

WELSH LOCAL GOVERNMENT ASSOCIATION'S

CAR ALLOWANCES POLICY



WLGA • CLILC

Introduction

Following the merger of the Association and Syniad in 2002 the newly combined Association went through a process of (1) harmonising human resources policies and (2) introducing new policies where none was provided by either of the two predecessor bodies. An outstanding policy issue to be resolved is car allowances. At the time of harmonisation it was explained to employees and UNISON that a policy on car allowances would be proposed at a later date.

The Association, prior to the merger, had a policy of not awarding essential car user allowances and allowed all employees to claim the casual user mileage rate where they used their private vehicle for business use. Syniad had a policy of awarding essential car user allowances to all employees who made frequent business use of their private vehicle.

Proposed Policy

The Management Team is proposing the following policy for business travel and car allowances.

The Association encourages all employees:-

- to use the hire car facility for pre-planned long business journeys wherever possible and whenever convenient;
- to share transport with colleagues wherever possible to minimise travel costs; and
- to use public transport, as an alternative to car use whether private or hire, wherever possible and whenever convenient.

The Association will operate car allowances as follows:-

- all employees who use their private vehicle for business purposes and incur a business mileage of 4,500 or more miles per year will be entitled to an essential car user allowance. The occupants of certain posts may also be designated as essential car users where they are expected to travel frequently to remote locations during non-core hours whether or not they pass this mileage threshold. Designations of this type will be made on business grounds by agreement with the appropriate head of policy and are subject to the approval of the Director;
- all essential car user allowance awards are subject to annual review;
- the award of essential user status requires the recipient to hold a valid driving licence to be able to perform their role. All employees with essential user status should be mindful that the loss of their licence could affect their ability to meet in full their roles and responsibilities. The acceptance of the offer of essential user status is discretionary, not mandatory, and is made with this understanding;
- employees with essential car user allowance status are responsible for ensuring that they have appropriate insurance cover for the business use of their vehicle;

- all other employees not so designated will be entitled to claim casual car user mileage rates for all business journeys; and
- essential car user status does not qualify any employee for preferential car parking arrangements at their place of work.

The policy aims to balance the provisions of the NJC 'Green Book' with (i) the principles of equity and fairness in employment policy and (ii) affordability for the Association. The Management Team is satisfied that the proposed policy achieves this balance.

This policy will be reviewed at regular intervals. Greater usage of the hire car facility may remove the necessity for an essential car user policy over time.