cars was £499,807.
5. Yes NHS Borders has a Grey Fleet policy.

6.

Duty of Care Check	Date of last check
DVLA Driving Licence Checks	Not applicable – there is a disclaimer in place.
MOT	Not applicable – there is a disclaimer in place.
Business Use Insurance Checks	Not applicable – there is a disclaimer in place.
Road Fund Licence Checks	Not applicable – there is a disclaimer in place.

See attached the disclaimer form which NHS Borders employees are required to complete:



FOI 186-21 -  
Disclaimer.pdf

### Salary Sacrifice Benefits

7. We do not have Home Technology or Holiday packages at Home and Abroad as Salary Sacrifice Benefits at NHS Borders.

8. No, NHS Borders does not have an external Employee Assistance Programme (EAP).

If you are not satisfied with the way your request has been handled or the decision given, you may ask NHS Borders to review its actions and the decision. If you would like to request a review please apply in writing to, Freedom of Information Review, NHS Borders, Room 2EC3, Education Centre, Borders General Hospital, Melrose, TD6 9BS or [foi.enquiries@borders.scot.nhs.uk](mailto:foi.enquiries@borders.scot.nhs.uk).

The request for a review should include your name and address for correspondence, the request for information to which the request relates and the issue which you wish to be reviewed. Please state the reference number **186-21** on this request. Your request should be made within 40 working days from receipt of this letter.

If following this review, you remain dissatisfied with the outcome, you may appeal to the Scottish Information Commissioner and request an investigation of your complaint. Your request to the Scottish Information Commissioner should be in writing (or other permanent form), stating your name and an address for correspondence. You should provide the details of the request and your reasons for dissatisfaction with both the original response by NHS Borders and your reasons for dissatisfaction with the outcome of the internal review. Your application for an investigation by the Scottish Information Commissioner must be made within six months of your receipt of the response with which you are dissatisfied. The address for the Office of the Scottish Information Commissioner is, Office of the Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife.