



Our ref: 2023/00365121

1 August 2023



Dear [REDACTED],

Thank you for your Freedom of Information request dated 6 July 2023.

As the information you have requested is ‘environmental information’ for the purposes of the Environmental Information (Scotland) Regulations 2004 (EIRs), we are required to deal with your request under those Regulations. We are applying the exemption at section 39(2) of the Freedom of Information (Scotland) Act 2002 (FOISA), so that we do not also have to deal with your request under FOISA.

This exemption is subject to the ‘public interest test’. Therefore, taking account of all the circumstances of this case, we have considered if the public interest in disclosing the information outweighs the public interest in applying the exemption. We have found that, on balance, the public interest lies in favour of upholding the exemption, because there is no public interest in dealing with the same request under two different regimes. This is essentially a technical point and has no material effect on the outcome of your request.

Response to your request

- 1) over the past five years, broken down by year -**
- a) how many staff members used the Cycle to Work scheme?**
  - b) what percentage of staff was this?**
  - c) what was the average value of the vouchers claimed on the scheme?**
  - d) what was the number of those who took up the scheme, who then failed to complete, leaving the organisation with costs?**

Calendar Year	Staff using Cycle to Work scheme	% of staff	Average value	Left the organisation with costs
2019	1	0.5	£687.00	0
2020	6	3.4	£1573.00	0
2021	0	0	0	0
2022	7	3.3	£2357.00	0
2023	7	3.0	£1203.00	0

**2) what tools does the organisation use to encourage cycling for their staff -  
a) on a work basis**

Cycle storage, lockers and showers are provided at our national office location of Saughton House. Cycle parking and shower facilities are also available at each of our [regional offices](#) (Dingwall, Huntly, Battleby, Dumfries, Selkirk (parking only), and Hamilton).

These facilities are advertised to staff at induction and on our intranet.

Accessibility via public transport and cycling routes, and lockable/secure bike storage, are both taken into account when reviewing our office space requirements.

**b) on a leisure/health basis**

Scottish Forestry is currently (from 1 July 2023 until 30 June 2024) piloting a ‘wellbeing hour’ which entitles all employees to 1 hour a week (pro rated for part time employees) of paid time to be used during normal working hours for any activity that benefits their wellbeing, with “walking, jogging [or] cycling” given as one of the example activities.

Scottish Forestry employees are eligible to join the [Civil Service Sports Council](#), which provides offers, maps and routes and publicises cycling events.

**3) with regards to staff, does the organisation -  
a) have any monitoring for what modes of transport staff use  
i) for their journey to work**

Since Scottish Forestry’s creation in 2019, we have undertaken one commuting survey in April-May 2023 to understand what modes of transport staff use for their journey to work; how commuting habits had changed since the coronavirus-related lockdowns of March 2020; and to inform our hybrid working approach. 93 staff of a complement of approximately 220 responded and the results are attached to this response.

**ii) for journeys during work time**

Our annual business mileage by car miles driven, ferries, taxis, trains and flights is reported annually as part of our climate change reporting responsibilities.

**b) and if this data is recorded, I request a copy of such data as detailed as it can be reasonably given, while still protecting personal data rights**

A copy of the results from the 2023 commuter survey is attached.

Our latest published climate change report is available at <https://sustainablecotlandnetwork.org/reports/scottish-forestry>

**4) how many of the following does the organisation have available for staff use**

- a) pedal cycles
- b) electric bikes
- c) motorbikes
- d) internal combustion cars
- e) electric or hybrid cars
- f) internal combustion vans
- g) electric or hybrid vans
- h) heavy trucks

Scottish Forestry currently has 26 vehicles available for staff use via hire agreements with our sister agency Forestry & Land Scotland. Of these:

- 12 are internal combustion cars
- 8 are electric or hybrid cars (5 full electric, 3 hybrid)
- 5 are internal combustion vans
- 1 is an internal combustion pickup truck (Toyota Hilux Active)

1 internal combustion car is due to be replaced by a hybrid vehicle in the near future.

**5) does the organisation mileage scheme clearly state the claim rate for cycling**

Yes:

1.6 Bicycles

Using a private bicycle for business travel: 20p per mile

You are not permitted to claim this mileage allowance if you are using a Cycle to Work bicycle.

**6) how many cycling miles have been claimed by the organisation's staff in the past five years**

In the 2018/19 financial year, 52 cycling miles were claimed by the organisation's staff.

In the 2019/20 financial year, 63 cycling miles were claimed by the organisation's staff.

According to our records, no cycling miles have been claimed since the end of 2019/20.

**7) Regarding your current cycle to work scheme -**

**a) what scheme is currently in place**

[Cycle Solutions.](#)

**b) what is the maximum limit on the cost of a bike, if a limit is currently in place**

No cost limit is currently in place.

### Your right to request a review

If you are unhappy with this response to your FOI request, you may ask us to carry out an internal review of the response, by writing to [Scottish.Forestry@forestry.gov.scot](mailto:Scottish.Forestry@forestry.gov.scot) or by post at Scottish Forestry, Saughton House, Broomhouse Drive, Edinburgh, EH11 3XD.

Your review request should explain why you are dissatisfied with this response, and should be made within 40 working days from the date when you received this letter. We will complete the review and tell you the result, within 20 working days from the date when we receive your review request.

If you are not satisfied with the result of the review, you then have the right to appeal to the Scottish Information Commissioner. More detailed information on your appeal rights is available on the Commissioner's website at:

<https://www.itspublicknowledge.info/appeal>

Yours sincerely



James Aldred  
Corporate Support Manager, Scottish Forestry