



**East London**  
NHS Foundation Trust

**Information Governance**

The Green  
1 Roger Dowley Court  
Russia Lane  
London  
E2 9NJ

**Email** [elft.foi@nhs.net](mailto:elft.foi@nhs.net)

**Website:** <https://www.elft.nhs.uk>

4 January 2022

**Our reference: FOI DA3807**

I am responding to your request for information received 13 May 2021. I am sorry for the delay in responding to your request. This has been treated as a request under the Freedom of Information Act 2000.

I am now enclosing a response which is attached to the end of this letter. Please do not hesitate to contact me on the contact details above if you have any further queries.

Yours sincerely,

Keshia Harvey  
Information Governance Manager

If you are dissatisfied with the Trust's response to your FOIA request then you should contact us and we will arrange for an internal review of this decision.

If you remain dissatisfied with the decision following our response to your complaint, you may write to the Information Commissioner for a decision under Section 50 of the Freedom of Information Act 2000. The Information Commissioner can be contacted at:

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

Tel: 0303 123 1113  
Web: [www.ico.org.uk](http://www.ico.org.uk)

**Please note that the data supplied is not allowed to be re-used and/or published without the explicit consent of East London NHS Foundation Trust. Please contact the signatory to request permission if this is your intention**

Chair: Mark Lam

Chief Executive: Paul Calaminus

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**Request:**

**Freedom of information request detailing the organisation's car leasing, grey fleet and salary sacrifice contracts.**

**Car Leasing**

**Question 1. Does your organisation offer staff the ability to lease a car for private use? If so, please provide the following information for each supplier contract:**

**a. Supplier name**

Answer: Knowles Associate Total Fleet Management Ltd

**b. Contract start date (dd/mm/yy)**

Answer: 1 June 2020

**c. Contract end date (dd/mm/yy)**

Answer: 31 May 2022

**d. Name of framework the supplier was procured through**

Answer: Shared Business Services

**e. Number of employees with a lease car in March 2021?**

Answer: At 1 March 2021, the number of lease cars was 191.

**Question 2. Please provide the contact details of the individual within the organisation responsible for the car leasing contract:**

**a. Name**

**b. Job title Grey Fleet (employees that drive their own cars for business)**

Answer: The person responsible for contracts in the Trust is Dr Mohit Venkataram, Executive Commercial Director.

**Question 3. Do any employees at your organisation claim Grey Fleet mileage reimbursement?**

Answer: Yes, staff can claim reimbursement for mileage when using their personal car.

**a. If so how many employees claimed during 19/20 (April 2019 – March 2021)?**

Answer: 1240 employees claimed reimbursement for mileage in 2019/2020.

**Question 4. If applicable, please state the total cost to the organisation in 19/20 of paying Grey Fleet reimbursements to employees who opt not to have lease cars (excluding employee salaries)**

Answer: £994,000.

**Question 5. Does your organisation have a Grey Fleet Policy?**

Answer: The Trust has reviewed your request for information under the Freedom of Information Act (FOI) 2000.

Section 21(1) of the FOI Act states:

*(1) Information which is reasonably accessible to the applicant otherwise than under section 1 is exempt information.*

The information requested is accessible here:

<https://www.elft.nhs.uk/uploads/files/1/Lease%20Car%20Policy%20May%202018.pdf>

**Question 6. Below please state when your organisation last undertook the following Duty of Care checks on your grey fleet drivers?**

**Duty of Care Check**  
**DVLA Driving Licence Checks**  
**MOT Business Use**  
**Insurance Checks**  
**Road Fund Licence Checks**

Answer: Section 1(1) of the Freedom of Information Act 2000 states:

*Any person making a request for information to a public authority is entitled—*

*(a) to be informed in writing by the public authority whether it holds information of the description specified in the request, and*  
*(b) if that is the case, to have that information communicated to him.*

The Trust's Payroll provider, University Hospitals Birmingham NHS Foundation Trust, carry out all the relevant checks. The Trust does not hold the information requested and it is therefore not disclosable.

**Question 7. For each of the following Salary Sacrifice benefits offered to staff at your organisation, please state the name of the supplier, contract start and end dates, framework the provider was procured through and number of staff using the benefit in the last 12 months. Home Technology Holiday Packages at home and abroad**

Answer: Liaison One Call (Home Technology Salary Deduction)  
1 September 2018, rolling contract.

Freedom Tech  
1 September 2018 – 31 August 2021

Both of these were under £10K and therefore no framework provider.

**Question 8. Does your organisation have an external Employee Assistance Programme (EAP)?**

Answer: Yes.

**a. If yes, who is the provider?**

Answer: The Trust has reviewed your request for information under the Freedom of Information Act (FOI) 2000.

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Section 21(1) of the FOI Act states:  
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The information requested is accessible here:

<https://www.elft.nhs.uk/Professionals/Information-for-ELFT-Staff/People--Culture/Staff-Wellbeing>

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