

Freedom of Information Team
Post Room
Queen Alexandra Hospital
Southwick Hill Road
Portsmouth
Hampshire
PO6 3LY

Name:
Email:
Date: 11/06/2021
Ref: 21-22 108

Dear

Freedom of Information request

Thank you for your request for information under the Freedom of Information Act 2000, which was received by the Trust on 14/05/2021.

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**
Northumbria Healthcare NHS Foundation Trust
 - b. Contract start date (dd/mm/yy)**
1st August 2019
 - c. Contract end date (dd/mm/yy)**
31st July 2024
 - d. Name of framework the supplier was procured through**
Northumberland County Council's Salary Sacrifice Solutions Framework.
 - e. Number of employees with a lease car in March 2021?**
In March 2021, there were 101 employees within the Trust who had a lease car.

- 2. Please provide the contact details of the individual within the organisation responsible for the car leasing contract:**
 - f. Name**
 - g. Job title**
NHS South of England Procurement Services

Grey Fleet (employees that drive their own cars for business)

3. Do any employees at your organisation claim Grey Fleet mileage reimbursement?
No.
4. If so, how many employees claimed during 19/20 (April 2019 – March 2021)?
Not applicable.
5. 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.
6. Does your organisation have a Grey Fleet Policy?
Not applicable.
7. 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	Not applicable.
MOT	Not applicable.
Business Use Insurance Checks	Not applicable.
Road Fund Licence Checks	Not applicable.

Salary Sacrifice Benefits

1. 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.
Please see table below.

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	Northumbria Healthcare NHS Foundation Trust	1 st August 2019	31 st July 2024	Northumberland County Council's Salary Sacrifice Solutions Framework	238
Holiday Packages at home and abroad	Not applicable.	Not applicable.	Not applicable.	Not applicable.	Not applicable.

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

Please accept this letter as completion of your request. Please note that copies of this request will be held on file for three years before being confidentially destroyed.

If you are dissatisfied with the outcome of your request, please contact our Head of Information Governance on Information.Governance@porthosp.nhs.uk or write to the above address and we will conduct an internal review. Upon review, if you are still dissatisfied, you may appeal our decision by contacting the Information Commissioner's Office; for more information please visit the [ICO's website](#).

Please be aware, if we do not receive an appeal within 30 days of you receiving this letter, we will assume that you are satisfied with our response. If you have any further queries, please do not hesitate to contact us.

Yours sincerely

Freedom of Information Team