Derry City & Strabane
District Council
Comhairle
Chathair Dhoire &
Cheantar an tSratha Báin
Derry Cittie & Stràbane
Destrick Cooncil

Ref: FOI / 6302

14th April 2026

Freedom of Information Act 2000 Request - Council Mileage 2023 - 2026

I refer to your FOI request and respond as follows:

Please could you provide me with the following information for each of the previous two financial years as well as the current year (2023-24, 2024-25 & 2025-26):

1. **Current Policy & Rates: A copy of, or link to, the council's current policy regarding staff mileage claims. Please confirm the standard rate(s) paid per mile for cars and vans (e.g., the HMRC approved rate of 45p per mile).**

   See attached.

2. **Total Expenditure & Miles: The total amount of money spent by the council on reimbursing staff for business mileage claims during the specified financial year, and the total number of miles this expenditure represents.**

   - Total Expenditure & Miles 23/24 - £161618.60 / 272562
   - Total Expenditure & Miles 24/25 - £171921.50 / 298499.5
   - Total Expenditure & Miles 25/26 - £146402.10 / 242746

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Derry City & Strabane District Council
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3. **Expenditure: The total spent by the council on reimbursing business miles. If multiple rates are used, if possible, please provide a breakdown by reimbursement at each rate.**

Rate p/m	Paid
36.9	£1302.15
40.9	£291.58
45	£2172.15
46.9	£3399.79
50.5	£41915.85
52.2	£294.40
65	£112242.7

4. **Number of Claimants: The total number of individual staff members who made one or more business mileage claims during the specified financial year.**

   - 23/24 - 289
   - 24/25 - 285
   - 25/26 - 260

If you are dissatisfied with our response, you have rights of review and appeal; these rights consist of two review processes.

Firstly our internal review procedure is available by contacting:

John Kelpie
Chief Executive
Derry City and Strabane District Council
98 Strand Road
Derry BT48 7NN
Tel: 028 71253253 or email john.kelpie@derrystrabane.com

Secondly, you can appeal directly by contacting the Information Commissioner at:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
CHESHIRE SK9 5AF
Tel: 0303 123 1113 (local rate) or email: casework@ico.org.uk

I would advise however, the Information Commissioner has indicated that a review will not be undertaken unless the Council has first had an opportunity to re-consider its decision.

Yours sincerely

Denise McDonnell
Lead Assurance Officer

CAR ALLOWANCES - PART 3 PARAGRAPH 6
It has been agreed that the rates of Car Allowances be revised with effect from **1 April 2009**. The new rates are set out below:

	451 - 999cc	1000 - 1199cc	1200 - 1450cc
Essential Users			
Lump sum per annum	£795	£906	£1,170
per mile first 8,500	33.6p	37.1p	46.4p
per mile after 8,500	11.7p	12.2p	14.2p
Casual Users			
per mile first 8,500	42.9p	47.7p	60.1p
per mile after 8,500	11.7p	12.2p	14.2p

CAR ALLOWANCES - PART 3 PARAGRAPH 6
It has been agreed that the rates of Car Allowances be revised with effect from **1 April 2010**. The new rates are set out below:

	451 - 999cc	1000 - 1199cc	1200 - 1450cc
Essential Users			
Lump sum per annum	£846	£963	£1,239
per mile first 8,500	36.9p	40.9p	50.5p
per mile after 8,500	13.7p	14.4p	16.4p
Casual Users			
per mile first 8,500	46.9p	52.2p	65.0p
per mile after 8,500	13.7p	14.4p	16.4p

DERRY CITY AND STRABANE DISTRICT COUNCIL
Travel & Subsistence Policy (Officers)

DCC Policy	
Document Number	
Responsible Officer	Lead Assurance Officer/ Lead Finance Officer
Contact Officer	Lead Assurance Officer/ Lead Finance Officer
Approval	Governance and Strategic Planning
Effective Date	1st April 2015
Modifications	
Superseded Documents	•
Review Date	To be reviewed in April 2017. However, the policy will be reviewed sooner in the event of any one or more of the following:- • Failure or weakness in the Strategy is highlighted • Changes in legislative requirements Changes in Government/Council or other directives and requirements.
File Number	•
Associated Documents	• Equal Opportunities Policy. • Local Government Code of Conduct for Employees

1. Preamble

This policy applies to all Council workers (temporary, permanent, part time, and full time) (excluding Planning staff), and any agency staff or volunteers who in the course of their duties are required to travel on official business.

The common feature of the rules set out in the Policy is that they provide for the reimbursement of additional expenses necessarily incurred in carrying out official duty and in certain other specified circumstances. The overriding principle is that reimbursement is not appropriate when no additional expense is incurred.

1.1 Purpose

This policy has been compiled to ensure that all Council Staff (excluding Planning staff), agency staff and volunteers are reimbursed for all expenses which they actually and necessarily incur in the course of official business travel.

1.2 Background

The National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (the 'Green Book') includes provision for the reimbursement of expenditure to employees.

Part 2, paragraph 12 of the agreement requires that:

> *Where an employing authority authorises an employee to use a private car on official business, the employee will receive an allowance (as reviewed from time to time by the National Joint Council).*

Part 2, paragraph 13 of the agreement requires that:

> *Employees necessarily incurring additional expense in the course of their work in respect of travel, meals or overnight accommodation will be reimbursed approved expenses, subject to appropriate evidence of expenditure being produced, in accordance with local arrangements.*

2. Scope

This policy applies to all Council workers (temporary, permanent, part time, and full time) (excluding Planning staff), and any agency staff or volunteers who in the course of their duties are required to travel on official business.

The policy does not cover additional costs arising as a result of compulsory changes in place of work. These are covered by the Location, Relocation and Expenses Policy.

3. Definitions

Official Business Travelling means travel for the purpose of official business, including attendance at conferences and training courses and journeys made outside the scope of the normal working week on recall to duty from home. It does not include routine daily travel between home and an officer's principal place of work.

Subsistence Allowances deals with night and day subsistence allowances and with lodging and other allowances payable when officers are away from their normal place of work.

Principal place of work means the primary location where an employee's day to day duties are performed. Whilst most employees will not have more than one principal place of work at the same time, it is a possibility. Each case will depend on the particular facts. The sort of things that would point to a workplace being a second permanent workplace include:

- the employee regularly performs a significant part of their duties there
- people would expect to be able to contact the employee at the second location
- the employee has an office, or desk, and support services at the second workplace which he or she regularly uses
- the employee performs similar tasks at each workplace
- the employee does not attend the workplace solely to undertake specific tasks such as attendance at a specially arranged meeting

4. Policy Statement

The Council is committed to the highest possible standards of openness, probity and accountability. In line with that commitment the Council requires all employees to comply with the requirements of this Policy.

4.1 Roles and Responsibilities

Council Employees:

Use of Own Car

All Council Employees claiming travel and subsistence must:

- Submit a copy of their current driving licence to Finance staff.
- Submit a copy of their most up to date insurance certificate (showing business use) to Finance staff annually.
- Submit a copy of their current MOT certificate to Finance staff annually, where applicable.
- Complete the Mileage Claim Form (Appendix 2) fully with all relevant details.
- Sign the Mileage Claim Form confirming that their vehicle is maintained in accordance with manufacturer's recommendations and that regular checks are completed to ensure that the vehicle is maintained in a roadworthy condition.
- Pass their Mileage Claim Form to the relevant Director/Head of Service/ Lead Officer for authorisation.

Other – Travel and Subsistence

- Complete the relevant Travel and Subsistence Claim Form (Appendix 1).
- Attach all receipts.
- Sign the Travel and Subsistence Claim Form.
- Pass their Travel and Subsistence Claim Form to the relevant Director/Head of Service/ Lead Officer for authorisation.
- Pass their Travel and Subsistence Claim Form to Finance in a timely manner (no later than three months from the end of the month in which the date the travel and subsistence was incurred). All claims must be received by Finance by the last working day of the month and will be paid in the following month.

Directors/Heads of Service/ Lead Officers:

Directors/Heads of Service/ Lead Officers are responsible for:

- Ensuring that all mileage, travel and subsistence claims by employees within their Department are necessary and reasonable.
- Approving Mileage, Travel and Subsistence Claim Forms for their department, certifying that the mileage and subsistence was

actually and necessarily incurred by the claimant on behalf of the Council.

- Directors will be required to provide a signed memo to Finance setting out the justification for home to principal place of work mileage claims in exceptional circumstances.
- Reviewing monthly reports issued by Management Accounts and providing explanations for adverse variances.

Management Team

The Management Team is responsible for:

- Reviewing on a quarterly basis all home to principal place of work mileage payments to ensure consistency across the Council.

Lead Assurance Officer/ Lead Finance Officer

The Lead Assurance Officer/ Lead Finance Officer is responsible for:

- Approving the Chief Executive's mileage, travel and subsistence claims.

Chief Executive

The Chief Executive is responsible for:

- Approving Directors and Lead Officers mileage, travel and subsistence claims.
- Approving loans to officers for the purchase of a motor car or motor cycle

4.2 General Principles

4.2.1 Claims

In making claims for reimbursement, Officers should note the following general points:

1. All claims must refer to actual expenses incurred and must be supported by receipts. Credit card records are not acceptable as they do not provide details of the nature of the expense.
2. Prior approval is required from the relevant Director/Head of Service/ Lead Officer where practicable, before any unusual but necessary item of expenditure is made.
3. Unnecessary queries will be avoided if claim forms are completed in full, supported by an explanation for the nature of the journey or reason for the expense and any relevant information, including receipts, where applicable; claimants should also bear in mind the importance of ensuring that the minimum expense is incurred.
4. Claims should be made in date order and with a split and subtotal for each month and an overall grand total for the period submitted.
5. All claims should be authorised by the relevant Chief Executive/ Director/Head of Service/Lead Officer. Authorising Officers should certify that to the best of their knowledge the claim is correct, that an entitlement exists, that the travelling has been done and that the official duty in question has been arranged so that the minimum of expense is incurred.
6. Derry City and Strabane District Council Claim Forms must be used for all expense claims. Claim forms must be signed by the claiming officer and authorised by the Director/Head of Service/ Lead Officer.

<u>If forms are not fully completed or not adequately authorised they will not be processed for payment by Finance.</u>

4.2.2 Frequency of Claims

Claims should be submitted:

1. At monthly intervals in the case of officers who travel frequently (i.e. at least one journey a week); and
2. At three monthly intervals in the case of officers who travel occasionally on official business.

Regardless of the frequency, all claims must be submitted within 3 months from the end of the month in which the date the expenditure/mileage occurred. All claims must be received by Finance by the last working day of the month and will be paid in the following month. The only exception to this is where someone is off sick within the 3 month period including the deadline for submission of the claim – in this instance the claim must be made as soon as the claimant returns to work. All such claims should be accompanied by a written memo from the Director/Head of Service/ Lead Officer.

Officers should therefore submit claims promptly.

4.2.3 Temporary Imprests

In exceptional cases officers may be granted a temporary imprest to meet significant one-off anticipated expenditure for travel and subsistence abroad.

A memo signed by the relevant Director/Head of Service/ Lead Officer must be received by Finance stating the reason for the trip, who is attending and the amount of money needed in the relevant currency. The memo should be forwarded to Finance in good time to enable the money to be prepared as some foreign currency will have to be ordered by the bank and will not be available on request.

Once the cash is drawn from the bank it is issued to the relevant person who signs for its receipt along with a declaration that receipts will subsequently be provided for the actual expenditure incurred. Credit card records are not acceptable as they do not provide details on the nature of the expense.

Where possible, hotel accommodation will be paid for in advance directly by the Council so cash advances should only apply to travel & subsistence.

Upon return from travel abroad, Officers must provide receipts for all expenses incurred in relation to the purpose of the travel. Receipts will only be accepted for eligible expenditure under the following guidelines:-

- Subsistence – all expenditure must be supported by receipts and will not include tips. Reimbursement cannot be claimed on on alcohol unless authorised in advance in writing by the Chief Executive in compliance with Council's hospitality policy.
- Travel – travel should be by public transport rather than by taxi where practical, particularly for short journeys. Where it is impractical to use public transport, for example because of heavy luggage, a taxi may be used.

Upon return from travel abroad all unspent monies must be returned to the Council Finance Department. Failure to do so will result in withdrawal of future advances and will be notified to the Inland Revenue as a taxable benefit. In addition un-vouched expenditure will be pursued for repayment by the Council in line with normal credit control procedures.

If any expenditure is made by the staff member over and above their advance which they have paid from their own pocket then this will be reimbursed to them in an expense claim provided that the excess is supported by relevant receipts and approved by their Director/Head of Service/ Lead Officer.

4.3 Car Allowance

Part 3 Paragraph 6 of the NJC Handbook on Scheme of Conditions of Service (Green Book) sets out the conditions the council will apply when paying employees, who are authorised car users, for using a vehicle to discharge their duties.

Car allowances for business purposes are subject to tax and national insurance contributions and the council will use the payroll system to calculate and process the amounts the employee is liable to pay.

Essential car users are employees whose duties are of such a nature that it is essential for them to have a motor car at their disposal whenever required. They are also entitled to receive a lump sum allowance and mileage rates.

When an essential car user's car is not in use because of either a mechanical defect or if the employee is absent through illness;

- The council will pay the lump sum for the remainder of the month in which the car first went out of use, and for another three months. For the next three months, the rate paid will reduce to 50% of the lump sum payment.
- When a car is off the road for repairs, the council will reimburse travel by other forms of transport.

Casual users are employees for whom it is desirable that a car should be available when needed. When these employees use a private car they are entitled to mileage rates.

Before an employee makes their first claim for mileage, they must submit to Finance:-

- current valid driving licence
- insurance certificate (which must be fully comprehensive in the case of officers with car loans) with the relevant user named which **must** include **business use** cover
- current MOT certificate.

They must also make sure they inform Finance about any changes in their vehicle details or conditions of insurance.

Human Resources will maintain an up to date list of car users in each category.

The NJC handbook states that the scale of allowance paid to authorised local authority casual car users while on official duties operates so that they do not, at any mileage figure, receive more than they would have received if they were an essential user.

The council will apply this proviso monthly. This means that casual users, who exceed the monthly mileage figure, will receive the essential car user's rate.

When a casual user's monthly mileage fluctuates above or below the monthly essential user's figure, the council will carry out an annual review to find out if they are due to receive an adjusting payment.

The Lead Finance Officer/ Lead Assurance Officer will place details of the scales of Motor Car Allowances on the Council internal website.

4.4Subsistence Allowances

4.4.1 Day Subsistence Allowance

Officers are eligible for Day subsistence allowance when they are absent for more than 4 hours in any one day <u>and also</u> more than 10 miles from their normal place of work.

The rates of day subsistence allowance shall not exceed in the case of an absence:

1. Of more than 4 hours, or where the Council permits, a lesser period before 11.00am (breakfast allowance) - £11.50;
2. Of more than 4 hours or where the Council permits, a lesser period including the period between 12 noon and 2.00pm (lunch allowance) - £13.50;
3. Of more than 4 hours, or where the Council permits, a lesser period including the period 3.00pm to 6.00pm (tea allowance) - £4.70; and
4. Of more than 4 hours, or where the Council permits, a lesser period ending after 7.00pm (evening meal allowance) - £20.95.

The rates specified above shall be reduced by an appropriate amount for any meal provided free of charge by a Council or other body in respect of the meal or the period to which the allowance relates. Therefore, if a free meal is supplied to an Officer, it would be inappropriate for the Officer to make a claim for a meal even if he/she purchased another meal at the close of the meeting or period in question, as this expenditure would not be regarded as necessarily incurred.

The rates specified above are the maximum rates of day subsistence allowance and are inclusive of VAT. **It is important to ensure that receipts support all expense claims.** Reimbursement cannot be claimed on tips. Reimbursement cannot be claimed on alcohol unless authorised in advance in writing by the Chief Executive in compliance with Council's hospitality policy.

When a main meal, full breakfast, lunch, high tea or dinner, is taken on a train, boat or plane etc... during a period qualifying for day subsistence allowance, the full cost of the meal (including VAT but excluding tips) may be reimbursed, subject to the production of receipts. In such circumstances, reimbursement for the reasonable cost of a meal would replace the entitlement to the day subsistence allowance for the appropriate meal period.

4.4.2 Night Subsistence Allowance

Where possible Officers should travel on the day of meetings or business and it is only in exceptional circumstances that overnight accommodation should be allowed. If Officers are required to stay overnight when away from home on Council business, then prior consent must be gained from the relevant Director/Head of Service/ Lead Officer. All accommodation must be up to a maximum of £100.70 per night for the British Isles and £122.45 per night for London, and be supported by receipts. Derry City & Strabane District Council will not reimburse incidental expenditure such as newspapers, laundry or personal telephone calls while away on business.

4.5 Travelling on Official Business

All Officers travelling on official business, must use the most efficient and economic form of travel, taking into account not only the cost of the travel, but also subsistence costs and potential savings in official time and proper consideration of work-life balance. Advantage must be taken of any reduced / low cost facilities that are available e.g. daily, monthly or season tickets.

4.5.1 Travel by Car

Travel by car is appropriate where it is more efficient and economical than the use of public transport. For example, where there is no appropriate public transport for the route; where there are significant files/equipment to be transported; or where there are time and cost savings involved.

Officers using their private motor vehicles must ensure that the vehicle is in a roadworthy condition, taxed and insured for business use. Copies of current driving licences must be passed to Finance. It is a personal responsibility to ensure that the required insurance conditions are met. All up to date insurance certificates must be submitted with Finance annually. In addition to this current MOT certificates, where applicable, must be submitted to Finance annually. The Finance Department will make regular checks on insurance certificates and MOT certificates and if they are out of date payments will not be made.

The standard rates of motor mileage allowance (as laid down by the National Joint Council for Local Government) are payable to Officers who are driving their own private motor vehicle, fulfil the insurance requirements, maintain their vehicle in a roadworthy condition and are using the vehicle for a journey which the Council recognises as appropriate for officer travel by private motor vehicle. The most up to date rates will be made available on the Council's intranet. However to qualify for the standard rate of mileage allowance an Officer must be designated as either a Casual or Essential user.

Toll and car parking charges are also recoverable, but should be supported by receipts. Mileage should be the most efficient route from start location to destination and will be paid on the basis of the shorter of the distances from either home or office to the required destination. Details of mileage, including to and from postcodes where possible, must be entered onto the claim form where possible to enable mileage to be paid.

Derry City & Strabane District Council will not take any responsibility for parking fines, speeding fines and insurance claims.

4.5.2 Rail Travel

Council employees should always travel by standard class (unless there is a cheaper alternative available) and advantage should be taken of concessionary fares, cheap day tickets, and rail card options where appropriate. Booking in advance is essential in order to obtain the best discounts available.

4.5.3 Tube, Bus and Taxis

Council employees should travel by tube or bus rather than taxi wherever practical, particularly for short journeys. Where it is impractical to use a tube or bus, for example because of heavy luggage, a taxi may be used. However, additional charges should be avoided such as pre-booking or waiting time. Taxis should not be used for long distances, except where the cost of such a journey is less than the cost of travel by other more economical means, and would have incurred additional costs such as overnight accommodation. All taxi charges must be supported by receipts.

4.5.4 Air Travel

All flights must be by economy class (unless an offer applies which would be cheaper than the economy class rate) and booked in advance to take advantage of the best deals.

4.5.5 Travelling with Partners

A partner may accompany an employee provided they do not compromise the employee in carrying out council business. The employee will be responsible for all additional costs associated with the partner's attendance. Approval by the Chief Executive/ Director/Head of Service/Lead Officer must be obtained in advance of an employee arranging to be accompanied by a partner.

4.5.6 Home to Office Journeys

In general, it is the responsibility of officers to bear the cost of daily travel between home and their principal place of work. Only exceptionally, with prior approval from Director can mileage allowances be paid when their private motor vehicle is used for this journey. All such exceptional circumstances claims must be supported by a signed memo from the relevant Chief Executive/ Director/ Head of Service/ Lead Officer setting out the justification for the home to principal place of work mileage. Travel between home and principal place of work is fully taxable in line with Inland Revenue guidance.

4.5.7 What constitutes eligible mileage

Travel claims are only paid for **business mileage actually incurred**.

Employees must share cars where possible for business travel in order to minimise the cost to the council.

Work = is the employee's 'principal place of work' designated by management.
Home = is the employee's normal home which corresponds with the up to date address held in the user's personnel record.

Journey Route	Entitlement
All home to 'principal place of work' journeys	**Can't claim any** Unless in exceptional circumstances where a signed memo from the relevant Chief Executive/ Director/ Head of Service/ Lead Officer setting out the justification for the home to principal place of work mileage is required. All such reimbursements are fully taxable in line with Inland Revenue guidance.
Journeys to business locations that **start and finish at**	Mileage incurred from work to business location

principal place of work	and return to work is paid
Journeys to business locations that **start <u>and</u> finish at home** (only 1 return journey in day)	The shortest <u>return</u> distance of work to business location and home to business location is paid.
Journeys to business locations that **start at work but finish at home or start at home but finish at work**	The following is applied:- 1. The business travel element of the journey is paid i.e. from principal place of work to business location (& vice versa) 2. For home to business location (& vice versa) the shortest of the following is payable:- • Actual journey • Principal place of work to business location (or vice versa)

4.6 Loans to officers for the purchase of a motor vehicle

Section 41B of the Local Government Act (Northern Ireland) 1972 provides for a district council to make a loan to an officer for the purchase of a motor car or motor cycle, subject to such conditions as set by the Department of the Environment, with the approval of the Department of Finance and Personnel may determine. The Department advised Council on 1 April 2014 that with effect from 1 April 2014, it would no longer be specifying the rates or conditions for such loans to officers. This is aligned with one of the main objectives of the Local Government Finance Act (NI) 2011, which was to allow councils more freedom in financial matters. Henceforth future rates and conditions will be at the discretion of councils.

All loan applications require approval by the Chief Executive on the basis that use of a motor vehicle is required for the efficient carrying out of official duties and the agreement will be brought to Council for sealing.

All loan applications will be made by officers in the form prescribed in Appendix 3 to this policy and in the form of agreement between Council and the officer as prescribed in Appendix 4.

A loan may be granted up to a maximum of £10,000 and not exceeding the purchase price of the new or second hand motor vehicle which the officer proposes to acquire, after taking into account any allowance which may be made for the value of any motor vehicle which the officer offers in part exchange for the motor vehicle which he is proposing to acquire, or the selling price of any motor vehicle which the officer has disposed of otherwise than by part exchange during the preceding 12 months.

Any application in respect of a second –hand motor vehicle shall be accompanied by a certificate as to the reasonableness of the price, the road worthiness and the estimated future life of the vehicle which it is proposed to purchase, given by a qualified independent automobile engineer and verified by the Fleet Manager.

No application shall be approved unless the estimated future life of the motor vehicle, having regard to the annual mileage which the officer might reasonably be expected to cover on private and official journeys, is at least 2 years.

No application shall be approved unless the Council is satisfied that the type of motor vehicle concerned is suitable for the performance of the official duties for which it is required.

A loan granted in accordance herewith shall be repayable by instalments with interest over such period, not exceeding 4 years or the estimated life of the motor vehicle whichever is the shorter.

Repayment of the loan and payment of the interest charge shall be undertaken by equal monthly instalments. Interest shall be charged and may be calculated by the addition to the amount to be repaid of Bank of England Base rate (as at date of loan advance) + 1.7% per annum on the amount of the loan. Loans at a lower rate to HMRC Official rate (currently 3.0%) of interest are likely to be taxable on the officer as a benefit-in-kind subject to certain exemptions as specified by HMRC.

In the event that the whole of the advance has not been repaid to the Council by the Officer and the Officer shall

(1) die; or
(2) cease to serve the Council for any reason whatsoever; or
(3) fail to observe any term or terms of the agreement; or
(4) cease to be required by the Council to provide a Motor Car for the proper performance of his duties; or
(5) sell, assign or change the Motor Car or part with its possession; or
(6) fail to insure the Motor Car or keep the same insured as hereinafter provided; or

(7) become bankrupt; or
(8) make any composition or arrangement with his creditors; or
(9) commit any act resulting in the seizure of the Motor Car whether by way of execution, distress or otherwise

the outstanding balance of the advance shall immediately become repayable to the Council by the Officer or the Officer's personal representative. The Council shall, in addition to exercising all other legal or equitable rights and remedies be entitled to deduct such balance from any sum that may be or become due from the Council to the Officer whether by way of salary, refund or superannuation contributions or otherwise.

The Officer shall pay all fines and all sums due for Licences, taxes and insurance in respect of the Motor Car and in default of such payment, it shall be lawful for the Council to deduct any sum due to them in respect thereof from the salary payable to the Officer.

The Officer shall keep the Motor Car and all parts thereof in good repair, condition and working order (reasonable wear and tear only excepted).

The Officer shall, during the continuance of the Agreement, utilise the Motor Car for the performance of his official duties as required by the Council, EXCEPT when the Motor Car is receiving necessary repairs or overhauls.

The Officer shall during the continuance of the Agreement maintain a policy of insurance (which must be fully comprehensive in the case of officers with car loans) covering the Motor Car with an approved insurance Company and shall whenever requested so to do by the Lead Finance Officer or Lead Assurance Officer for the time being of the Council produce to him such a policy of insurance for inspection.

The Officer shall be solely responsible for the Motor Car and for any accidents or injuries arising to himself or third parties by reason of the user thereof and hereby indemnifies the Council against all proceedings costs claims demands or liability whatsoever in respect of any claim howsoever arising through any default in repayment of the loan or through the breach or non-performance of any of the terms of this Agreement.

The Officer may at any time during the Agreement on the first day of any calendar month repay to the Council any balance of the advance.

5 Legal and Policy Framework

5.1 Legal Context

Derry City and Strabane District Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

The National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (the 'Green Book') includes provision for the reimbursement of expenditure to employees.

Part 2, paragraph 12 of the agreement requires that:

> *Where an employing authority authorises an employee to use a private car on official business, the employee will receive an allowance (as reviewed from time to time by the National Joint Council).*

Part 2, paragraph 13 of the agreement requires that:

> *Employees necessarily incurring additional expense in the course of their work in respect of travel, meals or overnight accommodation will be reimbursed approved expenses, subject to appropriate evidence of expenditure being produced, in accordance with local arrangements.*

5.2 Linkage to Corporate Plan

This policy will have a positive impact on the Council's commitment to be open and accountable and aims to provide quality and value for money.

6 Impact Assessment

6.1 Screening and Equality Impact Assessment

A completed Screening Questionnaire has been completed and is attached. The Strategy is to be screened out for Equality Impact Assessment

6.2 Impact on Staff and Financial Resources

There will be no impact on staff and financial resources as a result of this Policy.

6.3 Sustainable Development

There will be no sustainable development impact as a result of this Policy.

7 Implementation

7.1 Support and Advice

Advice and guidance on this Policy may be obtained from the Lead Finance Officer or Lead Assurance Officer.

7.2 Communication Strategy

All Council Workers and agency staff will be provided with a copy of this Policy. Staff will be advised if further information is required in relation to the Policy to contact the Lead Finance Officer or Lead Assurance Officer for advice and guidance.

7.3 Risk Management

Failure to effectively implement this Policy increases the risk of the Council not achieving the highest possible standards in terms of openness, probity and accountability. This Policy will be monitored regularly to ensure that it is being implemented.

8 Monitoring Review and Evaluation

This Policy will be monitored, reviewed and evaluated and reviewed every 2 years. However, the policy will be reviewed sooner in the event of any one or more of the following:-

- Failure or weakness in the Strategy is highlighted
- Changes in legislative requirements
- Changes in Government/Council or other directives and requirements.

5.1 Legal Context

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5.2 Linkage to Corporate Plan

This policy will have a positive impact on the Council's commitment to be open and accountable and aims to provide quality and value for money.

6 Impact Assessment

6.1 Screening and Equality Impact Assessment

A completed Screening Questionnaire has been completed and is attached. The Strategy is to be screened out for Equality Impact Assessment

6.2 Impact on Staff and Financial Resources

There will be no impact on staff and financial resources as a result of this Policy.

6.3 Sustainable Development

There will be no sustainable development impact as a result of this Policy.

7 Implementation

7.1 Support and Advice

Advice and guidance on this Policy may be obtained from the Lead Finance Officer or Lead Assurance Officer.

7.2 Communication Strategy

All Council Workers and agency staff will be provided with a copy of this Policy. Staff will be advised if further information is required in relation to the Policy to contact the Lead Finance Officer or Lead Assurance Officer for advice and guidance.

7.3 Risk Management

Failure to effectively implement this Policy increases the risk of the Council not achieving the highest possible standards in terms of openness, probity and accountability. This Policy will be monitored regularly to ensure that it is being implemented.

8 Monitoring Review and Evaluation

This Policy will be monitored, reviewed and evaluated and reviewed every 2 years. However, the policy will be reviewed sooner in the event of any one or more of the following:-

- Failure or weakness in the Strategy is highlighted
- Changes in legislative requirements
- Changes in Government/Council or other directives and requirements.

DERRY CITY AND STRABANE DISTRICT COUNCIL
Travel & Subsistence Policy (Officers)

DCC Policy	
Document Number	
Responsible Officer	Lead Assurance Officer/ Lead Finance Officer
Contact Officer	Lead Assurance Officer/ Lead Finance Officer
Approval	Governance and Strategic Planning
Effective Date	1st April 2015
Modifications	
Superseded Documents	•
Review Date	To be reviewed in April 2017. However, the policy will be reviewed sooner in the event of any one or more of the following:- • Failure or weakness in the Strategy is highlighted • Changes in legislative requirements Changes in Government/Council or other directives and requirements.
File Number	•
Associated Documents	• Equal Opportunities Policy. • Local Government Code of Conduct for Employees

1. Preamble

This policy applies to all Council workers (temporary, permanent, part time, and full time) (excluding Planning staff), and any agency staff or volunteers who in the course of their duties are required to travel on official business.

The common feature of the rules set out in the Policy is that they provide for the reimbursement of additional expenses necessarily incurred in carrying out official duty and in certain other specified circumstances. The overriding principle is that reimbursement is not appropriate when no additional expense is incurred.

1.1 Purpose

This policy has been compiled to ensure that all Council Staff (excluding Planning staff), agency staff and volunteers are reimbursed for all expenses which they actually and necessarily incur in the course of official business travel.

1.2 Background

The National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (the 'Green Book') includes provision for the reimbursement of expenditure to employees.

Part 2, paragraph 12 of the agreement requires that:

> *Where an employing authority authorises an employee to use a private car on official business, the employee will receive an allowance (as reviewed from time to time by the National Joint Council).*

Part 2, paragraph 13 of the agreement requires that:

> *Employees necessarily incurring additional expense in the course of their work in respect of travel, meals or overnight accommodation will be reimbursed approved expenses, subject to appropriate evidence of expenditure being produced, in accordance with local arrangements.*

2. Scope

This policy applies to all Council workers (temporary, permanent, part time, and full time) (excluding Planning staff), and any agency staff or volunteers who in the course of their duties are required to travel on official business.

The policy does not cover additional costs arising as a result of compulsory changes in place of work. These are covered by the Location, Relocation and Expenses Policy.

3. Definitions

Official Business Travelling means travel for the purpose of official business, including attendance at conferences and training courses and journeys made outside the scope of the normal working week on recall to duty from home. It does not include routine daily travel between home and an officer's principal place of work.

Subsistence Allowances deals with night and day subsistence allowances and with lodging and other allowances payable when officers are away from their normal place of work.

Principal place of work means the primary location where an employee's day to day duties are performed. Whilst most employees will not have more than one principal place of work at the same time, it is a possibility. Each case will depend on the particular facts. The sort of things that would point to a workplace being a second permanent workplace include:

- the employee regularly performs a significant part of their duties there
- people would expect to be able to contact the employee at the second location
- the employee has an office, or desk, and support services at the second workplace which he or she regularly uses
- the employee performs similar tasks at each workplace
- the employee does not attend the workplace solely to undertake specific tasks such as attendance at a specially arranged meeting

4. Policy Statement

The Council is committed to the highest possible standards of openness, probity and accountability. In line with that commitment the Council requires all employees to comply with the requirements of this Policy.

4.1 Roles and Responsibilities

Council Employees:

Use of Own Car

All Council Employees claiming travel and subsistence must:

- Submit a copy of their current driving licence to Finance staff.
- Submit a copy of their most up to date insurance certificate (showing business use) to Finance staff annually.
- Submit a copy of their current MOT certificate to Finance staff annually, where applicable.
- Complete the Mileage Claim Form (Appendix 2) fully with all relevant details.
- Sign the Mileage Claim Form confirming that their vehicle is maintained in accordance with manufacturer's recommendations and that regular checks are completed to ensure that the vehicle is maintained in a roadworthy condition.
- Pass their Mileage Claim Form to the relevant Director/Head of Service/ Lead Officer for authorisation.

Other – Travel and Subsistence

- Complete the relevant Travel and Subsistence Claim Form (Appendix 1).
- Attach all receipts.
- Sign the Travel and Subsistence Claim Form.
- Pass their Travel and Subsistence Claim Form to the relevant Director/Head of Service/ Lead Officer for authorisation.
- Pass their Travel and Subsistence Claim Form to Finance in a timely manner (no later than three months from the end of the month in which the date the travel and subsistence was incurred). All claims must be received by Finance by the last working day of the month and will be paid in the following month.

Directors/Heads of Service/ Lead Officers:

Directors/Heads of Service/ Lead Officers are responsible for:

- Ensuring that all mileage, travel and subsistence claims by employees within their Department are necessary and reasonable.
- Approving Mileage, Travel and Subsistence Claim Forms for their department, certifying that the mileage and subsistence was

actually and necessarily incurred by the claimant on behalf of the Council.

- Directors will be required to provide a signed memo to Finance setting out the justification for home to principal place of work mileage claims in exceptional circumstances.
- Reviewing monthly reports issued by Management Accounts and providing explanations for adverse variances.

<u>Management Team</u>

The Management Team is responsible for:

- Reviewing on a quarterly basis all home to principal place of work mileage payments to ensure consistency across the Council.

<u>Lead Assurance Officer/ Lead Finance Officer</u>

The Lead Assurance Officer/ Lead Finance Officer is responsible for:

- Approving the Chief Executive's mileage, travel and subsistence claims.

<u>Chief Executive</u>

The Chief Executive is responsible for:

- Approving Directors and Lead Officers mileage, travel and subsistence claims.
- Approving loans to officers for the purchase of a motor car or motor cycle

4.2 General Principles

4.2.1 Claims

In making claims for reimbursement, Officers should note the following general points:

1. All claims must refer to actual expenses incurred and must be supported by receipts. Credit card records are not acceptable as they do not provide details of the nature of the expense.
2. Prior approval is required from the relevant Director/Head of Service/ Lead Officer where practicable, before any unusual but necessary item of expenditure is made.
3. Unnecessary queries will be avoided if claim forms are completed in full, supported by an explanation for the nature of the journey or reason for the expense and any relevant information, including receipts, where applicable; claimants should also bear in mind the importance of ensuring that the minimum expense is incurred.
4. Claims should be made in date order and with a split and subtotal for each month and an overall grand total for the period submitted.
5. All claims should be authorised by the relevant Chief Executive/ Director/Head of Service/Lead Officer. Authorising Officers should certify that to the best of their knowledge the claim is correct, that an entitlement exists, that the travelling has been done and that the official duty in question has been arranged so that the minimum of expense is incurred.
6. Derry City and Strabane District Council Claim Forms must be used for all expense claims. Claim forms must be signed by the claiming officer and authorised by the Director/Head of Service/ Lead Officer.

<u>If forms are not fully completed or not adequately authorised they will not be processed for payment by Finance.</u>

4.2.2 Frequency of Claims

Claims should be submitted:

1. At monthly intervals in the case of officers who travel frequently (i.e. at least one journey a week); and
2. At three monthly intervals in the case of officers who travel occasionally on official business.

Regardless of the frequency, all claims must be submitted within 3 months from the end of the month in which the date the expenditure/mileage occurred. All claims must be received by Finance by the last working day of the month and will be paid in the following month. The only exception to this is where someone is off sick within the 3 month period including the deadline for submission of the claim – in this instance the claim must be made as soon as the claimant returns to work. All such claims should be accompanied by a written memo from the Director/Head of Service/ Lead Officer.

Officers should therefore submit claims promptly.

4.2.3 Temporary Imprests

In exceptional cases officers may be granted a temporary imprest to meet significant one-off anticipated expenditure for travel and subsistence abroad.

A memo signed by the relevant Director/Head of Service/ Lead Officer must be received by Finance stating the reason for the trip, who is attending and the amount of money needed in the relevant currency. The memo should be forwarded to Finance in good time to enable the money to be prepared as some foreign currency will have to be ordered by the bank and will not be available on request.

Once the cash is drawn from the bank it is issued to the relevant person who signs for its receipt along with a declaration that receipts will subsequently be provided for the actual expenditure incurred. Credit card records are not acceptable as they do not provide details on the nature of the expense.

Where possible, hotel accommodation will be paid for in advance directly by the Council so cash advances should only apply to travel & subsistence.

Upon return from travel abroad, Officers must provide receipts for all expenses incurred in relation to the purpose of the travel. Receipts will only be accepted for eligible expenditure under the following guidelines:-

- Subsistence – all expenditure must be supported by receipts and will not include tips. Reimbursement cannot be claimed on on alcohol unless authorised in advance in writing by the Chief Executive in compliance with Council's hospitality policy.
- Travel – travel should be by public transport rather than by taxi where practical, particularly for short journeys. Where it is impractical to use public transport, for example because of heavy luggage, a taxi may be used.

Upon return from travel abroad all unspent monies must be returned to the Council Finance Department. Failure to do so will result in withdrawal of future advances and will be notified to the Inland Revenue as a taxable benefit. In addition un-vouched expenditure will be pursued for repayment by the Council in line with normal credit control procedures.

If any expenditure is made by the staff member over and above their advance which they have paid from their own pocket then this will be reimbursed to them in an expense claim provided that the excess is supported by relevant receipts and approved by their Director/Head of Service/ Lead Officer.

4.3 Car Allowance

Part 3 Paragraph 6 of the NJC Handbook on Scheme of Conditions of Service (Green Book) sets out the conditions the council will apply when paying employees, who are authorised car users, for using a vehicle to discharge their duties.

Car allowances for business purposes are subject to tax and national insurance contributions and the council will use the payroll system to calculate and process the amounts the employee is liable to pay.

Essential car users are employees whose duties are of such a nature that it is essential for them to have a motor car at their disposal whenever required. They are also entitled to receive a lump sum allowance and mileage rates.

When an essential car user's car is not in use because of either a mechanical defect or if the employee is absent through illness;

- The council will pay the lump sum for the remainder of the month in which the car first went out of use, and for another three months. For the next three months, the rate paid will reduce to 50% of the lump sum payment.
- When a car is off the road for repairs, the council will reimburse travel by other forms of transport.

Casual users are employees for whom it is desirable that a car should be available when needed. When these employees use a private car they are entitled to mileage rates.

Before an employee makes their first claim for mileage, they must submit to Finance:-

- current valid driving licence
- insurance certificate (which must be fully comprehensive in the case of officers with car loans) with the relevant user named which **must** include **business use** cover
- current MOT certificate.

They must also make sure they inform Finance about any changes in their vehicle details or conditions of insurance.

Human Resources will maintain an up to date list of car users in each category.

The NJC handbook states that the scale of allowance paid to authorised local authority casual car users while on official duties operates so that they do not, at any mileage figure, receive more than they would have received if they were an essential user.

The council will apply this proviso monthly. This means that casual users, who exceed the monthly mileage figure, will receive the essential car user's rate.

When a casual user's monthly mileage fluctuates above or below the monthly essential user's figure, the council will carry out an annual review to find out if they are due to receive an adjusting payment.

The Lead Finance Officer/ Lead Assurance Officer will place details of the scales of Motor Car Allowances on the Council internal website.

4.4Subsistence Allowances

4.4.1 Day Subsistence Allowance

Officers are eligible for Day subsistence allowance when they are absent for more than 4 hours in any one day and also more than 10 miles from their normal place of work.

The rates of day subsistence allowance shall not exceed in the case of an absence:

1. Of more than 4 hours, or where the Council permits, a lesser period before 11.00am (breakfast allowance) - £11.50;
2. Of more than 4 hours or where the Council permits, a lesser period including the period between 12 noon and 2.00pm (lunch allowance) - £13.50;
3. Of more than 4 hours, or where the Council permits, a lesser period including the period 3.00pm to 6.00pm (tea allowance) - £4.70; and
4. Of more than 4 hours, or where the Council permits, a lesser period ending after 7.00pm (evening meal allowance) - £20.95.

The rates specified above shall be reduced by an appropriate amount for any meal provided free of charge by a Council or other body in respect of the meal or the period to which the allowance relates. Therefore, if a free meal is supplied to an Officer, it would be inappropriate for the Officer to make a claim for a meal even if he/she purchased another meal at the close of the meeting or period in question, as this expenditure would not be regarded as necessarily incurred.

The rates specified above are the maximum rates of day subsistence allowance and are inclusive of VAT. **It is important to ensure that receipts support all expense claims.** Reimbursement cannot be claimed on tips. Reimbursement cannot be claimed on alcohol unless authorised in advance in writing by the Chief Executive in compliance with Council's hospitality policy.

When a main meal, full breakfast, lunch, high tea or dinner, is taken on a train, boat or plane etc... during a period qualifying for day subsistence allowance, the full cost of the meal (including VAT but excluding tips) may be reimbursed, subject to the production of receipts. In such circumstances, reimbursement for the reasonable cost of a meal would replace the entitlement to the day subsistence allowance for the appropriate meal period.

4.4.2 Night Subsistence Allowance

Where possible Officers should travel on the day of meetings or business and it is only in exceptional circumstances that overnight accommodation should be allowed. If Officers are required to stay overnight when away from home on Council business, then prior consent must be gained from the relevant Director/Head of Service/ Lead Officer. All accommodation must be up to a maximum of £100.70 per night for the British Isles and £122.45 per night for London, and be supported by receipts. Derry City & Strabane District Council will not reimburse incidental expenditure such as newspapers, laundry or personal telephone calls while away on business.

4.5 Travelling on Official Business

All Officers travelling on official business, must use the most efficient and economic form of travel, taking into account not only the cost of the travel, but also subsistence costs and potential savings in official time and proper consideration of work-life balance. Advantage must be taken of any reduced / low cost facilities that are available e.g. daily, monthly or season tickets.

4.5.1 Travel by Car

Travel by car is appropriate where it is more efficient and economical than the use of public transport. For example, where there is no appropriate public transport for the route; where there are significant files/equipment to be transported; or where there are time and cost savings involved.

Officers using their private motor vehicles must ensure that the vehicle is in a roadworthy condition, taxed and insured for business use. Copies of current driving licences must be passed to Finance. It is a personal responsibility to ensure that the required insurance conditions are met. All up to date insurance certificates must be submitted with Finance annually. In addition to this current MOT certificates, where applicable, must be submitted to Finance annually. The Finance Department will make regular checks on insurance certificates and MOT certificates and if they are out of date payments will not be made.

The standard rates of motor mileage allowance (as laid down by the National Joint Council for Local Government) are payable to Officers who are driving their own private motor vehicle, fulfil the insurance requirements, maintain their vehicle in a roadworthy condition and are using the vehicle for a journey which the Council recognises as appropriate for officer travel by private motor vehicle. The most up to date rates will be made available on the Council's intranet. However to qualify for the standard rate of mileage allowance an Officer must be designated as either a Casual or Essential user.

Toll and car parking charges are also recoverable, but should be supported by receipts. Mileage should be the most efficient route from start location to destination and will be paid on the basis of the shorter of the distances from either home or office to the required destination. Details of mileage, including to and from postcodes where possible, must be entered onto the claim form where possible to enable mileage to be paid.

Derry City & Strabane District Council will not take any responsibility for parking fines, speeding fines and insurance claims.

4.5.2 Rail Travel

Council employees should always travel by standard class (unless there is a cheaper alternative available) and advantage should be taken of concessionary fares, cheap day tickets, and rail card options where appropriate. Booking in advance is essential in order to obtain the best discounts available.

4.5.3 Tube, Bus and Taxis

Council employees should travel by tube or bus rather than taxi wherever practical, particularly for short journeys. Where it is impractical to use a tube or bus, for example because of heavy luggage, a taxi may be used. However, additional charges should be avoided such as pre-booking or waiting time. Taxis should not be used for long distances, except where the cost of such a journey is less than the cost of travel by other more economical means, and would have incurred additional costs such as overnight accommodation. All taxi charges must be supported by receipts.

4.5.4 Air Travel

All flights must be by economy class (unless an offer applies which would be cheaper than the economy class rate) and booked in advance to take advantage of the best deals.

4.5.5 Travelling with Partners

A partner may accompany an employee provided they do not compromise the employee in carrying out council business. The employee will be responsible for all additional costs associated with the partner's attendance. Approval by the Chief Executive/ Director/Head of Service/Lead Officer must be obtained in advance of an employee arranging to be accompanied by a partner.

4.5.6 Home to Office Journeys

In general, it is the responsibility of officers to bear the cost of daily travel between home and their principal place of work. Only exceptionally, with prior approval from Director can mileage allowances be paid when their private motor vehicle is used for this journey. All such exceptional circumstances claims must be supported by a signed memo from the relevant Chief Executive/ Director/ Head of Service/ Lead Officer setting out the justification for the home to principal place of work mileage. Travel between home and principal place of work is fully taxable in line with Inland Revenue guidance.

4.5.7 What constitutes eligible mileage

Travel claims are only paid for **business mileage actually incurred**.

Employees must share cars where possible for business travel in order to minimise the cost to the council.

Work = is the employee's 'principal place of work' designated by management.
Home = is the employee's normal home which corresponds with the up to date address held in the user's personnel record.

Journey Route	Entitlement
All home to 'principal place of work' journeys	**Can't claim any** Unless in exceptional circumstances where a signed memo from the relevant Chief Executive/ Director/ Head of Service/ Lead Officer setting out the justification for the home to principal place of work mileage is required. All such reimbursements are fully taxable in line with Inland Revenue guidance.
Journeys to business locations that **start and finish at**	Mileage incurred from work to business location

principal place of work	and return to work is paid
Journeys to business locations that **start and finish at home** (only 1 return journey in day)	The shortest return distance of work to business location and home to business location is paid.
Journeys to business locations that **start at work but finish at home or start at home but finish at work**	The following is applied:- 1. The business travel element of the journey is paid i.e. from principal place of work to business location (& vice versa) 2. For home to business location (& vice versa) the shortest of the following is payable:- • Actual journey • Principal place of work to business location (or vice versa)

4.6 Loans to officers for the purchase of a motor vehicle

Section 41B of the Local Government Act (Northern Ireland) 1972 provides for a district council to make a loan to an officer for the purchase of a motor car or motor cycle, subject to such conditions as set by the Department of the Environment, with the approval of the Department of Finance and Personnel may determine. The Department advised Council on 1 April 2014 that with effect from 1 April 2014, it would no longer be specifying the rates or conditions for such loans to officers. This is aligned with one of the main objectives of the Local Government Finance Act (NI) 2011, which was to allow councils more freedom in financial matters. Henceforth future rates and conditions will be at the discretion of councils.

All loan applications require approval by the Chief Executive on the basis that use of a motor vehicle is required for the efficient carrying out of official duties and the agreement will be brought to Council for sealing.

All loan applications will be made by officers in the form prescribed in Appendix 3 to this policy and in the form of agreement between Council and the officer as prescribed in Appendix 4.

A loan may be granted up to a maximum of £10,000 and not exceeding the purchase price of the new or second hand motor vehicle which the officer proposes to acquire, after taking into account any allowance which may be made for the value of any motor vehicle which the officer offers in part exchange for the motor vehicle which he is proposing to acquire, or the selling price of any motor vehicle which the officer has disposed of otherwise than by part exchange during the preceding 12 months.

Any application in respect of a second –hand motor vehicle shall be accompanied by a certificate as to the reasonableness of the price, the road worthiness and the estimated future life of the vehicle which it is proposed to purchase, given by a qualified independent automobile engineer and verified by the Fleet Manager.

No application shall be approved unless the estimated future life of the motor vehicle, having regard to the annual mileage which the officer might reasonably be expected to cover on private and official journeys, is at least 2 years.

No application shall be approved unless the Council is satisfied that the type of motor vehicle concerned is suitable for the performance of the official duties for which it is required.

A loan granted in accordance herewith shall be repayable by instalments with interest over such period, not exceeding 4 years or the estimated life of the motor vehicle whichever is the shorter.

Repayment of the loan and payment of the interest charge shall be undertaken by equal monthly instalments. Interest shall be charged and may be calculated by the addition to the amount to be repaid of Bank of England Base rate (as at date of loan advance) + 1.7% per annum on the amount of the loan. Loans at a lower rate to HMRC Official rate (currently 3.0%) of interest are likely to be taxable on the officer as a benefit-in-kind subject to certain exemptions as specified by HMRC.

In the event that the whole of the advance has not been repaid to the Council by the Officer and the Officer shall

(1) die; or
(2) cease to serve the Council for any reason whatsoever; or
(3) fail to observe any term or terms of the agreement; or
(4) cease to be required by the Council to provide a Motor Car for the proper performance of his duties; or
(5) sell, assign or change the Motor Car or part with its possession; or
(6) fail to insure the Motor Car or keep the same insured as hereinafter provided; or

(7) become bankrupt; or
(8) make any composition or arrangement with his creditors; or
(9) commit any act resulting in the seizure of the Motor Car whether by way of execution, distress or otherwise

the outstanding balance of the advance shall immediately become repayable to the Council by the Officer or the Officer's personal representative. The Council shall, in addition to exercising all other legal or equitable rights and remedies be entitled to deduct such balance from any sum that may be or become due from the Council to the Officer whether by way of salary, refund or superannuation contributions or otherwise.

The Officer shall pay all fines and all sums due for Licences, taxes and insurance in respect of the Motor Car and in default of such payment, it shall be lawful for the Council to deduct any sum due to them in respect thereof from the salary payable to the Officer.

The Officer shall keep the Motor Car and all parts thereof in good repair, condition and working order (reasonable wear and tear only excepted).

The Officer shall, during the continuance of the Agreement, utilise the Motor Car for the performance of his official duties as required by the Council, EXCEPT when the Motor Car is receiving necessary repairs or overhauls.

The Officer shall during the continuance of the Agreement maintain a policy of insurance (which must be fully comprehensive in the case of officers with car loans) covering the Motor Car with an approved insurance Company and shall whenever requested so to do by the Lead Finance Officer or Lead Assurance Officer for the time being of the Council produce to him such a policy of insurance for inspection.

The Officer shall be solely responsible for the Motor Car and for any accidents or injuries arising to himself or third parties by reason of the user thereof and hereby indemnifies the Council against all proceedings costs claims demands or liability whatsoever in respect of any claim howsoever arising through any default in repayment of the loan or through the breach or non-performance of any of the terms of this Agreement.

The Officer may at any time during the Agreement on the first day of any calendar month repay to the Council any balance of the advance.

5 Legal and Policy Framework

5.1 Legal Context

Derry City and Strabane District Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

The National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (the 'Green Book') includes provision for the reimbursement of expenditure to employees.

Part 2, paragraph 12 of the agreement requires that:

> *Where an employing authority authorises an employee to use a private car on official business, the employee will receive an allowance (as reviewed from time to time by the National Joint Council).*

Part 2, paragraph 13 of the agreement requires that:

> *Employees necessarily incurring additional expense in the course of their work in respect of travel, meals or overnight accommodation will be reimbursed approved expenses, subject to appropriate evidence of expenditure being produced, in accordance with local arrangements.*

5.2 Linkage to Corporate Plan

This policy will have a positive impact on the Council's commitment to be open and accountable and aims to provide quality and value for money.

6 Impact Assessment

6.1 Screening and Equality Impact Assessment

A completed Screening Questionnaire has been completed and is attached. The Strategy is to be screened out for Equality Impact Assessment

6.2 Impact on Staff and Financial Resources

There will be no impact on staff and financial resources as a result of this Policy.

6.3 Sustainable Development

There will be no sustainable development impact as a result of this Policy.

7 Implementation

7.1 Support and Advice

Advice and guidance on this Policy may be obtained from the Lead Finance Officer or Lead Assurance Officer.

7.2 Communication Strategy

All Council Workers and agency staff will be provided with a copy of this Policy. Staff will be advised if further information is required in relation to the Policy to contact the Lead Finance Officer or Lead Assurance Officer for advice and guidance.

7.3 Risk Management

Failure to effectively implement this Policy increases the risk of the Council not achieving the highest possible standards in terms of openness, probity and accountability. This Policy will be monitored regularly to ensure that it is being implemented.

8 Monitoring Review and Evaluation

This Policy will be monitored, reviewed and evaluated and reviewed every 2 years. However, the policy will be reviewed sooner in the event of any one or more of the following:-

- Failure or weakness in the Strategy is highlighted
- Changes in legislative requirements
- Changes in Government/Council or other directives and requirements.

APPENDIX 1

CLAIM FORM FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

DERRY CITY AND STRABANE DISTRICT COUNCIL

CLAIM FORM FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

Name: ____

Address : ____

____

Date	Purpose of Journey*	Type of expense incurred	Amount in GBP	Amount in Euros	Amount Other
	Total				

* Please supply any additional information in relation to the claim as necessary.

____

____

____

____

____

____

____

____

To be completed by Claimant

I hereby certify that the whole of the charges contained in this account have been incurred by me solely in the service of Derry City and Strabane District Council and are in accordance with the existing Travel & Subsistence Policy.

I acknowledge that all expenditure must be supported by receipts.

Signature	Position Held
Date	Contact tele. no/ext no

CERTIFICATE OF DIRECTOR/HEAD OF SERVICE

I hereby certify that the journeys and expenses* (delete as appropriate*) to which this claim relates were necessary for the performance of the official duties of the above named member of staff and that the claim is in order for payment.

I certify that, in the interests of efficiency and economy, the officer named was authorised by me to use his/her private car for this journey.
(Delete if inappropriate)

Signature: ___________________________ Date: ______________________________

For office use only

SUPPLIERS NO:			Transaction No.	
	Detail Code	**Cost Centre**	**£**	**P**
Reconciled receipts				
Calculations correct				
Accountancy				
Head of Dept (Service)				
Date	**96600**	**1100**		
		£		

APPENDIX 2

MILEAGE CLAIM FORM

DERRY CITY AND STRABANE DISTRICT COUNCIL

MILEAGE CLAIM FORM

OFFICERS NAME:	STAFF NO:	DEPT:
PRICIPAL PLACE OF WORK:		
HOME ADDRESS: POSTCODE:		

VEHICLE REG. NO: YEAR VEHICLE FIRST REGISTERED:	VEHICLE MAKE: FUEL TYPE: PETROL/DIESEL (delete as appropriate)	VEHICLE MODEL:	ENGINE SIZE C.C.:

DATE	JOURNEYS From (Inc Postcode) N.B. To ensure prompt payment, postcodes should be included where possible for all journeys	To (Destination Inc Postcode)	FULL DETAILS OF NATURE OF JOURNEY	MILEAGE (Rounded Miles Only)
			CARRIED FORWARD	

			TOTAL MILES	

Notes for completion:

(a) Claim forms must be received within 3 months from the end of the month in which the travel is incurred. Claims should be submitted on a monthly basis.
(b) Staff are reminded that any changes to car details must be notified to Finance Service, Accounts Payable.
(c) Payment will be made in line with the Travel & Subsistence Policy. Accounts will verify and adjust claims accordingly.
(d) All claims should be totalled by month for mileage claimed.
(e) Forms must be completed and authorised. Failure to do so will necessitate your claim being returned.
(f) Staff are advised to keep a personal record of all mileage claimed to avoid submission of duplicate claims.

I declare that the information provided is correct and confirm that:

(a) I hold a full driving licence, have appropriate motor vehicle insurance (Fully Comprehensive & Business Use) and MOT/NCT (applicable to all vehicles 4 years old or over).
(b) My vehicle is maintained in a roadworthy condition and in accordance with manufacturer's recommendations.
(c) I have read and am complying with the DC&SDC Travel & Subsistence Policy.

Date ___________ Signature of Officer ________________________

Date ___________ Signed Head of Dept ____________________

For Office Use

Date Miles

APPENDIX 3

ASSISTED CAR PURCHASE APPLICATION FORM

DERRY CITY AND STRABANE DISTRICT COUNCIL
ASSISTED CAR PURCHASE

1. Full name & address of applicant ____

____

2. (a) Post held & Department ____

3. Details of car being purchased:-

(a) New or second-hand vehicle:
(b) Total Price of vehicle
(c) Registration Number
(d) Type
(e) Make
(f) Chassis Number
(g) Year of manufacture
(h) Colour of vehicle
(i) Name of supplier of new (second-hand) vehicle

4. Details of last car

(a) Price received (or allowance made)
(b) Outstanding debt (to either Council or elsewhere)

5. Loan required

(a) Amount
(b) Period of repayment

Signature of applicant ______________________________ Date ______________________

Approved: ____
Director/ Head of Service Chief Executive

Date ______________________

CERTIFICATE (To be completed when the car to be purchased is second-hand)
I certify that I have examined the above mentioned vehicle no: ______________ and I am of the opinion that the price is reasonable, that the vehicle is roadworthy, and estimate that the future life of the vehicle exceeds the proposed period of repayment.

Signed ______________________________ Date ______________________________
Fleet Manager

* The invoice from the supplier of the new (second-hand) vehicle must show the cost of the car less any trade in involved. A copy of the log book and updated insurance must be given to the Finance & H/R department within seven days of purchase. THESE DETAILS ARE REQUIRED FOR AUDIT PURPOSES

APPENDIX 4
CAR LOAN AGREEMENT

DATED THIS DAY OF

<u>A G R E E M E N T</u>

<u>BETWEEN</u>

<u>DERRY CITY AND STRABANE DISTRICT COUNCIL</u>

<u>AND</u>

THIS AGREEMENT is made the day of Thousand and

BETWEEN

Of

in the County of (herinafter called "the Officer") of the one part

and the DERRY CITY AND STRABANE DISTRICT COUNCIL in the County of Londonderry (hereinafter called "the Council") of the other part

WHEREAS

1. The Officer is employed by the Council as
2. The Council require that the Officer shall provide keep and maintain a Motor Car for the proper performance of his duties
3. The Council have been requested by the Officer to make a loan to the officer to enable him to completer the purchase of the Motor Car described in Schedule 1 hereto (hereinafter called "the motor car")
4. The Council have agreed to make a loan to the Officer in the sum of (hereinafter called "the advance") for the said purchase upon the terms and conditions hereinafter contained.

NOW IT IS HEREBY AGREED as follows:-

1. THAT in consideration of the advance paid to the Officer by the Council (the receipt whereof the Officer hereby acknowledges) the Officer shall repay the advance together with interest thereon by equal monthly instalments for a period of nor more than four years (hereinafter called "the loan period") the monthly instalments to be deducted by the Council from the salary or other payments to which the Officer is entitled from the Council the first of such repayments to be made on the day of Two Thousand and the advance together with interest thereon amounting to made up as follows:-

The advance	£
Interest thereon	£

2. THAT if before the whole of the advance has been repaid to the Council by the Officer as hereinbefore provided the Officer shall

(1) die; or

(2) cease to serve the Council for any reasonwhatsoever; or

(3) fail to observe any term or terms of this deed; or

(4) cease to be required by the Council to provide a Motor Car for the proper performance of his duties; or

(5) sell, assign or change the Motor Car or part with its possession; or

(6) fail to insure the Motor Car or keep the same insured as hereinafter provided; or

(7) become bankrupt; or

(8) make any composition or arrangement with his creditors; or

(9) commit any act resulting in the seizure of the Motor Car whether by way of execution, distress or otherwise

the outstanding balance of the advance shall immediately become repayable to the Council by the Officer or the Officer's personal representative.

(The decision of the Council upon whether the Officer is required to provide a Motor Car for the proper performance of his duties shall be final and conclusive).

3. In the event of any balance of the advance becoming payable as provided under clause 2 hereof the Council shall, in addition to exercising all other legal or equitable rights and remedies be entitled to deduct such balance from any sum that may be or become due from the Council to the Officer whether by way of salary, refund or superannuation contributions or otherwise.

4. The Officer shall pay all fines and all sums due for Licences, taxes and insurance in respect of the Motor Car and in default of such payment, it shall be lawful for the Council to deduct any sum due to them in respect thereof from the salary payable to the Officer.

5. The Officer shall keep the Motor Car and all parts thereof in good repair, condition and working order (reasonable wear and tear only excepted).

6. EXCEPT when the Motor Car is receiving necessary repairs or overhauls the Officer shall, during the continuance of this Agreement, utilise the Motor Car for the performance of his official duties as required by the Council.

7. THE Officer shall during the continuance of this Agreement maintain a comprehensive policy of insurance covering the Motor Car with an approved insurance Company and shall whenever requested so to do by the Lead Finance Officer or Lead Assurance Officer for the time being of the Council produce to him such a policy of insurance for inspection.

8. The Officer shall be solely responsible for the Motor Car and for any accidents or injuries arising to himself or third parties by reason of the user thereof and hereby indemnifies the Council against all proceedings costs claims demands or liability whatsoever in respect of any claim howsoever arising through any default in repayment of the loan or through the breach or non-performance of any of the terms of this Agreement.

9. THE Officer may at any time during the subsistence of this Agreement on the first day of any calendar month repay to the Council any balance of the advance.

IN WITNESS whereof the Officer has hereunto set his hand and seal and the Council has caused its Common Seal to be affixed the day and year first above written.

SCHEDULE 1 HEREINBEFORE REFERRED TO

Registration number:

Type :

Make :

Chassis Number :

Year :

Colour :

Signed, sealed and delivered by)
the Officer in the presence of:-)

The Corporate Common Seal of)
the DERRY CITY AND)
STRABANE DISTRICT)
COUNCIL was hereunto affixed)
in the presence)
Of:-)

<u>MAYOR</u>

<u>CHIEF EXECUTIVE</u>