

North Lanarkshire Council Report

Joint Consultative Committee

approval noting

Ref JH/FW

Date 20th September
2018

Cycle to Work

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Executive Summary

This report is a brief update on the Cycle2Work scheme (in partnership with Halfords) which offers employees of North Lanarkshire Council discounted bikes and cycling accessories.

Following a number of issues that came to light in the administration of the scheme earlier in the year, this report details the steps taken by the Employee Service Centre to avoid further issues and updates on the uptake of the scheme to date.

Recommendations

It is recommended that the Joint Consultative Committee:

- Consider the content of this report
- Note the steps taken to address previous issues
- Note the positive nature of the scheme and benefit for employees

Supporting Documents

Council business plan to 2020

The Cycle2Work Scheme the following business plan priorities:

- Support more people to be able to look after their own health and wellbeing and self-manage health conditions

1. Background

- 1.1 The Cycle2Work scheme (in partnership with Halfords) offers employees of North Lanarkshire Council discounted bikes and cycling accessories. Staff were able to apply for this opportunity between 1st August 2018 and 14th September 2018.
 - 1.2 A link to the Halfords website can be accessed from NL Life and Connect along with a link to clear step by step guidance for employees.
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2. Report

- 2.1 Based on learnings identified from the implementation of the scheme in 2017, an additional step has been added to ensure that employees are fully clear on the financial implications associated with joining the scheme.
 - 2.2 When the employee signs up for the hire agreement, Halfords e-mail the Employee Service Centre (ESC) for authorisation. Before the authorisation is given to Halfords to order the bike, the ESC asks the employee to confirm by e-mail that they are happy with the deductions from their pay over the year. This ensures no employee has deductions taken without their full awareness of the reason for the deduction.
 - 2.3 Additionally, a number of technical issues last year resulted in a delay in the deductions being taken from employee's salary. This year all technical issues have been resolved and deductions will commence from the first available pay.
 - 2.4 It should be noted that uptake levels for the scheme in 2018 to date have been significantly lower than in 2017, with only 29 employees signed up to the scheme, of which 28 have been authorised. We are still waiting for 1 employee to confirm that they wish to go ahead.
 - 2.5 Any confirmed agreements that have been authorised will have the deduction processed for the next pay.
 - 2.6 On the basis of this amended process and the resolution of the technical issues, there are no anticipated issues with the transactional elements of the Cycle2Work scheme going forward.
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3. Equality and Diversity

3.1 Fairer Scotland and Equality Impact Assessment

No assessment required as changes ensure a fairer and more transparent arrangement.

4. Implications

4.1 Financial Impact

None

4.2 HR/Policy/Legislative Impact

None

4.3 Environmental Impact

Positive if uptake increases and more bikes are used instead of cars.

4.4 Risk Impact

Steps taken will reduce risk to the organisation relating to employees being unclear of the process.

5. Measures of success

5.1 No complaints relating to the process for sign up of the scheme.

5.2 Employees reporting a positive experience with the scheme.
