



RAMSEY TOWN COMMISSIONERS

Cycle to Work Scheme - Policy and Procedure

Originating Officer	Town Clerk & Chief Executive
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Last Review Date	

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1. Introduction

1.1 The purpose of the Cycle to Work Scheme policy and procedure is to provide a mechanism to enable Ramsey Town Commission employees to sacrifice a proportion of their salary in return for their employer providing them with a tax-exempt benefit of a bicycle and bicycle equipment up to the value of £1,000 per employee over a period of 3 years, in the case of electric bikes then subject to any other benefit on kind this figure may be increased to £1,600 per employee.

1.2 The Policy has been developed within the overarching Ramsey Town Commissioners' vision "**Making Ramsey a better place to be**"

1.3 The Commission aims to employ motivated professional and well-trained personnel who offer excellent customer service with PRIDE – Professionalism, Respect, Integrity with accountability, Diversity and Excellent Customer Service.

1.4 Working within a small community the Commissioners' staff are easily recognised and therefore expected to represent the Commission's Values which are stated as being :-

- We will work as a team
- We will be honest
- We will have respect for others
- We will be approachable and will listen and consider
- We will be excellent
- We will work really hard to provide the best value for money in everything we do
- We employ motivated professional and well-trained personnel who offer excellent customer service with PRIDE – Professionalism, Respect, Integrity with accountability, Diversity and Excellent Customer Service
- We will be polite and courteous

1.5 This Scheme and policy will provide those who wish to cycle to work with a procedure through which to access a tax-free benefit. The scheme promotes healthy living, fitter, healthier staff, improved productivity and attendance. The scheme contributes towards Tynwald's Active Travel Strategy which seeks to promote walking or cycling, including the use of electric bikes, as an alternative to motorised transport for the purpose of making every day journeys. There are additional environmental benefits such as reduced emissions, parking and traffic congestion

2. Statutory Powers

2.1 The Local Government Act 1985 provides the Commission with the power [but not the duty] to employ staff for the performance of any function.

2.2 The Employment Act 2006 places obligations in relation to employment rights and related matters.

2.3 The Income Tax (Benefits in Kind) (Exemptions) Order 2017 (SD 2017/0022) and the Income Tax (Benefit In Kind) (Exemptions) (Amendment) Order 2018 make provision for

cycle to work schemes to be operated by employers.

3. Policy Statement

3.1 Ramsey Town Commission is committed to the health and wellbeing of its employees by encouraging travel to work in a sustainable way by means other than car or public transport.

3.2 This policy applies to all permanent employees of the Ramsey Town Commission who have been employed by RTC for at least 12 months.

4. Overview of the Scheme

4.1 The Cycle to Work Scheme is a scheme which allows all Ramsey Town Commissioners permanent employees who meet the conditions outlined in Section 5 to obtain cycles and cycle safety equipment from their employer. Due to the introduction of a new tax exemption in April 2017, the provision of a pedal cycle and related safety equipment by an employer is a tax-exempt benefit.

4.2 The tax exemption is dependent on the following conditions being met:

- The provision of a bicycle and bicycle safety equipment is for use by an employee to travel between their home and place of work
- The employer purchases the bicycle and equipment from a retailer with a physical presence on the Isle of Man - NB this excludes mail order from the United Kingdom
- The cost to the employer is no more than £1,000 per employee in any period of three tax years (in the case of electric bikes where subject to benefit in kind limitations this figure can be increased to £1,600)

4.3 The Cycle to Work Scheme operates on the basis of a salary sacrifice. The employee, in entering the scheme agrees a contract variation to accept a lower salary in exchange for the employer providing the cycle and cycle equipment. As a consequence, they will pay reduced income tax, national insurance and pension contributions. This will result in reduced pension benefits.

4.4 There are no provisions for withdrawing from the Scheme once entered, unless the employee leaves employment with Ramsey Town Commission.

5. Eligibility for the Scheme

5.1 To participate in the Cycle to Work Scheme the following conditions must be met:

- The employee has a contract of employment which outlasts the duration of the 36 month salary sacrifice period
- The employee is 18 years or over
- The employee must be attending work at the point of application
- The equipment must be used mainly for qualifying journeys i.e. Journeys (in whole or in part) between home and work or journeys between workplaces

5.2 Under the Cycle to Work Scheme, the following items will be exempt from a charge to income tax, provided the total cost to the employer does not exceed £1,000 in a three year

period, or £1,600 in the case of an electric bicycle:

- Pedal cycles
- Helmets
- Bells and horns
- Lights
- Mirrors and mudguards to ensure riders' visibility is not impaired
- Cycle clips and dress guards
- Panniers, luggage carriers and straps to allow luggage to be safely carried
- Locks and chains to ensure cycle can be safely secured
- Pumps, puncture repair kits, cycle tool kits and tyre sealant to allow for minor repairs
- Reflective clothing

6. Terms of the Scheme

6.1 By participating in the Cycle to Work Scheme employees are agreeing to vary their terms and conditions of employment by reducing their gross contractual salary by the value of the cycle and cycle equipment purchased over three years.

6.2 The maximum spend for any cycle and cycle equipment purchased under the agreement is £1,000, £1,600 for electric bikes (both inclusive of VAT). Ownership of the cycle and equipment will pass immediately to the employee.

6.3 An employee entering into the Scheme must be aware of the following:

- Any cycle or cycle equipment purchased must be suitable for travel to and from work.
- Employees are responsible for insuring the cycle and cycle equipment purchased under the scheme against theft, loss or damage. Replacement equipment is not provided under the scheme.
- Employees are also responsible for ensuring that they have adequate insurance cover in the event of any accident that results in personal injury to themselves or others and the Government will not be liable for any consequential loss
- If the cycle or equipment are lost or stolen, under the terms of the agreement the employee must replace the items at their own expense.
- Employees are responsible for maintaining the cycle and equipment
- Employees must not hire out, transfer or otherwise dispose of the cycle or cycle equipment during the period of the salary sacrifice.
- Salary sacrifice means that the proportion of their salary reduced to pay the cost of the items will be non-contributory for pension, tax and NI.
- Employees considering acquisition of an electric bike under the scheme should check with payroll section that any benefit in kind allowance is sufficient to cover the provision.

7. Procedure for participating in the Scheme

7.1 An eligible employee can join the scheme at any time during the year, provided that they are not already participating. To join the scheme the following steps need to be followed:

7.1.1 An eligible employee visits a local bicycle retailer, and requests a written quotation in

relation to any equipment they would like to buy under the Scheme. The retailer must be an Island based and VAT registered retailer.

- 7.1.2 The employee applies to the Commission to purchase the cycle and cycle equipment by completing the form at Appendix A, including the declaration. The Commission will provide the employee with a purchase order for the cycle and equipment to the value of quotation which should be no greater than £1,000 (£1,600 for electric bikes) inclusive of VAT.
- 7.1.3 The employee presents the purchase order to the retailer together with photographic evidence of identity and collects the equipment.
- 7.1.4 The employer authorises the invoice submitted by the retailer and completes the form, before submitting a copy to the Human Resources Officer.
- 7.1.5 The Commission issues a letter to the employee confirming the amount of salary sacrifice over a three year period. This will constitute a change to the employee's terms and conditions.
- 7.1.6 If an employee ceases employment with Ramsey Town Commissioners before the end of the three year period, they are obliged to pay the outstanding balance from net pay, i.e. without any tax exemptions. This amount will be deducted from the last pay, or if this is not possible, e.g. the amount exceeds the last net pay, within 14 days of the leaving date. Any further outstanding sum at the cessation of employment will be repayable to the Commission failing which it may be recovered as a civil debt.
- 7.1.7 Employees who do not comply with the terms of the Scheme or who breach the Scheme requirements may, in certain circumstances, be subject to disciplinary action.

8. Review of the Scheme

This Scheme and the provisions made under it will be reviewed at least every two years and in the event of any change in the taxation exemption status.

Appendix A - Application for Cycle to Work Scheme

Application for Cycle to Work Scheme

Please complete this form to apply for a cycle and cycle equipment to be purchased by the Ramsey Town Commission under the Cycle to Work Scheme.

Full Name:	
Post:	

I wish for my employer to purchase a bicycle and bicycle equipment as outlined below:

Please ensure that the information provided is accurate. A quotation from the retailer should be supplied. Any person who wilfully submits false information renders themselves liable to disciplinary action.

Name and address of retailer <i>Must be based on the Isle of Man</i>				
		Basic Cost	VAT	Total (inc VAT)
Make and Model of Bicycle				
Details of bicycle equipment				
Total Cost				

I confirm that I have read the Cycle to Work Scheme rules and accept the terms contained therein.

I understand and accept that I will sacrifice salary over a period of 3 years (36 months) in return for the provision of the bicycle and safety equipment as detailed above. This will result in a proportionate reduction in my NI/Tax and superannuation contributions and this will affect my pension entitlement. I confirm that I am purchasing the bicycle and equipment for my own use in order to cycle to work and that I am solely responsible for indemnifying myself in the event of loss, injury or damage, however caused.

If I cease employment with Ramsey Town Commission before the end of the 3 year period, I accept that any outstanding amount will be deducted from my final pay, or if this is not possible, e.g. the amount exceed the last net pay, I will pay all outstanding amounts within 14 days of my leaving date.

Applicant's Signature: _____ **Date:** _____

The information on this form will be used to notify Pay Section and Personnel of the agreement which will comprise an amendment to your Contract of Employment.

Approved by:

HR Manager name: _____

(please print)

HR Manager signature: _____

Date: _____

Procedure:

1. The employee applies to their employer to purchase the cycle and cycle equipment by completing this form, including the declaration.
2. Once approved, the employer will provide the employee with a purchase order for the cycle and equipment to the value of quotation which should be no greater than £1,000 inclusive of VAT, or £1,600 inclusive of VAT in the case of an electric bike.
3. The employee presents the purchase order to the retailer together with photographic evidence of identity and collects the equipment.
4. The employer authorises the invoice submitted by the retailer and completes the form, before submitting a copy to Payroll Section.
5. A letter will be issued to the employee confirming the amount of salary sacrifice over a three year period, copied to Payroll Section. This letter constitutes a change in the employee's terms and conditions.

For completion by HR:	Date	Officer
Application Received		
Purchase Order Issued by HR		
Invoice from supplier authorised for payment		
Letter to staff member confirming deductions		
Instruction issued to Payroll		