

E11 CAR ALLOWANCES

1. The Green Book Part 2, Paragraph 12 and Part 3 Paragraph 6, provides for an employee who is required, for the efficient performance of her/his duties to use a motor car to be eligible to receive an allowance, only after being so authorised by the Council. The Council has discretion as to what type of allowance is given, eg. Essential/Casual and, the type of car used. The criteria for eligibility adopted by the Authority are set out in Annexe A.
2. This procedure covers the granting of an allowance of officers for both Essential/Casual user.
3. A Casual User Allowance can be authorised for any employee to use her/his vehicle on an infrequent basis.
4. Where a post is designated as temporary or fixed term with a duration of more than 1 year, the postholder can receive an Essential Car User Allowance provided that he/she has been made fully aware of the terms of the car loan scheme.
5. No employee in receipt of a season ticket loan will be permitted to receive an Essential Car User Allowance whilst the loan is outstanding. An officer may repay the amount in order to receive an allowance.
6. Having agreed an Essential Car User Allowance the Director will sign the appropriate form and the department's Personnel Section will send a copy to Payroll Section.
7. Allowances shall not be authorised until the Personnel Section concerned is satisfied that the officer is fully insured for business use and has a full current driving licence. The Personnel Section must reconfirm annually that the officer is fully insured for business use and retains a full driving licence. However, where Car User Allowances has been granted to employees with disabilities on the basis of travelling to and from work only, no business insurance is required.
8. Lump sum allowances will be paid by 12 monthly instalments with the employee's salary.
9. Employees are required to keep odometer readings of all journeys undertaken except where the allowance has been granted to a disabled employee who is unable to use public transport.
10. Employees shall not be permitted to claim mileage from their home residence/hotel etc. to place of work unless previously authorised to do so.
11. If an employee vacates the post the allowance is to be withdrawn immediately.

12. Car loans are only available to employees eligible for an Essential Car user Allowance. Details are available from Chief Admin. Officers.

13. People with Disabilities

- 13.1 The Council has agreed that employees with disabilities who need to use their own cars to perform their duties (including getting to and from work) should be granted essential car user allowance status automatically.
- 13.2 An employee with a disability who is unable to use public transport to get to and from work, or to carry out their duties will be automatically entitled to essential car user status, including access to the Council's car loan scheme.
- 13.3 Once essential car user status has been established for an employee with a disability, this status is retained for all subsequent posts held within the Council.
- 13.4 Where essential car user allowance is granted on the basis of travelling to and from work of business insurance is NOT required. INSURANCE should, however, be checked in relation to all other duties in which a car may be used. (Business use).
- 13.5 No allowance can be authorised until the Chief Admin. Officer is satisfied that insurance and licence details are in order.
- 13.6 Odometer readings are not required, where the c/u uses the vehicle to get to and from work only, as mileage cannot be claimed in such circumstances.
- 13.7 Payment of allowances will be from the date of application only.
- 13.8 H&F Car Loan Scheme is extended to permit loans for adaptations to vehicles for employees with disabilities.
- 13.9 Interest will not be charged on loans for adaptations to vehicles (PEC 1990 27.6.1990) where the employee has to adapt a vehicle bought under the Car Loan Scheme

OR

where the employees existing vehicle requires adaptation on the grounds of disability.

ANNEXE A

CRITERIA FOR APPLICATION OF ESSENTIAL CAR USER ALLOWANCE

"Essential users are deemed to be those whose duties are of such a nature that it is essential for them to have a motor car at their disposal whenever required". (Green Book).

1. For a post to qualify for an Essential Car User allowance (ECUA) the postholder's duties must necessitate the use of a private vehicle on a regular basis in one or more of the following circumstances:
 - 1.1 Visiting premises within the Borough where reliance on public transport would jeopardize service provision or visiting remote or inaccessible locations outside the Borough.
 - 1.2 Carriage of heavy equipment or material with no ready access to van or pool car.
 - 1.3 Significant liability for call-out duties.
 - 1.4 Attendance at out-of-hours meetings with Councillors, tenants, the public.
 - 1.5 Continuing supervisory responsibility for staff or services at multiple sites.

Furthermore, where the duties of postholders require them to undertake a minimum of 1,000 miles per annum, they may be eligible to qualify as essential users.

2. Staff in receipt of an Essential Car user Allowance must:
 - 2.1 Have a full driving licence.
 - 2.2 Be insured for business use (unless they are employees with disabilities who use their vehicle to get to and from work only).
 - 2.3 Have daily use of a private vehicle.
 - 2.4 Bring their vehicle to work on a daily basis.
 - 2.5 Not be in receipt of a season ticket loan.