**Date issued:** 3rd of August 2023

**Freedom of Information Request** 129/23 Updated

We are writing in response to your Freedom of Information request. Your request has been considered in accordance with the requirements of the Freedom of Information Act and our Data and Information Management Policy.

**YOU ASKED US…**

**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 organisation 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 TfW**

Please note, we have provided TfW and TfW Rail separately but there is some overlap.

Question 1

Non-Rail scheme launched September 2020. Number of sign ups below:

2020 9 colleagues 2.52% £1,368.10  
2021 16 colleagues 3.33% £909.79  
2022 16 colleagues 2.35% £1,400.74  
2023 to date 8 colleagues 1.03% £1,457.43

TfW don’t operate vouchers. Colleagues are able to order bikes from Cycle Solutions which TfW pay for. The colleague then pays us back through salary sacrifice payroll deductions. Average order amount given above.  
  
There were no members of staff who took up the scheme then failed to complete, leaving the organisation with costs.

Question 2 a&b

a)

* TfW is a member of the Cardiff Healthy Travel Charter and has been awarded Level 1 charter status it is now in the process for signing up to Level 2.
* TfW promotes the cycle to work scheme as well as offers a corporate discount on the Nextbike scheme.
* TfW is working towards Cycle Friendly Employer status.
* The Llys Cadwyn travel plan:  
  The travel plan document has been developed to:
  + Help us understand our current travel patterns as an organisation, both in terms of how we travel to work and how we travel in the course of business.
  + Highlight the barriers or issues that exist which discourage or prevent us travelling more sustainably.
  + Identify the measures that might encourage us to make healthier, more sustainable, more active choices.

b)

* Comms and engagement promoting benefits of cycling
* Hosting events such as e-bike day for staff:
  + In September 2022, we joined forces with Sustrans Cymru, who helped provide us with a selection of E-Bikes that our colleagues took for a ride around the Ynysangharad War Memorial Park, opposite Llys Cadwyn. Our colleagues were given a detailed overview of their bike of choice before they headed off and also heard about Sustrans Cymru’s E-Bike loan scheme.

Question 3

a) have any monitoring for what modes of transport staff use -  
i) for their journey to work

* Yes, see attached (from the latest staff travel survey)

ii) for journeys during work time

* No

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

* Data relating to (i) attached

Question 4

c) motorbikes

* None

d) internal combustion cars

* None

e) electric or hybrid cars

* Two pool cars available at Llys Cadwyn which all staff can book out for business trips, these are both hybrid vehicles; KIA NIRO and HYUNDAI IONIC.

f) internal combustion vans

* None

g) electric or hybrid vans

* None

h) heavy trucks

* None

Question 5

TfW and TfW Rail are in the process of developing a cross-group policy which will state this information clearly.  There are already processes in place to allow submission of claims for cycling.

Question 6

13.4 Cycling miles have been claimed in the last 5 years.

Question 7

1. Cycle Solutions salary sacrifice scheme (18-month loan period)
2. £3,000 (one bike per employee)

**RESPONSE TfW Rail**

**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?**

**C2W Orders each year:**

2019 – 145 (5.5%)

2020 – 187 (7.3%)

2021 – 117 (4.3%)

2022 – 104 (3.5%)

2023 – 76 (2.4%)

**What was the average value of the vouchers claimed on the scheme?**

* £1713 overall
* 2019 – not known
* 2020 – not known
* 2021 – not known
* 2022 – 1751
* 2023 – 1654

**What was the number of those who took up the scheme, who then failed to complete, leaving the organisation with costs?**

* None

**What tools does the organisation use to encourage cycling for their staff:**

* TFW Rail offers a range of discounts across various bike outlets on our benefits and reward system, The Village, Reward Gateway. This allows employees who do not want to participate in a salary sacrifice, to obtain discount codes across various retailers.

**How many of the following does the organisation have available for staff use?**

* One pedal bike
* Five electric bikes. The bikes are yet to go into circulation for use as policies are still being written.  The bikes that are in the pool are 2 E folding bikes, 3 E step through bikes and
* Two pool cars available at Llys Cadwyn which all staff can book out for business trips, these are both hybrid vehicles; KIA NIRO and HYUNDAI IONIC.

**Does the organisation mileage scheme clearly state the claim rate for cycling?**

* TfW and TfW Rail are in the process of developing a cross-group policy which will state this information clearly. There are already processes in place to allow submission of claims for cycling.

**Regarding your current cycle to work scheme -   
What scheme is currently in place?**

* Cycle to work salary sacrifice scheme (13-month loan period)

**What is the maximum limit on the cost of a bike, if a limit is currently in place?**

* £3,000 (one bike per employee)

**Name of Scheme Provider**

* Halfords Cycle2Work Scheme

We hope this information is of use to you.

Yours sincerely,

**Transport for Wales**

**Appeal Rights**

If you are unhappy with the way your request has been handled and wish to make a complaint or request a review of our decision, please write to the Head of Freedom of Information at either Transport for Wales, 3 Llys Cdwyn, Pontypridd, CF37 4TH or [freedomofinformation@tfw.wales](mailto:freedomofinformation@tfw.wales). Your request must be submitted within 40 working days of receipt of this letter. If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision.

The Information Commissioner (ICO) can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or you can contact the ICO through the 'Make a Complaint' section of their website on this link: <https://ico.org.uk/make-a-complaint/>

The relevant section to select will be "Official or Public Information".