

## Freedom of Information request 55-22

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### Request

Please send me:

1. Staff Benefit Cycle to Work Information to include current supplier, annual spend and contract renewal date.
2. Employee Assistance Programme to include current supplier, annual spend and contract renewal date.
3. Long Service & Retirement Awards for staff to include current supplier, annual spend and contract renewal date.

### CLARIFICATION:

An Employee Assistance Programme is a benefit that is provided to employees to assist their mental well-being – usually in the form of face:face counselling and/or 24/7 telephone support  
Please could you also advise who manages this if there is one? Some companies have a provider others operate on an ad-hoc basis

### Response

1. Cyclescheme UK is the designated provider of the NHS Borders Cycle to Work Scheme. Their website is: <https://www.cyclescheme.co.uk/> . This scheme operates all the time instead of using windows of opportunity.

The upper limit of £1,000 has been increased to allow employees to purchase e-Bikes based on 10% of employee's Current whole time equivalent (WTE)salary at the time of applying, up to a maximum of £5,000, employees can choose to repay the lease over 12 or 18 months

The annual spend with Cyclescheme for the past two financial years is as follows:

Financial Year 2020-21:£89,777

Financial Year 2021-22 to date:£101,754

The contract is not limited by a term and is subject to termination at any point with appropriate notice. This arrangement is due to be reviewed by 31<sup>st</sup> March 2023.

2. Staff counselling is provided as part of NHS Borders Occupational Health service delivery, not from an external Employee Assistance Programme supplier. NHS Borders also directs staff to the wider resources available to NHS Scotland employees to support mental health and wellbeing and wider staff wellbeing.
3. There is a retirement event which is funded from Endowments and happens twice yearly, however during Covid-19 this has been paused due to social distancing requirements. There is no supplier or contract.

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 **55-22** 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.