

# **Lead Employer Trust**

# **LET Car Lease Policy**

## POLICY INFORMATION SHEET

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## 1. POLICY STATEMENT

The Lead Employer Trust (LET) is committed to offering employees a wide variety of work benefits including access to cars via a lease contract through a third party company, Fleet Solutions.

This policy provides clear details of the eligibility of employees for a car lease via Fleet Solutions and sets out the expectations of the employee.

## 2. INTRODUCTION

This policy applies to all employees of the LET.

For the purposes of this policy, 'Car Lease' is defined as a car on a lease contract as a LET employee via Fleet Solutions.

## 3. OFFER AVAILABLE

The LET are able to offer employees car leases via the Fleet Solutions service through [Fleet Solutions website](#)

The LET have a contract with Fleet to offer cars via Salary Sacrifice on both 24 month or 36 month contracts. The LET do not offer cars via Salary Deduction or Used Stock Vehicles.

## 4. ELIGIBILITY

All LET employees are able to access this offer but must ensure that their contract of employment duration exceeds the car lease contract.

All LET employees but ensure that the car lease deduction from salary does not move their monthly income to below the national minimum wage.

On applying for a car lease via the Fleet Solutions website the LET will check your application against both criteria.

An example of what is available to employees of the LET at the time of commencement:

PROGRAMME	TYPICAL FULL TIME CONTRACT LENGTH	MAXIMUM CAR LEASE
Foundation Doctors	2 years	24 months*
Core Programme	2 years	24 months*
Core Programme	3 years	36 months*
GP programme	3 years	36 months*
Run Through programme	6-8 years	36 months
Higher Specialty programme	3-6 years	36 months

*\*Please note you must apply for the car lease in the month you commence employment with the LET to be eligible.*

## 5. EXCESS COSTS

Due to the car being leased via Fleet Solutions driving offences or fines will be directed to Fleet Solutions. Fleet Solutions will contact you as the car lease contract holder to arrange payment. This may include but are not limited to speeding offenses, parking fines, toll fines. Please note, payment must be via your salary with the LET or payment direct to Fleet Solutions prior to the end of your car lease contract. Failure to do so may result in you being referred to the LET debt recovering specialists.

On applying for your car lease you will be required to provide a pre-determined number of miles per annum. Any additional costs due to excess mileage will be notified to you by Fleet Solutions and agreement of payment will be reached. Please note, payment must be via your salary with the LET or payment direct to Fleet Solutions prior to the end of your car lease contract. Failure to do so may result in you being referred to the LET debt recovering specialists.

It is your responsibility to adhere to your contract with Fleet Solutions.

## **6. EMPLOYMENT TERMINATION**

If your contract of employment with the LET comes to an end prior to your Fleet car lease contract terminates you may be liable for the payment of Early Termination Fee. The fee will be notified to the LET and will be deducted from your final salary with the LET. If your final salary does not cover the fee you will be responsible for making full payment to the LET prior to your employment ending. Failure to do so may result in you being referred to the LET debt recovering specialists.

## **7. APPROVAL PROCESS**

All applications for car lease contracts submitted to Fleet Solutions will be reviewed by the LET before approval is given.

The LET Payroll team will firstly review any application to ensure all salary sacrifices are reviewed. In addition Payroll will confirm the deduction of the car lease money will not reduce your salary below the national minimum wage.

Once approved by Payroll a Senior Manager within the LET will review your application against your contract of employment length. If your contract of employment length exceeds the car lease contract approval will be given. If your contract of employment is shorted than the car lease contract your application will be declined.

Approval process can take up to 10 working days to be completed.

## **8. STATUTORY OR UNPAID LEAVE**

### **8.1 Unpaid Out of Programme (OOP)**

If you are successfully granted an OOP you will be unpaid by the LET during this period therefore no car lease deduction can be made from your salary. You must contact the LET Payroll team as soon as your OOP application has been approved to discuss payment plan for your car lease. This can include making increased deductions from your salary before and/or after your OOP. Failure to make contact with the LET prior to your OOP will result in increased deductions being made from your salary on return to the LET. If you do not return to the LET or do not have enough money through salary on your remaining contract of employment with the LET you will be responsible for making full payment to the LET prior to your employment ending. Please note, this payment will not allow you to save from Tax, NI and Pension deductions. Failure to pay may result in you being referred to the LET debt recovering specialists.

### **8.2 Statutory Leave**

If you are planning a period of leave on statutory grounds your monthly pay may change. You must contact the LET Payroll team as soon as you are able to discuss payment plan for your car lease. This can include making increased deductions from your salary before and/or after your Statutory Leave. Failure to make contact with the LET prior to your Statutory Leave will result in increased deductions being made from your salary on return to the LET. If you do not return to the LET or do not have enough money through salary on

your remaining contract of employment with the LET you will be responsible for making full payment to the LET prior to your employment ending. Please note, this payment will not allow you to save from Tax, NI and Pension deductions. Failure to pay may result in you being referred to the LET debt recovering specialists.

If it is unplanned sickness leave you are on, please contact the LET Payroll team who will discuss further with you your sickness pay and a plan for deductions of your car lease money.

## **9. EQUALITY & DIVERSITY STATEMENT**

The LET is committed to providing equality of opportunity, not only in its employment practices but also in all the services for which it is responsible. As such, an Equality Impact Assessment has been carried out on this policy to identify any potential discriminatory impact. The LET also values and respects the diversity of its employees and the wider community it serves. In applying this policy, representatives of the Trust will have due regard for the need to:

- Eliminate unlawful discrimination;
- Promote equality of opportunity;
- Provide for good relations between people of diverse groups.

For further information, please refer to the LET's Equality Diversity and Human Rights Policy.

## **10. REVIEW AND MONITORING**

The Head of People Services for the LET is responsible for ensuring that the document is reviewed no later than three years from the date of issue. The policy may be amended at any time by joint agreement.

## APPENDIX A – EQUALITY IMPACT ASSESSMENT

### Preliminary Assessment Form

v1/2009

The preliminary impact assessment is a quick and easy screening process.

It should:

- Identify those policies, procedures, services, functions and strategies which require a full EIA by looking at:
  - negative, positive or no impact on any of the equality groups
  - opportunity to promote equality for the equality groups
  - data / feedback
- prioritise if and when a full EIA should be completed
- justify reasons for why a full EIA is not going to be completed

**Division/Department**

People Services

**Title of policy, procedure, function or service**

LET Car Lease Policy

**Type of policy, procedure, function or service**

- Existing
- New/proposed
- Changed



**Q1 - What is the aim of your policy, procedure, project or service?**

To state the LET commitment to offering benefits to employees, specifically the details of the Car Lease offering.

**Q2 - Who is the policy, procedure, project or service going to benefit?**

LET Employees

**Q3 - Thinking about each group below, does, or could the policy, procedure, project or service have a negative impact on members of the equality groups below?**

Group	Yes	No	Unclear
Age		N	
Disability		N	



Race		N	
Gender		N	
Transgender		N	
Sexual Orientation		N	
Religion or belief		N	
Marriage & Civil Partnership		N	
Pregnancy & Maternity		N	
Relationships between groups		N	
Other socially excluded groups		N	

If the answer is “Yes” or “Unclear” complete a full EIA

**Q4 – Does, or could, the policy, procedure, project or service help to promote equality for members of the equality groups?**

Group	Yes	No	Unclear
Age	Y		
Disability	Y		
Race	Y		
Gender	Y		
Transgender	Y		
Sexual Orientation	Y		
Religion or belief	Y		
Marriage & Civil Partnership	Y		
Pregnancy & Maternity	Y		
Relationships between groups	Y		
Other socially excluded groups	Y		

**Q5 – Do you have any feedback data from equality groups that indicate how this policy, procedure, project or service may impact upon these groups?**

Group	Yes No Impact	Yes Impact	No	Unclear
Age			N	
Disability			N	
Race			N	
Gender			N	
Transgender			N	
Sexual Orientation			N	
Religion or belief			N	
Marriage & Civil Partnership			N	
Pregnancy & Maternity			N	
Relationships between groups			N	
Other socially excluded groups			N	

If the answer is “Yes Impact”, “No”, “Unclear” or opinion is divided complete a full EIA

**Q6 – Using the assessments in questions 3, 4 and 5 should a full assessment be carried out on this policy, procedure, project or service?**

Yes		No	X
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**If you have answered “Yes” now follow the EIA toolkit and complete a full EIA form**

**Q7 – How have you come to this decision?**

No indication that equality groups have been adversely affected by this policy

**Q8 – What is your priority for doing the full EIA**

High	Medium	Low
		X

**Q9 – Who was involved in the EIA?**

Lead Employer Trust Management Group

**This EIA has been approved by:**

Head of People Services, Lead Employer Trust

**Date:** 26/6/24

**Contact number:**

0191 275 4782

**Please ensure that a copy of this assessment is attached to the policy document to which it relates.**

