



# ST Edmund Hall Cycle Scheme Policy

Cycle Scheme Policy

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## Contents of this policy

|                                    |   |
|------------------------------------|---|
| St Edmund Hall Cycle Scheme Policy | 1 |
| Introduction                       | 2 |
| How it Works                       | 2 |
| Eligibility                        | 3 |
| Terms of the Scheme                | 4 |
| Joining the Scheme                 | 5 |
| Withdrawal from the Scheme         | 5 |
| Finding a Bike                     | 6 |
| Facilities                         | 7 |
| More Information & FAQs            | 7 |

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## Introduction

St Edmund Hall is committed to the health and wellbeing of its employees and to sustainable practices. Our Cycle Scheme aims to promote healthier journeys to and from the workplace where possible and to contribute to a reduction in environmental pollution.

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## How it Works

St Edmund Hall works with an external supplier, Cyclescheme, to provide and administer the Cycle to Work Scheme.

### **Video: [How it works in 90 seconds](#)**

The Cycle Scheme is a tax-exempt scheme which allows all employees who meet the eligibility conditions in the next section to hire cycles and cycle safety equipment on a tax-free basis.

The tax exemption relates to the tax charge which would otherwise apply to cycles and cycle equipment loaned to employees.

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

1. the equipment hired must be a bicycle, bicycle related safety equipment or both

2. the employee must remain in employment for the duration of the agreed Hire Period
3. the employee must use the equipment mainly for commuting, although you are entitled to use it for other purposes as well.

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 St Edmund Hall providing the cycle and cycle equipment.

You pay nothing upfront and the payments are taken tax efficiently from your gross salary by your employer and, as a result, you pay less Income Tax and National Insurance.

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## Eligibility

To participate in the Cycle Scheme the following conditions must be met. You must:

- be an employee of St Edmund Hall
- be a UK taxpayer via the PAYE system
- following the salary sacrifice being applied, your gross pay must not reduce below the National Minimum Wage (NMW)
- have a contract of employment which outlasts the duration of the 12-month salary sacrifice period
- be aged 18 years or over
- 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

By entering the scheme, you confirm that you own or will hire (through this scheme or elsewhere) appropriate bike safety equipment and will use this when commuting to and from work.

The following is recommended, but is not an exhaustive list:

- Lights (front and rear)
  - Well fitted helmet
  - Bell/horn
  - Mudguards
  - Cycle clips/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
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## Terms of the Scheme

By participating in the Cycle 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 hired. The agreement entered into is regulated by the Consumer Credit Act 1974.

**The hire agreement lasts for a period of twelve months** and payments will be made via a salary sacrifice arrangement commencing at the next available pay date following the purchase of the cycle which St Edmund Hall agrees to hire to the employee.

The cycle and any cycle equipment hired under the scheme remains the property of St Edmund Hall until the end of the twelve month hire period, when the title transfers to Cyclescheme.

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

- employees are responsible for ensuring that the cycle and cycle equipment hired under the scheme is insured against theft, loss or damage. Replacement equipment is not provided under the scheme.
- if the bike is lost or stolen, under the terms of the agreement the employee must replace the items at their own expense. They then can continue to be part of the salary sacrifice scheme, paying the outstanding payments from their gross salary. If they do not replace the bike the salary sacrifice agreement ends, and the outstanding payments will be taken from their next month's net pay.
- employees are responsible for maintaining the cycle and equipment during the twelve month hire period.
- employees must not hire out, transfer or otherwise dispose of the cycle or cycle equipment.
- employees must not make alterations to the bike or remove it from the UK during the hire period.
- any cycle or cycle equipment must be suitable for travel to and from work.

### **What happens at the end of the 12 month hire period?**

At the end of the twelve month hire period Cyclescheme will contact the employee and offer three options.

The employee can either:

1. buy the bike and equipment at a fair market value (see table below)
2. enter into an extended use agreement with Cyclescheme for a period of a further 4 years for a refundable deposit of either 3% or 7%, depending on the original price of the cycle
3. return the bike and equipment.

HMRC has published the following 'Valuation Table' to be used to calculate the market value of bicycles and accessories at the end of the Hire Period:

| Age of Cycle | Original Price<br>Less than £500 | Original Price<br>£500+ |
|--------------|----------------------------------|-------------------------|
| 12 Months    | 18%                              | 25%                     |
| 18 Months    | 16%                              | 21%                     |
| 2 Years      | 13%                              | 17%                     |
| 3 Years      | 8%                               | 12%                     |
| 4 Years      | 3%                               | 7%                      |

## Joining the Scheme

An eligible employee can join the scheme at any time of the year providing they have either never participated in the scheme before or participated in the scheme but finished paying off their last instalment of their previous hiring agreement.

To join the scheme, the below steps need to be followed:

1. the employee visits a Cyclescheme partner shop and requests a written quotation in relation to any equipment he or she would like to have use of under the Scheme. The updated list of partner shops is available on Cyclescheme website.
2. the employee applies, via Cyclescheme's extranet web facility, for a certificate authorising the relevant partner shop to release the selected equipment to the employee (the "Certificate"). While applying for the Certificate, St Edmund Hall code (e7f4af) may be needed.
3. if St Edmund Hall is satisfied with the application it will enter into a hire agreement with the employee in respect of the selected equipment (via Cyclescheme)
4. St Edmund Hall will then authorise Cyclescheme to issue the Certificate
5. Cyclescheme will issue the Certificate to the employee
6. the employee presents the certificate to the partner shop together with such photographic evidence of identity and collects the equipment.

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## Withdrawal from the Scheme

Under the Consumer Credit Act 1974 you may withdraw from the scheme within 14 days of receiving the agreement or under the Consumer Protection (Distance Selling) Regulations 2000 within 7 days of collecting your bike.

After this time, it is not possible to withdraw from the scheme during the twelve month hire period. When choosing to opt into the scheme employees commit to the hire agreement for a twelve-month

period. Employees must ensure that they are satisfied when entering the scheme on the terms outlined above and in their hire agreement, and with their choice of cycle and cycle equipment.

If an employee ceases employment with St Edmund Hall before the end of the twelve month hire period, they are obliged to pay the outstanding balance of the agreement 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.

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## Finding a Bike

Choose from 2,000 retailers - in-store, online, click & collect and brand direct. View participating retailers at <https://www.cyclescheme.co.uk/retailers>

There are also many participating retailers within the Oxford area. A few of these are listed below:

- Beeline Bicycles
- Behind Bars
- Bikezone Ltd
- Broadribb Cycles
- Cycle King
- Cycloanalysts
- Decathlon
- Ebike Barn
- Jacs Electric Bikes
- Mountain Mania Cycles
- Outdoor Traders
- Pedal Power
- Reg Taylor & Co
- Ridegway Cycles
- Rides on Air
- Spirit Bikes
- Summertown Cycles
- The Cycle Centre
- The Cyclogical Shop
- The Electric Transport Shop Ltd.
- Toy Galaxy t/a Dentons Cycles
- Walton Street Cycles
- Warlands Botley Road Cycles
- Worx Bikes
- 2 Wheels Thame Ltd

## Facilities

Access to secure cycle parking facilities is available on the main College site on Queen's Lane for the storage of employees' cycles and may be accessed through the front gate or the Forum gate. Any bikes parked on-site must be registered at the Lodge and must display an identification sticker provided upon registration. On street bike parking is also widely available in Oxford City Centre.

Shower facilities are provided for the use of staff who choose to cycle to work. These are located on the ground floor of Whitehall and outside the Bursary.

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## More Information & FAQs

You can find further information below about:

### Cyclescheme by MySchemes

- Directly on the Cyclescheme website: [www.cyclescheme.co.uk/e7f4af](http://www.cyclescheme.co.uk/e7f4af)
- Cyclescheme FAQs: <https://www.cyclescheme.co.uk/help/faqs>
- Cycle Scheme 'How it Works' guide: <https://www.cyclescheme.co.uk/get-a-bike/how-it-works>

### Road Safety Advice & Cycling Tips

- Britishcycling.org - [Road Safety Tips](http://www.britishcycling.org.uk/road-safety-tips)
- Cycling UK - [Cycling tips: Essential riding advice for beginners](http://www.cyclinguk.org.uk/cycling-tips-essential-riding-advice-for-beginners)

### Cycling in Oxford

Oxford is home to several organisations that promote, encourage and support cycling in the city - here are just a few:

- Oxford City Cycling
  - Cyclox
  - Oxfordshire Youth Cycling
  - Wheels for All
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