



Cycle to Work Policy

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Policy Owner	Head of HR
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This document has been assessed for:	
Compliance with Legislation	<input checked="" type="checkbox"/>
Equality Impact Assessment	<input type="checkbox"/>
Freedom of Information issues	<input checked="" type="checkbox"/>
Human Rights compliance	<input checked="" type="checkbox"/>
Health and Safety	<input checked="" type="checkbox"/>
Risk Management	<input checked="" type="checkbox"/>

Important Notice: During times of National emergency or pandemic, the Head of HR will approve relevant and necessary changes to policy and process to allow the spirit of the policy to be maintained whilst caring for and supporting our people.

Cycle to Work Policy

1. Policy statement

Cleveland Police and the Office of the Police and Crime Commissioner (OPCC) wish to support Police Officers and Police Staff to maintain or improve their wellbeing, and in line with the Government scheme introduced a Cycle to Work salary sacrifice scheme from April 2019. The original scheme was for a period of 3 years and following a review has since been extended to April 2024.

The scheme will be open to permanent Police Officers and Police staff in the direct employment of the Chief Constable, and the Police and Crime Commissioner.

The scheme will be applied fairly, equally and consistently to all individuals irrespective of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation or any other unjustifiable grounds.

2. Purpose

The scheme shall adhere to all HMRC rules and guidelines in place at the time of any Cycle to Work Campaigns.

All applications will be checked to ensure that they continue to receive the national living wage after the deductions are made.

For any applicant for whom participation would reduce their pay below the national living wage, the force will put them in touch with the scheme provider who runs other programmes for such eventualities.

3. Underpinning Procedures

The scheme was set up in April 2019 for a period of 3 years and following a review will run for a further 2 years from April 2022 to April 2024. This will be reviewed prior to the end of this period, should at that time a decision be taken to end the scheme then this will be communicated to the Force and OPCCs employees.

3.1 Scheme Participation

To participate in the scheme an individual should be a permanent Police Officer or Police Staff member as this is a salary sacrifice scheme. The scheme includes the following:

- An opportunity to join the scheme once each financial year;
- Confirmation of the opening of the scheme will be communicated across the Force and will include information such as:
 - The period the scheme is open for application;
 - Confirmation of the supplier;
- With effect from April 2022, vouchers can be purchased up to the financial limit of £1,500 in any 12-month period;
- Officers and staff can purchase a maximum of 2 bikes for their personal use under the scheme per 12 months;
- Participants of the scheme will need to receive an hourly pay rate that is not less than the national minimum or living wage.

3.2 Salary Sacrifice Payments

Individuals will be asked to provide a value amount when applying to the scheme; if an individual spends less than anticipated, it is not possible to reduce the value of the voucher and salary deductions will be made at the level for which the voucher was requested. The service provider will provide information on this at the time of application.

The Force will check that anyone participating in the scheme receives an hourly pay rate that is not less than the national minimum or the living wage.

The monthly payment for the cycle will be taken before deductions for National Insurance and tax is made, thus reducing the amount of NI and tax contributions that you pay.

The Force/OPCC would have a responsibility to pay the deductions on behalf of participating individuals, in the following circumstances where the individual is unpaid:

- Individual on maternity leave who have commenced a period of unpaid leave;
- Individual within sickness leave who moves to nil pay.

Until the final payment is made the bike is leased to the employee by the Force.

3.3 Leavers (Prior to completion of the scheme)

If a participating individual, for whatever reason, leaves the Force/OPCC prior to the repayment period being completed then any outstanding monies will need to be repaid, and taken from the final salary payment. If the final salary payment does not cover the required amount outstanding, then an invoice will be raised to the individual for payment.

4. Appendices

There are no appendices for this policy.

5. Compliance and monitoring

The Head of HR with the Head of Procurement is responsible for the accuracy and integrity of this document. This policy will be continuously monitored, and updated when appropriate, to ensure full compliance with legislation.

The Head of HR with the Head of Procurement will review this process to ensure that all aspects are being adhered to in accordance with the framework of this policy.

6. Version control

This policy will be reviewed and updated at least every three years by the owner, and more frequently if necessary.

The Corporate Services Department will ensure this document is available on the Force intranet, including any interim updates.

The following identifies all version changes.

Version	Date	Reason for update	Author
1.0	24.10.19	New policy statement to support guidance note	██████████
1.1	Feb 2020	Change of owner dept. name	██████████
1.2	April 2022	Normal review of policy (moved to one policy document rather than policy and guidance) Updated information scheme extension from April 2022 – April 2024 Updated maximum voucher limit now £1500 per 12 month period.	██████████ ██████████