

Cycle to work scheme

13/07/2012



Request for Information.

Thank you for your request received on 26 June. I will answer each part of your request in turn below.

1. Do you currently participate in the UK Government's "Cycle to work Scheme"?

The Assembly has offered a cycle to work scheme for staff, Assembly Members and Assembly Member Support Staff since March 2009.

2. If so, how many individuals have benefitted from the scheme to date?

To date, a total of 31 individuals have taken the opportunity to obtain a bike through the scheme.

3. What procedures do you currently have to monitor the take-up and implementation of this scheme?

The scheme is implemented and managed inhouse in accordance with the guidelines (see link below) laid out by the Department of Transport and HM Revenue and Customs. All applications are processed through an official Cycle to Work administrator 'On Your Bike' who undertake the necessary actions to contact suppliers and process applications within the official guidelines laid out. Any revisions to the scheme are considered and implemented in accordance with the published HMRC guidance. All registered applications are logged and monitoring of existing and new applications is carried out in accordance with payment schedules.

<http://www.dft.gov.uk/publications/cycle-to-work-scheme-guidance/>

Your request has been considered according to the principles set out in the Code of Practice on Public Access to Information. The code is published on our website at http://www.assemblywales.org/abthome/about_us-commission_assembly_administration/abt-foi/abt-foi-cop-pub.htm

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If you have any questions regarding this response please contact me. If you feel you have cause for complaint, please follow the guidance at the end of this letter.

Yours sincerely

Alison Rutherford
Access to Information Coordinator
National Assembly for Wales

Cause for concern or complaint with your FOI response?

If you believe that I have not applied the Code correctly or have not followed the relevant laws, you may make a formal complaint to the Chief Executive and Clerk at the National Assembly for Wales, Cardiff Bay. Details of the Assembly's complaints principles are set out in the Code of Practice on Complaints available on the Internet at <http://www.assemblywales.org/conhome/con-complaint.htm>. Please advise me if you wish to receive a printed copy.

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 can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

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