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Bwrdd Iechyd Prifysgol
Betsi Cadwaladr
University Health Board

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FO2

Lease Car / Pool Vehicle Policy and Procedure

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N.B. Staff should be discouraged from printing this document. This is to avoid the risk of out of date printed versions of the document. The Intranet should be referred to for the current version of the document.

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1. Introduction

Betsi Cadwaladr University Health Board recognises the importance for employees to have access to a reliable means of transport that enable the efficient delivery of services.

The Health Board therefore facilitates and supports the provision of a lease car scheme for all permanent and fixed term (more than 3 years) employees. The Health Board wishes to be clear that whereas it facilitates the provision of a lease car scheme, the primary risk and costs associated with using a lease car as set out in this policy, remain the responsibility of the employee when entering into a Lease Car Agreement.

In addition, this policy is available to all permanent and fixed term (more than 3 years) employees who do no business mileage yet wish to take advantage of the Lease Car Scheme or the Salary Sacrifice Scheme.

2. Policy Statement

The Health Board is committed to providing clear and concise principles to all employees on leasing a new vehicle.

The Health Board is required to ensure that the Corporate Governance arrangements which it has in place are strengthened with a view to preventing Fraud, Bribery and Corruption occurring.

The Health Board is also required under Section 7 of the Bribery Act 2010 to take reasonable and necessary steps to ensure that the Corporate Governance arrangements which it has in place are sufficient, to prevent Bribery from occurring as a result of its Policies and Procedures.

3. Purpose

This document seeks to provide guidance on the Health Board's arrangements for the provision of lease cars to eligible employees and budget managers and is intended as general guidance on the practical application of the transactions.

Participants will be required to enter into a binding agreement with the Health Board for the duration of the lease under the conditions set out in the scheme rules - Terms and Conditions of Use.

Participants will be responsible for the full cost of the vehicle including excess damage and excess mileage during the contract, any recharges not included in the contract, fines and fixed penalty notices.

The Health Board seeks to be carbon neutral before 2030 and to achieve this, employees will be actively encouraged to choose cars below 120 g/km. The Health Board contribution will include a carbon levy which will increase for high emission cars. Electric and low emission cars will qualify for a green incentive to encourage uptake. The levy and incentive is set out at Annex A.

The charge for the car will be dependent on the specification of the vehicle they have selected as well as the number of business and private miles undertaken.

- **Salary Deduction** - The Health Board provides a car scheme that allows its employees to lease a brand new vehicle that can be used for private or private/business miles. Employees who use the salary deduction lease car for business are entitled to a contribution from the Health Board that reduces the monthly payments. This is based on the business miles you travel and the contribution is capped at 10,000 miles.
- **Salary Sacrifice** - The Health Board also provides a benefit and recruitment scheme under which a car is provided as a gross sacrifice through the employee's pay. Any reduction to an employees' salary through salary sacrifice must not take them within 3% per annum of the national minimum wage or below the National Insurance lower earnings limit for national insurance contributions.

Salary sacrifice could have an impact on pensions, maternity or adoption pay and mortgages or any other credit application that is based on an employee's basic pay, and employees should consider this when applying.

- **Pool Vehicle** – The Health Board provides business use only pool vehicles that are shared by employees for business purposes, and are normally kept on the premises overnight.

An employee using their own vehicle to perform business miles is known as 'grey fleet' and are included in this policy.

4. Objectives

The objectives of the policy are:

- To clarify for managers and employees the eligibility for a lease car, the process of application and roles and responsibilities;
- To provide fair and equal access to all employees eligible for the scheme;
- To provide clarity on the financial implications in order to provide an economical, efficient and effective scheme;
- To create a policy that reduces the environmental impact of its carbon footprint, by encouraging the selection of cleaner and more fuel-efficient vehicles.

5. Scope

- All employees with permanent and fixed term employment contracts (fixed term past the end of the lease term) will be eligible to join the Lease Car Scheme (includes employees who do not undertake any business miles).

- Employees who use a salary deduction lease car for business are entitled to a contribution from the Health Board that reduces the monthly payments. This is based on the business miles you travel.
- Employees who undertake no business mileage, are eligible to take advantage of the Lease Car Scheme, although no Health Board contribution will be payable.
- Eligible employees may join the scheme at any time but cannot opt out during the lease period without reimbursing any early termination charges incurred by the Health Board.
- As part of the application the number of business miles will need to be evidenced based on actual mileage undertaken either by the individual, previous post holder or post holders undertaking similar roles.
- Employees must be legally valid to drive i.e. hold a full UK Driving Licence (or equivalent as determined by the Driver and Vehicle Licensing Agency (DVLA)). Employees holding a provisional licence or those disqualified from driving will not be eligible to apply for a car.
- The Health Board approves each lease car application and reserves the right to decline any application taking account of the eligibility criteria and any other related circumstances.

6. Roles and Responsibilities

Responsibility of the Health Board

The responsibility for the provision the Lease Car Policy rests with the Health Board.

The Health Board will ensure that:

- A fully automated quotation, application and authorisation system is in place to facilitate an efficient and robust process for ordering a lease car.
- The Policy is implemented through the Health Board's line management structure.
- All employees are made aware of their personal responsibilities under the policy.
- All employees are informed about the policy.
- Policy provisions comply with law.

Responsibility of the Finance Department

- All mileage and appropriate authorisation for the application process will be checked and verified.
- Manage the contract with the Fleet Management Company, reviewing KPIs and dealing with those queries outside of the agreement.
- To provide ongoing support in the application of the Policy in individual cases and for all managers.
- To ensure the Policy is continually developed and updated.

Managerial Responsibility

- To ensure that employees are made aware of this policy and take a pro-active approach in promoting the lease car scheme.
- To ensure that the application is in line with verifiable business mileage.
- To ensure that efficient use of technology such as virtual meetings and other alternatives to travel are considered before approving the application of a pool car.

Employee's Responsibilities

- Inspect the vehicle on delivery/collection and check that it is in a condition that would be expected for a new vehicle.
- Throughout the period of the Agreement report promptly to the Fleet Management Company, and if necessary in writing, any defects or symptoms of defects which are not rectified in the course of routine services.
- Ensure that routine servicing and maintenance are carried out within the agreed intervals recommended by the manufacturer. Failure to comply with these requirements may result in a void warranty/lease agreement.
- Permit persons authorised by the Health Board and the Leasing Company to inspect the vehicle at any reasonable time.
- Not modify or alter the vehicle or remove any parts from it, nor change any of the identification marks or numbers without proper consent in writing from the Leasing Company.
- At all times keep the vehicle parked in a way which minimises the risk of theft or damage.
- Keep the vehicle clean and as per manufacturer's recommendation check and maintain the oil, water, battery and brake fluid levels, bulbs etc. as well as tyre pressures and tyre conditions.
- Take all responsible precautions against frost damage and ensure that antifreeze in the engine coolant system is of adequate strength.
- Pay any costs arising from mechanical damage due to the employee's negligence.
- Not use the leased vehicle for hire, racing, pace making, trials, rallies, or any other form of competitive sport.
- Pay for all fuel, oil, bulbs and other fluids required for maintaining correct levels between servicing.
- Pay the cost of any repairs in respect of damage incurred during use of the vehicle and not met by the Insurers or the Leasing Company under the Group Hire Agreement.
- Employees must inform the Health Board of all penalty points or other motoring offences that may affect the driver's ability to drive the vehicle. In the event of being disqualified from driving, notify the Health Board and make arrangements for the contracted vehicle to be returned to the Health Board within 24 Hours. The employee (where appropriate) will be responsible for any resulting early termination charges involved.
- Notify the Fleet management company of any change of address or telephone number, both at work and at home. (The change of address on your driving

licence should also be notified to the DVLA within seven days of such a move).

- The employee shall not smoke or permit smoking by others in the lease vehicle.
- Pay any insurance excess in the event of a claim.
- Pay any termination costs.
- Pay for any excess mileage charges as per the Leasing Company (*if you travel more than your contracted miles*).
 - a) If the leaseholder has travelled more business miles than contracted, then the Health Board will pick up the excess charges.
 - b) If the leaseholder has travelled more private miles than contracted, then the lease car driver will pick up the excess charge.
 - c) A combination of a) and b) will result in a split charge to both the Health Board and leaseholder the Health Board paying for the excess business miles travelled and the lease holder being billed for the private miles travelled.
- Pay any penalty fines (speeding, parking, etc.) plus associated Administrative Fees.
- Pay for the repair of tyres due to punctures. Damage caused by accidents or running over debris will be classed as accident damage and subject to insurance excess.

7. Procedure

The standard term for the lease car agreement is 36 months. There is a number of advantages of a lease car. These include a fixed payment every month that covers:

- No deposit or credit check
- Cost of the vehicle
- Road Tax
- Fully comprehensive insurance
- Servicing
- Tyres
- Roadside Assistance/ Recovery
- No risk on the sale price of the vehicle

It should be noted if the vehicle is taken abroad maintenance is not covered. The employee will be responsible for any accidental damage, including tyres, resulting from the misuse or neglect of the vehicle.

Lease Car Payment

Salary Deduction - Employees will pay for the lease car monthly out of their net pay. The Benefit in Kind (BIK) tax will be processed monthly through payroll and detailed in your payslip. The costs of which are detailed upon the automated quotation document supplied to the employee prior to agreeing to a lease.

Salary Sacrifice – Employees will sacrifice the value of the lease car monthly payment from their gross pay reducing income tax, national insurance and

pension contributions. The BIK will be processed monthly through payroll and detailed in your payslip. The costs of which are detailed upon the automated quotation document supplied to the employee prior to agreeing to a lease.

Salary Sacrifice could have an impact on pensions, maternity or adoption pay and mortgages or any other credit application that is based on an employee's basic pay, and employees should consider this when applying.

In addition, the Health Board reserves the right to invoice the employee for any costs associated with the employee whilst using their lease car i.e. Parking, Speeding, Insurance Excess etc.

Benefit in Kind

HM Revenue & Customs regards the provision of a lease car as a "benefit in kind" and therefore it is taxable as income.

Users of lease cars are liable for income tax on the taxable benefit value of private use on their car, and any excess pence per mile for fuel reimbursement. Taxable benefits depend upon the list price of the vehicle and CO² emissions value. In the case of a salary deduction the private monthly contributions is subtracted to give the residual taxable benefit in kind.

The information can be found on the H M Revenue & Customs (HMRC) web site. <https://www.gov.uk/calculate-tax-on-company-cars>

Note that travel to and from your normal place of work is classed as private use by HMRC.

Maintenance, Servicing & Mechanical Failures

Employees are responsible for ensuring that servicing is carried out in accordance with the manufacturer's requirements. You may take the vehicle to be serviced at any main dealer for the vehicle or other independent dealers as approved by the leasing company.

Most garages will provide a courtesy car/collection and pick up service, if you use the service booking line or give the garage enough notice. Any courtesy cars will need to be insured on the Health Board insurance policy and may require you to show a copy of the insurance certificate. Please ensure that cars are booked into garages well in advance and a courtesy car booked. The Health Board will not pay for hire cars during routine servicing if courtesy cars are not available.

Occasionally cars do suffer mechanical failures. If this is the case, please have the car recovered to the nearest main dealer. Where possible, attempt to secure a courtesy car whilst the vehicle is being looked at. If required, each car is covered by Breakdown Recovery for which contact details will be provided within the drivers pack.

The employee is responsible for maintaining the vehicle in accordance with the manufacturer's recommendations. This includes:-

- Tyre Pressures;
- Oil, Coolant, Brake Fluid and Windscreen Washer levels;
- Visual inspection of lights, windscreens and bodywork.

Insurance

All leased vehicles are covered by the BCUHB Fleet Motor Insurance policy as part of the lease contract.

In the case of an accident the driver will pay the policy excess if the incident occurred during private use, the excess will be deducted from the employee's salary. If it can be proved that the driver was not at fault and recovery of the costs from the third party is possible, the excess will be refunded as a net payment through the employee's salary.

If the incident occurred whilst undertaking work travel in the lease car the employee will not be liable for the excess, provided that their budget holder agrees and signs a payment authorisation form.

Any costs incurred by misuse including the incorrect use of fuel appropriate to the vehicle, will be charged in full to the employee. Such costs are not covered by the insurance policy and employees should take care to ensure that the correct fuel is used at all times. Any costs that are incurred will be deducted directly from the employee's salary.

Additional Drivers

Under the scheme an employee can add additional drivers to their contract at any time during the contract period. Any person can drive with the permission of the policy holder (the Health Board) but primarily the employee and one named driver will be free of charge. Any other person, up to the maximum of four people, can be added subject to agreement and an additional cost may be incurred depending on the age of the driver as per the Health Board's Insurance Policy.

The excess may increase from £250 depending on the age of the driver.

Use of the lease vehicle abroad

Use of the lease vehicle abroad is permitted, subject to prior written application from the fleet management company. However, maintenance costs are not covered when the vehicle is abroad, and it is the employee's responsibility to make special arrangements to cover this period. Employees will be advised of the maintenance requirement when written permission is given depending on the country of travel. You must contact the fleet management company 10 days before departure to obtain a proof of ownership certificate and insurance green card.

Mileage Claims

Mileage reimbursement will be made as per the current HMRC Fuel Rate and in accordance with the procedures outlined within the "Travel & Subsistence Allowances Policy and Procedures" document.

Claims should be submitted routinely as follows:

- Claims must be submitted on a monthly basis. If claims are submitted more than 3 months late, the Health Board reserves the right to refuse payment.

Parking Fines and Penalties

The employee remains fully responsible for any fines or penalties incurred during use of the vehicle. Any payment which becomes due will be met by the employee in all cases and may be deducted from their salary.

Termination

The Agreement will terminate immediately if:

- The Agreement between the Health Board and the Leasing Company relating to the letting of the Vehicle to the Health Board by the Leasing Company terminates;
- The Vehicle is damaged beyond economic repair or is stolen and not recoverable (in accordance with the Insurance Company confirmation);
- The employee's employment with the Health Board expires or terminates (including retirement or voluntary termination), if Retire & Return the lease contract will be reviewed on a case by case basis;
- The employee becomes disqualified from holding or for any reason ceases to hold a valid UK driving licence;
- Death of the employee;
- The employee commits an act of bankruptcy.

The Health Board may give notice to the employee to terminate the agreement at any time including, but not limited to, after the occurrence of the following:

- Breach by the employee of the terms of the Agreement of these conditions or terms of Employment;
- Wilful neglect and/or reckless caretaking of vehicle;
- Absence from normal duties for an unreasonable period (i.e. long term sick, long term training, etc.) This will be discussed and agreed on an individual basis;
- When the employee's contributions cannot be recovered from their salary;
- Any other exceptional circumstances not provided for above.

On termination the employee is responsible for the early termination (and any associated costs) and should contact the fleet management company.

Early Termination

Under a salary sacrifice arrangement employees are required to complete the full term of the agreement. HMRC will allow opting in or out in the event of lifestyle changes that significantly alters an employee's financial circumstances. [HMRC Salary Sacrifice](#)

Employees considering termination of the agreement must contact the fleet management company to discuss the resulting financial implications. It should be noted that employees are unable to order a new lease car within a 3 month period of the contract termination date.

On early termination of the lease car contract, payment is required to be made to the leasing company. The amount of the payment will vary depending on how far into the contract the employee is when it is terminated. Early termination charges are detailed within individual lease agreements and the cost will be passed on to the employee.

In the event of the employee's death in service, or on early termination of the employee's contract on the grounds of ill health redundancy or OCP (Excess Mileage), there shall be no financial penalty to the employee or their estate in the case of early termination of their lease car agreement.

Transfers to other organisations – in the event that a service or individual transfers to another organisation under a TUPE arrangement and the new organisation decline the transfer of the vehicle the employee will not be liable for an early termination penalty.

In all other cases of early termination, the employee will be required to reimburse the Health Board for any payment due because of the early termination of the contract for hire.

Once the employee has terminated their lease car agreement they must return the car and pay any outstanding contribution for private use within the current contract year. Employees will be given the opportunity to purchase the car on termination.

End of Lease/Return of Vehicles

The employee's right to use the vehicle will cease at the expiration of the period of the lease agreement unless an agreed extension has been arranged with the Health Board. The following procedures apply:

- If the employee wishes to continue his/her participation in the Scheme (and the Scheme continues to be in existence), the User will submit a new application.
- If there is to be no further Agreement, the Vehicle must be returned in accordance with the Leasing Companies instructions.

- In certain circumstances an extension to the maximum of 12 months may be possible with agreement with the leasing company and the Health Board.

At the end of the contract, all vehicles must be returned in a clean state and in line with British Vehicle Rental & Leasing Association (BVRLA) guidelines. An inspection will need to be carried out in the final month of the contract.

The employee is liable for any charges for excess private mileage. Any mileage not declared on the Expenses system during the term of the lease agreement will be considered as private use. Claims against the Health Board insurance fleet policy cannot be made once the vehicle has been returned to the leasing company.

Please note the state of the vehicle will be inspected by representatives of the leasing company.

If an existing lease car owner has decided to terminate their lease early, the Health Board could offer this vehicle to other eligible employees for the remaining period of the lease agreement. If accepted, the transfer will include the following (not an exhaustive list):-

- Previous employee will accept any excess mileage charges at the point of transfer;
- Lease will be adjusted based on the new employees' mileage;
- New employee will take on full responsibility for the vehicle as outlined in this policy;
- Vehicle will need to be transferred in the same condition as if being returned to the lease company and the employee transferring the car will be responsible for any associated costs;
- End of contract damage charge.

Absences from work

If the employee chooses to return the car there will be a financial penalty, on account of early termination of the contract and the employee will be liable for this charge.

If an employee is absent from work on sick leave, maternity leave or other authorised long term absence they may continue to use their lease car privately.

If the employee chooses to keep the car for the duration of their absence from work the payment will continue through deductions from pay. If they go into a period of no pay they must continue to make the payment directly to the Health Board. Employees should also consider where a change in work circumstances may impact their income and ability to continue to pay ongoing payments (for example, sickness, maternity leave or reduced hours).

Electrical charging points

Both electric and Hybrid cars can be leased through either of the lease car schemes. However, the Health Board does not have any electrical charging points across any of its sites and has no legal responsibility to install either free of charge or pay as you go electrical charging points on hospital grounds for either employees, patients or public.

Employees should be aware that unauthorised charging of electric vehicles using a Health Board power supply could not only be a potential safety risk but could also be considered gross misconduct.

Pool Vehicles

Pool vehicles are lease vehicles which are acquired by the health board for business use only.

The car is not ordinarily allowed to be taken home or used for any private use as this would contravene [HMRC Use Of Company Pooled Car Rules](#) .

Any unauthorised use of pool vehicles for private use, at any time without the express permission of the Line Manager may be seen as a disciplinary offence and employees may face disciplinary action.

The rental charges for the use of the lease vehicle will be based on the type of vehicle and the total estimated annual vehicle mileage. It is important to calculate mileage estimates as accurately as possible as the viability of a pool vehicles has been calculated at 10,000 miles per annum. If a department need a pool car and travel less than this they need to put together a valid business case.

To qualify as a pooled car all of the following conditions must be satisfied:

- Used by more than one employee;
- Not ordinarily used by one employee to the exclusion of others;
- Not normally kept at or near employees' homes;
- Used only for business journeys – private use is only permitted if it is merely incidental to a business journey (for example, commuting home with the car to allow an early start to a business journey the next morning).

Applications for pool vehicles shall be made by the relevant budget holder and approved by the relevant Head of Service.

Each pool vehicle will be managed by a 'Responsible Officer' within the relevant department, who will ensure that each vehicle under their control will be checked and maintained in line with the criteria as set out in this policy.

Pool vehicles may only be driven by organisation's authorised employees holding a full current UK Driving Licence (or acceptable equivalent valid in the UK) for that type of vehicle and not those holding a provisional licence or those

disqualified from driving, only authorised passengers may be carried in pool vehicles. A [driver record form](#) needs to be completed as per below:

- For an employee to drive a pool car they must complete a driver record form;
- Show their original driving licence to their line manager;
- Copy of driver record form is shared with the BCU Lease Car department;
- Original form is put in their employee file by their line manager.

Where involved in a road traffic accident the employee should ensure that he/she obtains full particulars from the other party/parties involved. Where possible they should obtain the name and address of any witness and the name and number of any police officer who attends. At no time should responsibility be admitted nor any negotiations be entered into regarding the accident. The employee should immediately notify the Responsible Officer who will report the accident using the [Accident reporting link](#) and provide any information required by the leasing company or the insurer, following their instructions with regard to repair.

All costs of the lease and running costs are met by the organisation. Fuel cards will be issued for each lease vehicle and shall be used for the purchase of fuel for that lease vehicle only. Any misuse of the card may be seen as gross misconduct and will be dealt with appropriately under the Disciplinary Policy and may also be referred to the Local Counter Fraud Specialist for a criminal investigation to be carried out, if considered appropriate.

Fuel cards and Personal Identification Numbers (PIN) for the pool vehicle fuel cards must not be left in pool vehicles overnight, nor shared in a manner for others to read, for example written on the cover of the Vehicle Log Sheets.

Fuel cards or fuel from NHS fuel tanks intended for pool vehicles, must not be used by employees for private use in any circumstances.

Whenever a pool vehicle is used the log book must be completed at the start and end of each journey. A copy of the log sheet will be kept in each vehicle and it is the drivers' responsibility to ensure it is fully completed after each journey.

It is the drivers' responsibility to ensure that at the commencement of each journey the milometer reading is confirmed against the last log entry to ensure that full account of each journey has been made. If it is found that the mileage does not tally then it must be reported to the Responsible Officer so they may track the missing journey entries.

When a driver draws fuel they must request a receipt from the providing garage and attach to the log book. These will be verified by the Responsible Officer on a regular basis, against fuel card records.

Each completed log sheet must be submitted to the Responsible Officer for review. Submission detail is shown on each log sheet. It is the responsibility of the person completing the last entry on a log sheet to ensure the completed log sheet is submitted to the Responsible Officer.

Vehicle log sheets will be reviewed, on a regular basis, by the Responsible Officer, to ensure completeness of information, that there is no gap in the milometer figures, all fuel receipts are attached and to verify journey appropriateness.

It is the responsibility of the driver to report any problems or defects to the Responsible Officer, immediately following the discovery of such problems or defects.

Grey Fleet

'Grey fleet' is the term used to describe any vehicles that do not belong to the Health Board, but which are used for business travel. All employees using their vehicles for grey fleet business mileage will require business use cover on their private insurance policies and will not be able to claim travel expenses without providing evidence of this on the e-expenses system. Proof of a current valid MOT and paid vehicle tax will also have to be provided.

The employee can use their approved privately owned car for work and be reimbursed in line with the NHS Terms and Conditions of Service (Agenda for Change) 45p per mile up to 3,500 miles, and then 28p per mile thereafter or see below table. Different arrangements apply for Medical and Dental employees – please refer to the Medical and Dental handbook.

Type of Vehicle/allowance	Annual mileage up to £3,500 miles (Standard rate)	Annual mileage from 3,501 to 10,000 miles (AFC rate)	Annual mileage from 10,001+	All eligible miles travelled (see paragraph 17.15 and Table 8)
Car (all types of fuel)	45 pence per mile	28 pence per mile	25 pence per mile	
Motor cycle				28 pence per mile
Pedal cycle				20 pence per mile
Passenger allowance				5 pence per mile
Carrying heavy or bulky equipment				3 pence per mile

8. Equality including Welsh Language

This document complies with the Health Board's Equality and Diversity statement which can be found in the 'Equality, Inclusion & Human Rights Policy' or the Equality and Diversity website.

The Health Board is committed to promoting positive measures that eliminate all forms of unlawful or unfair discrimination on the grounds of age, marital status, disability, race, nationality, gender, religion, sexual orientation, gender reassignment, ethnic or national origin, beliefs, domestic circumstances, social and political affiliation or trade union membership, HIV status or any other basis not justified by law or relevant to the requirements of the post.

By committing to a policy encouraging equality of opportunity and diversity, the Health Board values differences between members of the community and within its existing workforce, and actively seeks to benefit from their differing skills, knowledge, and experiences in order to provide an exemplary healthcare service. The Health Board is committed to promoting equality and diversity best practice both within the workforce and in any other area where it has influence.

The Health Board will therefore take every possible step to ensure that this procedure is applied fairly to all employees regardless of race, ethnic or national origin, colour or nationality; gender (including marital status); age; disability; sexual orientation; religion or belief; length of service, whether full or part-time or employed under a permanent or a fixed- term contract or any other relevant factor.

Where there are barriers to understanding e.g. an employee has difficulty in reading or writing or where English is not their first language additional support will be put in place wherever necessary to ensure that the process to be followed is understood and that the employee is not disadvantaged at any stage in the procedure.

9. Well-being of Future Generations

The Health Board's Well-being objectives are to improve physical, emotional and mental health and well-being for all; to target resources to those with the greatest needs and reduce inequalities; to support children to have the best start in life; to work in partnership to support people – individuals, families, carers, communities – to achieve their own well-being; to improve the safety and quality of all services; to respect people and their dignity; to listen to people and learn from their experiences.

Application of this financial procedure will include all employees that require access to a vehicle that will facilitate personal needs and potentially those of families, patients and communities.

10. Environmental Impact

Employees are encouraged to partake of the schemes to provide a safe new modern vehicle fleet with low CO₂ emissions to support the Health Board's commitment in reducing its carbon footprint, and compliance with Health & Safety/Corporate issues. Consideration will be given to reduce future emissions to improve air quality that will feed into the Future Generations Act decarbonisation agenda.

11. Resources

There are no additional resource implications arising from this document as it replaces an existing operational financial procedure.

12. Training

The procedure is available to existing employees accessing the Health Board's intranet site.

13. Implementation

The lease car scheme will be open on a continuous basis so applications can be made at any time.

14. Audit

Internal Audit will review compliance with this procedure as required.

15. Review

The Finance Department will be responsible for monitoring the overall effectiveness of the lease car policy.

This policy will be reviewed every 3 years or more frequently if required in line with any legislative changes, by the Finance Department and Staff Side.

16. Contact Details

- Fleet Management Company – Knowles Associates 01206 252300
 - BCUHB Lease Cars 03000 855115
 - Pensions 02920 903908
 - Payroll Services 02920 903908
- (all expenses managed through the Expenses Team in Payroll)

17. Appendices

Annex A – Contribution

1. Example of Salary Deduction contribution (values will vary upon reviews)

Annual Business Miles	Business Allowance	Annual Business Miles	Business Allowance
100	£ 25.20	5500	£ 1,386.00
500	£ 126.00	6000	£ 1,512.00
1000	£ 252.00	6500	£ 1,638.00
1500	£ 378.00	7000	£ 1,764.00
2000	£ 504.00	7500	£ 1,890.00
2500	£ 630.00	8000	£ 2,016.00
3000	£ 756.00	8500	£ 2,142.00
3500	£ 882.00	9000	£ 2,268.00
4000	£ 1,008.00	9500	£ 2,394.00
4500	£ 1,134.00	10000	£ 2,520.00
5000	£ 1,260.00		

2. Fuel for Business Use

- Fuel reimbursement will be paid at the prevailing HMRC Advisory Fuel Rate.
- The advisory electricity rate for fully electric cars is 4 pence per mile.
- Hybrid cars are treated as either petrol or diesel cars for advisory fuel rates.

3. The following CO₂ incentives apply to lease cars:

O2 Levy = -£200		
CO2 Band g/km	%	Incentive
0	100%	-£200
0 – 50	75%	-£150
51 – 75	50%	-£100
76 – 100	25%	-£50
101 – 120	0%	£0