

**Freedom of Information Request**

**Ref: 21-274**

2 June 2021

By Email

Dear Sir/Madam

Thank you for your request for information under the Freedom of Information Act 2000. The Trust's response is as follows:

- We can confirm that we hold some the information you are requesting

**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:**

No

- Supplier name - Not applicable
- Contract start date - Not applicable
- Contract end date - Not applicable
- Name of framework the supplier was procured through - Not applicable
- Number of employees with a lease car in March 2021? - Not applicable

**2) Please provide the contact details of the individual within the organisation responsible for the car leasing contract:**

- Name - Not applicable
- Job title - Not applicable

**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)?**

No

**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)**

Not applicable

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

Grey fleet forms part of the Transport Drivers at Work 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	Annual as part of appraisal
MOT	Annual as part of appraisal
Business Use Insurance Checks	Annual as part of appraisal
Road Fund Licence Checks	Annual as part of appraisal

### **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**

Not applicable - Trust does not offer Salary sacrifice for Home technology or Holiday

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

No

This concludes our response. We trust that you find this helpful, but please do not hesitate to contact us directly if we can be of any further assistance.

If, after that, you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to:

Director of Corporate Governance  
University Hospitals Bristol and Weston NHS Foundation Trust  
Trust Headquarters  
Marlborough Street  
Bristol  
BS1 3NU

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be

contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### Publication

Please note that this letter and the information included/attached will be published on our website as part of the Trust's Freedom of Information Publication Log. This is because information disclosed in accordance with the Freedom of Information Act is disclosed to the public, not just to the individual making the request. We will remove any personal information (such as your name, email and so on) from any information we make public to protect your personal information.

To view the Freedom of Information Act in full please click [here](#).

Yours sincerely

**Freedom of Information Team**  
**University Hospitals Bristol and Weston NHS Foundation Trust**