



## FREEDOM OF INFORMATION REQUEST



**Request Number:** F-2011-02023

**Keyword:** Human Resources

**Subject:** Bike to Work Scheme

### Request and Answer:

This is to inform you that the Police Service of Northern Ireland has now completed its search for the information you requested. The decision has been taken to disclose the located information to you in full.

### Question

I wish to request the implementation costs of the bike to work scheme, which is available to employees within the PSNI, along with any associated cost. I would also like to know what the initial cost is to the employee should they wish to avail of the scheme.

### Answer

The PSNI have a Cycle To Work Scheme in place for their employees. All correspondence with the employee and the supplier is by electronic means. The scheme is cost neutral and administered using a Microsoft Excel based computer programme developed at minimal cost in-house by the PSNI as part of a finance pilot project called Procurement Two Pay.

The cost of the bicycle and/or safety equipment to the employee is spread over 12 months. The first payment through salary sacrifice includes a £20 (plus VAT) administrative charge against each scheme member. As with all payments no income tax or national insurance is paid by the employee on this administrative charge.

If you have any queries regarding your request or the decision please do not hesitate to contact me on 028 9070 0164. When contacting the Freedom of Information Team, please quote the reference number listed at the beginning of this letter.

If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible, or in any case within two months of the date of issue of this letter. In the event that you require a review to be undertaken, you can do so by writing to the Head of Freedom of Information, PSNI Headquarters, 65 Knock Road, Belfast, BT5 6LE or by emailing [foi@psni.pnn.police.uk](mailto:foi@psni.pnn.police.uk).

If following an internal review, carried out by an independent decision maker, you were to remain dissatisfied in any way with the handling of the request you may make a complaint, under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the PSNI has complied with the terms of the Freedom of Information Act. You can write to the Information Commissioner at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out, however the Commissioner has the option to investigate the matter at his discretion.

Please be advised that PSNI replies under Freedom of Information may be released into the public domain via our website @ [www.psnipolice.uk](http://www.psnipolice.uk)

Personal details in respect of your request have, where applicable, been removed to protect confidentiality.