

WEST DUNBARTONSHIRE COUNCIL

Report by Head of Personnel Services

Joint Consultative Forum 25th May 2006

Subject: Revised Car & Cycle Allowance Scheme

1. Purpose

- 1.1** To provide a written response to the point raised at the JCF on 9 March 2006, seeking clarification on when the current Scheme of Travelling and Subsistence Allowances was agreed, which incorporates the Car & Cycle Allowance Scheme.
- 1.2** This report provides further clarification on this matter which was previously the subject of a report to the JCF on 24th November 2005.

2. Background

- 2.1** The Director of Corporate Services submitted a report to the Council on 20th October 2000 seeking approval for a revised Car and Cycle Allowances Scheme (Appendix 1), as part of agreed budget revisions. Section 3.6, of the report confirmed that procedures for authorising and monitoring expenses would supplement the circulation of the revised Scheme.
- 2.2** The revised Scheme had been subject to consultation with the trade unions who had failed to agree with the terms. The Trades Unions subsequently submitted a grievance regarding budget savings to the Appeals Committee, which was not upheld.
- 2.4** The Trades Unions failed to agree with the revised Scheme and advised members to withdraw the use of their private cars. The dispute was settled in 2002 when a compensation settlement was negotiated. Acceptance of the settlement was confirmed by GMB on 13th August 2002 and by UNISON on 28th November 2002.

3. Main Issues

- 3.1** The main issue raised by the trades unions was the date when the current policy was agreed. The policy was agreed by Council on 30th October 2000, with procedures for authorising and monitoring expenses to supplement the scheme to be circulated with the revised scheme.
- 3.2** Management Bulletin 09/00 advised that the revised Scheme was effective from 1st November 2000 and the revised mileage expenses claim form and guidance notes on the application of the Scheme was attached and circulated to managers. Trades unions are part of the distribution list for management bulletins and are issued with copies of bulletins for information.

3.3 The Management Bulletin also advised that the trades unions had failed to agree with the Scheme and had advised members to withdraw the use of their private cars.

3.4 The industrial dispute was settled by November 2002 with the Trades Unions accepting compensation payments for employees who had been affected by the revisions to the Scheme.

4. Personnel Issues

4.1 This is a historic matter which affected employees who use their vehicles for business purposes but was resolved as outlined at 3.3.

5. Financial Implications

5.1 No financial implications as Scheme has been in operation since November 2000 and is within current budgets.

6. Conclusions

6.1 To maintain good working relations with the trades unions it is important that a robust system is in place to ensure that trades unions and management are working to the same policies/procedures. Revised Scheme, mileage claim forms and guidance notes to supplement the Scheme were circulated in November 2000.

7. Recommendations

7.1 It is recommended that Corporate Personnel issue a bulletin to employees, managers and trades unions to ensure that everyone is fully aware of the contents of the Scheme.

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Background Papers: Management Bulletin 09/00 (30th October 2000)
JCF Report - Scheme of Travelling and Subsistence Allowances (24.11.05)
GMB Letter – 13.08.02, UNISON Email – 28.11.02

Wards Affected: Not Applicable