

**Request Ref: 2850**

FOI Request dated **10/04/2023** as follows –

*In consideration of the climate crisis, I would like to request the following information about how the organisation is enabling staff to reduce their emissions through sustainable transport, and more specifically, cycling.*

1) *over the past five years, broken down by year -*

a) *how many staff members used the Cycle to Work scheme?*

b) *what percentage of staff was this?*

c) *what was the average value of the vouchers claimed on the scheme?*

d) *what was the number of those who took up the scheme, who then failed to complete, leaving the Council with costs?*

2) *what tools does the organisation use to encourage cycling for their staff -*

a) *on a work basis*

b) *on a leisure/health basis*

3) *with regards to staff, does the organisation -*

a) *have any monitoring for what modes of transport staff use -*

i) *for their journey to work*

ii) *for journeys during work time*

b) *and if this data is recorded, I request a copy of such data as detailed as it can be reasonably given, while still protecting personal data rights*

4) *how many of the following does the organisation have available for staff use*

a) *pedal cycles*

b) *electric bikes*

c) *motorbikes*

d) *internal combustion cars*

e) *electric or hybrid cars*

f) *internal combustion vans*

g) *electric or hybrid vans*

h) *heavy trucks*

5) *does the organisation mileage scheme clearly state the claim rate for cycling*

6) *how many cycling miles have been claimed by the organisation's staff in the past five years*

7) *Regarding your current cycle to work scheme -*

a) *what scheme is currently in place*

b) *what is the maximum limit on the cost of a bike, if a limit is currently in place*

**Response**

For Question 6 we do not code cycle mileage separately from any other type of travel claim and it would involve a manual review of hundreds, if not thousands, of paper and electronic expense claim forms which would exceed the FOI cost limit. Therefore, S12 of the Act applies.

Section 12 – Exemption where cost of compliance exceeds the appropriate limit.

s1(1) does not oblige a public authority to comply with a request for information if the authority estimates that the cost of complying with the request would exceed the 'appropriate limit' (18 – hours).

Activities that may be counted within our time estimations are:

- Determining if the information is held;
- Locating the information, or a document containing it;
- Retrieving the information, or a document containing it; and
- Extracting the information from a document containing it.

The following have not been included within our calculations:

- The time spent identifying information to be exempted
- The time dedicated to the process of redaction.

Please take this as a refusal notice in accordance with section 17(5) of the Act which states; A public authority which, in relation to any request for information, is relying on a claim that section 12 or 14 applies must, within the time for complying with section 1(1), give the applicant a notice stating that fact.

<b>1) Over the past five years, broken down by years:</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
a) No. of staff signed up to the Cycle2Work Scheme	66	42	22	19	49
b) Percentage of staff based on the total count on 1 August of each year	2.68%	1.68%	1%	0.94%	2.39%
c) Average value of vouchers claimed	£643.48	£629.52	£602.27	£737.36	£1084.35
d) No who took up the scheme but failed to complete	0	0	0	0	0

**2)**

**a) on a work basis**

**b) on a leisure/health basis**

The university takes part in the cycle to work scheme, provides a range of secure cycle storage at various locations across the campus and operates a "bike hub" service where staff and students can hire cycles on a year, term or weekly basis. The bike hub also provides discounted accessories such as lock and lights and provides a cycle maintenance service. These services make no distinction as to whether the cycle is being used for commuting or leisure.

**3)**

**a) have any monitoring for what modes of transport staff use -**

**i) for their journey to work**

**ii) for journeys during work time**

**b) and if this data is recorded, I request a copy of such data as detailed as it can be reasonably given, while still protecting personal data rights**

The University undertakes periodic travel surveys of staff and students. The latest was conducted in March 2022 and was open to all staff and students. It asked respondents to identify what mode of transport they used to commute to the University. Results of travel modes were as below -

	Staff	Students
Usually drive alone to university	60%	29%
Usually car share to university	6%	6%
Usually travel by bus to university	6%	21%
Usually travel by bike to university	6%	6%
Usually travel by walking to university	15%	31%

Journeys conducted during work for work activities would be monitored where those journeys have had expenses claims or the business travel was booked by the University. Use of university vehicles is monitored via fuel card usage and annual vehicle mileage review.

- 4)
- a) **pedal cycles** 60 bikes are available for hire
  - b) **electric bikes** 5 electric bikes are available for hire
  - c) **motorbikes** None
  - d) **internal combustion cars** The university has 3
  - e) **electric or hybrid cars** The university currently has no electric or hybrid cars
  - f) **internal combustion vans** The university has 2
  - g) **electric or hybrid vans** The university currently has no electric or hybrid cars
  - h) **heavy trucks** None

5) [www.hull.ac.uk/editor-assets/docs/financial-procedures-9-mar-17.pdf](http://www.hull.ac.uk/editor-assets/docs/financial-procedures-9-mar-17.pdf)

- 7)
- a) What scheme is currently in place - Halfords Cycle2Work Scheme
  - b) What is the maximum limit on the cost of a bike, if a limit is currently in place – Up to and including the year 2021 the limit was £1000. From (and including 2022) the limit was increased to £2500.