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Harborough District Council Authorised Travel User Policy

Agreed by Head of Paid Service and Unison on: **Date**

Effective from: 1st April 2018

This policy supersedes any previous policies including Authorised Car User Designation Policy.

1. POLICY

1.1 A review of post designation will take place when recruiting to a vacant post and/or arising from a service or post review to check if the status of authorised travel use under this policy is applicable.

1.2 A travel user status may be changed or removed in consultation with the post holder.

1.3 The Council will reimburse travel costs in line with the following definitions:

- **Essential users are those whose duties are of such nature that it is essential for them to have a suitable means of transport at their disposal whenever required, or whose job role requires them to have a suitable means of transport to discharge the duties of the post on a frequent and planned or occasional emergency basis.**
- **Casual users are those who are required to have a suitable means of transport available when required.**

1.4 The designation of posts as authorised travel users under this policy will be by the Head of Paid Service with prior consultation with the Line Manager.

1.5 The following are factors which the officers concerned must have regard to under this policy when considering whether or not a post (and consequently the post holder) is to be an authorised travel user and if so, whether that authorised user is to be classified as a casual or essential user.

- a. An officer who is not an authorised travel user is not permitted to use their vehicle for work purposes (beyond travel to attend training courses or events) and is not permitted to make use of the staff car park.
- b. It is a requirement that authorised travel users must have a suitable mode of transport or access to a suitable mode of transport (suitably insured and in good repair as set out below) available for business use.

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- c. It is the responsibility of the authorised user to produce a current MOT, driving licence and insurance documents on the first day of employment. Should personal circumstances change which could effect the designation of their post, they must notify their line manager and Human Resources without delay.
- d. Access to a suitable mode of transport must be available for essential users during all working hours. Alternative modes of transport, e.g. bike, public transport, may be used if this better meets the needs of the service on a particular journey.
- e. In respect of casual users, a suitable mode of transport must be available for use on a minimum of one day's notice.

1.6 The mileage determinate will be the annual mileage claimed during the previous financial year and recorded and authorised via MyView. Retrospective claims will not be taken into account. The year commences on the 1st April for the 12 months thereafter.

Annual Allowances:

Essential User Only	£963 for staff claiming car mileage in excess of 2,000 miles per year.
	£480 for staff claiming 1,000 to 2,000 miles per year.
	£240 for staff claiming 0 to 999 miles per year.

Mileage Rates:

Essential User mileage reimbursement rate:

Mileage	1000cc and above
Per mile for first 8,500 miles	40.9p
Per mile after 8,500	14.4p

Casual Users Mileage reimbursement rate:

Mileage	1000cc and above
Per mile for the first 8,500 miles	52.2p
Per miles after 8,500	14.4p

Motorbike and Pushbike reimbursement rate:

Motorbike	24.0p
Push bike	20.0p

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1.7 The rates paid by the Council will be paid in accordance with the NJC approved mileage rates for car usage and HMRC rates for Motorbikes and pushbikes

1.8 The essential user allowance is paid in 12 equal monthly instalments, there is no entitlement to a one off lump sum payment.

2. Application of Policy

2.1 This policy will apply to all existing post-holders. For those employees for whom the policy would be considered to be a reduction to current arrangements, any variations will be made in accordance with appropriate notice period and no protection will apply.

2.2 The policy will apply in all other circumstances. This will include, for example:

- a) All new entrants to the council and to existing and new posts whether temporary, fixed term, part-time or permanent.
- b) All existing employees, who are appointed internally to existing and new posts whether bank staff, temporary, fixed term, part-time or permanent (including appointments under the Council's Redeployment Policy).

3. Staff Car Park

3.1 All authorised users will have access to the staff car park at Mill Hill at the Symington Building, Adam and Eve Street, Market Harborough.

3.2 In the event that there are no spaces available at the Mill Hill staff car park, all designated essential users may park in a Pay and Display car park and claim full reimbursement of the cost of parking processed through MyView. A receipt will be required.

3.3 In the event there are no spaces available at the Mill Hill staff car park, all designated casual users may reclaim the cost of parking in Pay and Display car parks only on the days where they are required to use the vehicle for business use.

3.4 Where authorisation has been given for an employee to use the staff car park who does not have a designation under this policy, there will be no right to reclaim the cost of parking when a space is not available.

3.5 The Council reserves the right to introduce charging for Mill Hill car park in line with the town's other car parks at a point in the future. Any change would be consulted upon.

3.6 The use of the staff car park is subject to monitoring and audit, if abused could lead to disciplinary action.

3.7 All permits must be clearly displayed, and the vehicle must be parked in the appropriate coloured space.

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4. Requirements of the Policy

- 4.1 All decisions on designations must be able to robustly stand up to challenge and scrutiny and therefore must be adequately and properly documented and authorised.
- 4.2 It is the authorised user's responsibility to ensure that the vehicle is insured properly and comprehensively for business travel.
- 4.3 It is also the requirement under the Corporate Manslaughter Act that an employer should ensure the vehicle is safe and driver is suitably qualified. Therefore the user must provide on request the following in addition to current insurance documents, a current driving licence, including details of any endorsements and MOT certificate if relevant.
- 4.4 Where an alternative vehicle is used, such as a courtesy car, then the requirements of the policy as stated above in 4.2 will continue to apply. The alternative vehicle must be roadworthy and insured for business use.
- 4.5 Where an authorised user is disqualified from driving the Council will cease all payments appertaining to the user designation of the post. The Council will consider the ability of the employee to undertake and discharge the duties and responsibilities of the designated post. It is the responsibility of the employee's line manager to notify Human Resources and Finance. This might also apply to long-term or permanent medical advice will be sought.
- 4.6 When a person holding an authorised user post cannot drive for short-term medical reasons, the Council will consider make temporary reasonable adjustments as appropriate. Occupational Health advice may be requested.
- 4.7 When an authorised user is unable to meet the requirements of their designated post beyond a reasonable period of time as determined by and in consultation with their line manager, the Council reserves the right to cease all payments appertaining to the designation of the post. It is the responsibility of the employee's line manager, to discuss the change to the employee circumstance with Human Resources.
- 4.8 Managers will be able to offer appropriate support to employees who through ill health are unable to continue to travel for their job. The Employee Assistance Helpline can provide 24 hours support further details are available on the intranet. Human Resources and trade union representatives can also offer support.
- 4.9 Any payments made to an employee to which they are not entitled, in accordance with this policy, shall be recovered from the employee. Recovery of such sums shall be in accordance with statutory provision and have regard to recommended best practice.

5. Exclusions and Exceptions to the Policy

- 5.1 There is no designation other than 'authorised' and therefore such use will not be recognised for payment of mileage allowances with the exception of travelling to authorised training events which will attract a training mileage rate. For reasons of

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protection of employees and the council, managers must not ask their staff, who are not designated either essential or casual users to undertake any business travel using their car.

5.2 Whilst on maternity, paternity and parental leave no mileage would be claimed unless it is in respect of a Keeping in Touch (KIT) day where business or training travel is required. However, the essential car allowance will continued to be paid monthly based on the previous years mileage.

5.3 All employees can claim travel allowance for attendance at training events, including continuous professional development (CPD) and conferences. An alternative mileage allowance applies for training. It is the employee's responsibility to ensure that they are adequately insured, have a relevant drivers licence and the vehicle has an MOT if required.

5.4 The requirement to make available a suitable mode of transport will not apply to when:

- a) The mode of transport is being serviced, maintained and repaired. However, the requirements of the Policy apply as stated above;
- b) The employee is car sharing thus embracing the 'green travel' ethos. However, the requirements of the Policy apply as stated above;
- c) Where public transport is used because it is cheaper or more appropriate means of travel.

5.5 Authorised users **must not** use staff car parking areas at any of the Council's premises or attempt to reclaim the cost of parking at a Pay and Display car park when they are on annual leave or any other authorised leave of absence.

5.6 Any abuse of this Policy could lead to disciplinary action.

6. Policy Review

6.1 Finance have the responsibility for ensuring the maintenance, review and updating of this policy.

6.2 The Head of Paid Service reserves the right to review roles, definitions and mileage rates as required, subject to delegation of this function from the Employment Committee).

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