

GetOnYerBike Cycle2Work Scheme FAQ's:

1. What is a Cycle2Work Scheme?

The Cycle2Work Scheme is a Government initiative to encourage people to cycle to work on a more regular basis. It provides access to loan equipment at preferential rates where it is used *mainly for qualifying journeys*.

2. What is a Qualifying Journey?

A qualifying journey is a journey or part of a journey between an employee's home and workplace or between one workplace and another, even from one part of the campus to another. 'Mainly for qualifying journeys' means at least 50% of the time.

3. Why Cycle?

There are numerous benefits of cycling including:

- Health & fitness
- Environmentally friendly
- Avoids traffic queues
- Cheaper than running a car
- More cycle routes available
- Good for getting about campus
- Easier to find a parking space
- An activity for all!

4. How does it work?

You choose a bicycle and accessories from an agreed supplier. The University then buys the bicycle and hires this to you with deductions made from your salary before NI and Tax. *Please see the full process below.* The payment will depend on the value of the cycle. The Employee is required to enter a Hire Agreement with the University, the full details of which can be found here. If you breach the hire agreement you may be liable for our costs and expenses incurred to enforce the agreement.

5. How long is the loan period for?

The hire period will be for a fixed 18 months paid for in 17 equal instalments.

6. What happens to the bicycle and accessories at the end of the loan period?

As they are only on loan they are University property, however ex-loan equipment may then be made available for a fair market price which we would anticipate being 16% for bikes and accessories up to £500 and 21% over £500 of the purchase price but you have no right to purchase the bicycle and this shall be subject to a new agreement.

7. How much could this scheme save me?

As deductions are made before Tax and NI, savings will depend upon your tax rate but will approximately be between 23-41% on the RRP's.

8. What will be the affect of the deductions on my salary?

The attached table indicates the likely affect on your salary for a standard tax rate payer.



9. Who is eligible to apply?

The scheme is open to all University employees providing that:

- They are on a contract of two years or more in length and that they have completed six months service.
- That by participating in the scheme, the gross salary does not drop below the minimum wage

10. What sort of bicycles can be included?

Any bicycle can be loaned under the scheme as long as it is used for mainly qualifying journeys, this therefore includes:

- Bicycles
- Tricycles
- Electrically assisted bicycles

11. What accessories can be included?

Any accessory which contributes to the safety and security of rider and equipment, during or between qualifying journeys. This therefore includes:

- Locks, Lights and Helmets
- Horns and bells
- Mirrors and mudguards
- Cycle clothing and clips
- Panniers, luggage racks and straps
- Reflective materials
- Pumps, puncture repair kits and tools for minor repairs.

12. What is the most I can spend?

The University Scheme has been limited to a total spend of £1000 per person subject to fund availability.

13. Which shop can I select my bicycle from?

The University has elected to source its bicycles from cogz, the on campus cycle shop as:

- No suppliers offer discounted bicycles when operating within a Cycle2Work scheme thus making cogz no more expensive for the bicycles offered.
- Cogz includes in its price a six month service helping to ensure the bicycle stays in sound working order
- Cogz is conveniently located on campus (opposite LUMS) ensuring ease of ordering, collection and maintenance.

14. How long will the scheme run for?

The scheme will be available all year round from.....

15. Are there a limited number of bicycles available?

There are limited funds available for the University to buy the bicycles so the number of bicycles available will depend on the price of bicycles and accessories selected. Funds will therefore be allocated on a first come first served basis.

16. Can I buy a bicycle for a family member?

No, only bicycles for employees for qualifying journeys can be purchased



17. Can I apply for more than one bicycle?

Yes, providing that both bicycles are used for qualifying journeys.

18. What happens if I leave the University's employment?

You will still be liable for paying the balance on the loan agreement and therefore this will be deducted from your final salary payment. You may also still be able to purchase the bike and you will need to contact us about this at the time.

19. Who is responsible for maintenance on the bicycle?

You will be responsible for maintaining the bicycle whilst it is in your possession although included in the price is a six month service from cogz.

20. What happens if the bicycle is stolen?

You are responsible for ensuring the security of the bicycle whilst it is in your possession and therefore we advise taking out insurance. You can normally add this to your household insurance if not already covered.

21. Good Advice

You should ensure you have read and understood the Highway Code especially the sections relating to cycling on the highway.

22. Process for participating.

1. Visit cogz at their shop by the LUFs Fitness Centre, speak to the personnel and let them advise you on the appropriate bicycle and any accessories you would like to have. The bicycle will be set aside, if in stock, for two weeks pending the successful completion of the application process.
2. The details will then be entered onto an Application Form along with your employment details and priced to inform you of the level of Salary Sacrifice that will be required.
3. You will then be given the Application Form (less one copy which will be kept by the shop).
4. You take the Application Form to HR, ask for your Faculty Personnel Adviser who will assess your eligibility for the scheme, complete the Application Form, hand you a copy of the Pre-contract Information and then having read the Hire Agreement you sign both copies in the presence of a Faculty Personnel Officer.
5. HR will then sign the Application Form and counter sign the agreement as long as:
 - You are on a contract of two or more years in length and have completed six months service.
 - By participating in the scheme your gross salary does not drop below the minimum wage.



6. Once signed by both parties you will be supplied with a copy of the Hire Agreement and a Letter of Collection.
7. The remaining copies of the Application Form and the Hire Agreement will be circulated by Personnel Services as follows:
 - One copy of the Application Form and the Hire Agreement to be kept by HR
 - One copy of the Application Form to be passed to the Scheme Manager in Facilities Management.
 - One copy of the Application Form to be passed back to the shop.
8. The shop will then order / assemble the goods and notify you when they will be ready for collection.
9. You take the Letter of Collection to cogz and collect your bicycle and accessories.
10. The shop will then invoice the University Scheme Manager in Facilities Management.
11. The Salary sacrifice begins on the first available pay period after the hire agreement has been signed.

