

CYCLING ALLOWANCES

Purpose

This Policy has been introduced with the intention of encouraging and promoting the use of bicycles, as an alternative to cars, for business and home to work travel.

Eligibility

Cycling Allowances will be payable to Council employees who satisfy any of the following criteria:

- Are authorised to use their private transport on Council business.
- Participate in the contract car hire scheme.
- Are eligible to receive excess travel payments.

Restrictions on Bicycle Use for Business Travel

Whilst employees should be encouraged to use bicycles instead of cars wherever possible, management discretion should be applied in situations where the use of a bicycle for business travel is likely to:

- Be impractical.
- Reduce efficiency or productivity.
- Increase risk to the employee.

Accordingly, bicycles should not be used for business travel in the following circumstances:

- For single journeys over 5 miles.
- Where the journey would lead to the employee exceeding 10 miles in a single day.
- During adverse weather conditions.

This list is not exhaustive. Managers should give consideration to the practicalities, risk and operational implications of the use of a bicycle for a business journey before giving the employee authorisation to undertake the journey by bicycle. Where authorisation is not given, the most appropriate alternative form of transport should be used.

Allowances Payable

The allowance payable for travel by bicycle is 25 pence per mile. The rate will be reviewed periodically to ensure it remains both economical for the Council and provides full recompense for cyclists. The rate is payable for both business and excess travel. Only whole miles may be claimed.

Employees in receipt of essential user allowance or a contract car hire vehicle may use a bicycle for business or excess travel without affecting the fixed element of their allowances.

Claims should be submitted monthly in the same manner as other travel allowances claims.

Rules relating to claims for home to office travel for bicycle users are identical to those for car users and are contained within the Council's [Travel and Subsistence Policy](#). Where practical, the agreed conditions in the [Travel and Subsistence Policy](#) will apply equally to claimants of the cycling allowance. Similarly, the agreed conditions relating to excess travel claimants will apply to cycling allowance claimants currently in receipt of excess travel payments due to local government reorganisation.

Time spent by employees travelling by bicycle during overtime working will not be paid at enhanced rates.

Safety

The incidence of accidents to cyclists is high, particularly on busy urban roads. It is considered essential that employees who use bicycles on official Council business should be aware of the hazards involved and comply with the standards for cyclists set out in the Highway Code and the Council's Code of Conduct for Cyclists.

It is the responsibility of the individual cyclist to ensure that the bicycle to be used for travel for which an allowance is payable is properly maintained in a safe and roadworthy condition. Employees must ensure that their bicycle is roadworthy and fitted with lights which comply with current road traffic regulations.

Additionally, employees must wear an appropriate protective helmet and suitable reflective and/or high visibility clothing whilst using a bicycle for any travel for which an allowance is payable. This condition also applies to travel on a Council-owned bicycle.

Employees who wish to use a bicycle for business travel must ensure that they are fit to do so and do not suffer from any condition or illness which would be exacerbated by cycling. Employees should consult with their own GP if they are in any doubt over their fitness to use a bicycle.

Insurance

Employees using a bicycle for business travel will be covered by the Council's public liability insurance for injury or damage to third parties. Employees will not be insured by the Council against theft, loss or damage to their bicycle, accessories or personal effects. It is the responsibility of each employee to insure against such risks through either personal household insurance or other appropriate insurance cover.

Employees should ensure that their insurance cover is valid for business use.

Given the high incidence of bicycle thefts, bicycle users are encouraged to take all reasonable precautions to secure their bicycles and equipment. This includes: the use of high security locks; removing lights, pumps and other accessories when the bike is left unattended or where secure facilities do not exist; having bicycles postcoded; and keeping a record of bicycle details. Where the Council provides secure bicycle storage facilities, these must be used by employees.

Prior to the formal approval of the Cycling Allowance, it has been necessary to seek Inland Revenue authorisation in respect of the allowance to be paid. The Inland Revenue has agreed that, in respect of business mileage, the first 20p per mile of any allowance should be tax free. Any payment in excess of 20p per mile will be subject to tax under the Pay As You Earn (PAYE) Scheme. The dispensation obtained from the Inland Revenue is in line with that granted to other local authorities. In respect of home to work mileage (excess mileage) including excess travel resulting from Local Government Reorganisation, the whole of the mileage rate will be subject to tax under the PAYE Scheme.