

PERSONNEL BOARD

**Minutes of a meeting of the Personnel Board held on Tuesday 13th
December 2011 at 1.00 pm at the Civic Offices, Telford**

PRESENT: Councillors K.S. Sahota (Chair), R.C. Evans, W.A.M. McClements, R.A. Overton and C.F. Smith.

PEB-23 MINUTES

RESOLVED – that the minutes of the meeting of the Personnel Board held on 7th December 2011 be confirmed and signed by the Chairman.

PEB-24 APOLOGIES FOR ABSENCE

Councillors A.J. Eade and A. Lawrence

PEB-25 DECLARATIONS OF INTEREST

None

PEB-26 EXCLUSION OF PUBLIC AND PRESS

RESOLVED – that the public and press be excluded from the meeting for the following item of business on the grounds that it may involve the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972

PEB-27 APPOINTMENT OF MANAGING DIRECTOR

At its meeting on 7 December 2011, the Board had resolved to short-list one candidate for the final interview process. The application details of the candidate, together with a copy of the job description and person specification for the post had previously been circulated to the Board Members.

The Board examined all the application documents and conducted the final interview with the candidate. Following full consideration of all the available information, including the results of assessments, the content of written tests, feedback from presentations and role play activities, and the performance of the candidate during the interview process, it was unanimously

RESOLVED – TO RECOMMEND TO COUNCIL that the post of Managing Director, including appointment to the positions of Head of Paid Service; Electoral Registration Officer (in accordance with Section 8(2) of the Representation of the People Act 1983); and Returning Officer (in accordance with Section 35(1) of the Representation of the People Act 1983), be offered to Mr Richard Partington.

Chair.....

Date.....

BOROUGH OF TELFORD & WREKIN

PERSONNEL BOARD – 13 FEBRUARY 2012

PUBLICATION OF THE COUNCIL'S PAY POLICY STATEMENT

REPORT OF ASSISTANT DIRECTOR: CUSTOMER AND PEOPLE SERVICES

1. PURPOSE

- 1.1 To propose content and format of the Councils pay policy required for publication under the Localism Act 2011.

2. RECOMMENDATION

That the Personnel Board:

- 2.1 Agrees the content and format of the Council's Pay Policy Statement and recommends its acceptance at Council on 1st March 2013.
- 2.2 Delegates authority to the Assistant Director: Customer and People Services, in consultation with the Cabinet Member with responsibility for Resources and Service Delivery, to amend the Statement as necessary in line with any national guidance that is issued following the meeting of the Board.

3. PREVIOUS MINUTES

None.

4. BACKGROUND

- 4.1 The Localism Act 2011 requires local authorities to produce an annual Pay Policy Statement. The Act requires the statement to detail the Council's policies in respect of remuneration at various tiers within the Council . The Act does not apply to local authority schools.
- 4.2 The purpose of these provisions is to provide transparency with regard to the Council's approach to setting the pay of its employees by determining:
- The methods by which pay is determined.
 - The detail and level of remuneration of its most senior staff (Chief Officers)
 - The Committees responsible for ensuring consistent application of the provisions set out in the Statement.
- 4.3 Currently we are awaiting final guidance from the Department for Communities and Local Government and so this draft Statement is based on our interpretation of the legislation.
- 4.4 The Council's Pay Policy Statement details
- pay negotiation bodies,
 - initial allocation of pay points.
 - Senior management remuneration.

- the recruitment of chief officers
- additions to chief officers pay
- termination payments
- lowest paid employees and the ratio comparison with the highest paid officers.
- where accountability and responsibility lies.

5. **LEGAL**

- 5.1 The Pay Policy Statement has been drafted to in accordance with the requirements of the Localism Act 2011.

6. **FINANCE**

The Pay Policy Statement identifies the Council's approach to setting the pay of its employees. Employee costs form part of the Council's budget, which is approved in March each year, and estimates will take into account the principles set out in the Statement. Any variations from the approved budget will be highlighted as part of regular financial monitoring reports/other relevant reports in line with Financial Regulations. Senior Officer Remuneration is published in the Council's Statement of Accounts in line with the requirements of the Accounts & Audit Regulations.

7. **ENVIRONMENTAL**

There are no environmental issues arising from this report.

8. **EQUALITIES**

- 8.1 Pay is a major Equalities issue and the pay statement will assist in identifying issues requiring resolution.

TELFORD & WREKIN COUNCIL

Draft Pay Policy Statement – 2012/13

1. Introduction and Purpose

- 1.1 Under section 112 of the Local Government Act 1972, the Council has the “power to appoint officers on such reasonable terms and conditions as the authority thinks fit”. This Pay Policy Statement (the ‘Statement’) sets out the Council’s approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011.
- 1.2 The purpose of this Statement is to provide transparency about the Council’s approach to setting the pay of its employees (excluding those working in local authority schools and/or employed under the School Teachers’ Pay and Conditions Document) by identifying:
 - the methods by which salaries of all employees are determined;
 - the detail and level of remuneration of its most senior staff i.e. ‘chief officers’, as defined by the relevant legislation
 - the Board responsible for ensuring the provisions set out in this statement are applied consistently throughout the Council and recommending any amendments to the full Council.
- 1.3 Once approved by the Council, this policy statement will come into immediate effect and will be subject to review.

2. Legislative Framework

- 2.1 In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, The Agency Workers Regulations 2010 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations. With regard to the equal pay requirements contained within the Equality Act, the Council is taking steps to ensure there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of equality-proofed job evaluation mechanisms which directly relate salaries to the requirements, demands and responsibilities of the role.

3. Pay Structure

- 3.1 Based on the application of the job evaluation process, the Council uses the nationally negotiated pay spine (further details can be found at www.lge.gov.uk - [Local government pay and conditions](#)) as the basis for its local grading structure. This determines the salaries of the large majority of the non school-based workforce, together with the use of other nationally-defined rates where relevant. There have been no increases in the national pay spine since April 2009.

- 3.2 The Council adheres to national pay bargaining in respect of the national pay spine and any annual cost of living increases negotiated in the pay spine.
- 3.3 All other pay-related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and/or as determined by Council Policy. In determining its grading structure and setting remuneration levels for all posts, the Council takes account of the need to ensure value for money in respect of the use of public expenditure, balanced against the need to recruit and retain employees who are able to meet the requirements of providing high quality services to the community, delivered effectively and efficiently and at times at which those services are required.
- 3.4 New appointments will normally be made at the minimum of the relevant grade, although this can be varied in exceptional circumstances, but having regard to the need for equal pay. From time to time it may be necessary to take account of the external pay market in order to attract and retain employees with particular experience, skills and capacity. Where necessary, the Council will ensure the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources available from within and outside the local government sector.

4. Senior Management Remuneration

- 4.1 For the purposes of this statement, senior management means 'chief officers' as defined within S.43 of the Localism Act. The posts falling within the statutory definition are set out below, with details of their basic salary as at 1st April 2012:
- a) **Managing Director**
The salary of the post is £137,000 per annum. The salary is a single 'spot' salary. There is no incremental range.
 - b) **Directors**
The salaries of the posts designated as Directors are £109,600 per annum. The salaries are single 'spot' salaries and have no incremental range.
 - c) **Assistant Directors**
The salaries of the posts designated as Assistant Directors have six incremental points ranging from £74,220 to £82,304 per annum. Incremental progression will take place on 1st April each year subject to paragraph 6.1 below.
 - d) An Interim Director of Children's Services has been in place since 1 August 2011 and will be deleted upon appointment to the Director of

Children and Family Services. It has five incremental points ranging from £88,000 to £94,473 per annum. Incremental progression will take place on 1st April each year subject to paragraph 6.1 below.

5. Recruitment of Chief Officers

5.1 The Council’s policy and procedures with regard to recruitment of chief officers is set out within the Officer Employment Procedure Rules as set out in Part 4, Section 8 of the Constitution. When recruiting to all posts the Council will take full and proper account of its own Equal Opportunities, Recruitment and Redeployment Policies. The determination of the remuneration to be offered to any newly appointed chief officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment. Where the Council is unable to recruit to a post at the designated grade, it will consider the use of temporary market forces supplements in accordance with its relevant policies.

5.2 Where the Council remains unable to recruit chief officers under a contract of employment, or there is a need for interim support to provide cover for a vacant substantive chief officer post, the Council will, where necessary, consider and utilise engaging individuals under ‘contracts for service’. These will be sourced through a relevant procurement process ensuring the Council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service. The Council does not currently have any chief officers engaged under such arrangements.

6. Additions to Salary of Chief Officers

6.1 The Council does not apply any bonuses or performance-related pay to its chief officers. With the exception of progression through the incremental scale of the relevant grade being subject to satisfactory performance, which is assessed on an annual basis, the level of remuneration is not variable dependent upon the achievement of defined targets.

6.2 In addition to the basic salary set out above, details of other elements of ‘additional pay’ which are chargeable to UK Income Tax and do not solely constitute reimbursement of expenses incurred in the fulfillment of duties are as follows:

| Post / Tier of Post | Payment Details: |
|--|--|
| Managing Director | Details of Returning Officer Fees are attached at Appendix A |
| Managing Director, Directors and Assistant Directors | Casual Car User Mileage Rates are attached at Appendix B |
| Managing Director, | Personal protection of pay within defined parameters will apply where an |

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| Directors and Assistant Directors | individual is downgraded as a result of a re-structuring process for a period of up to 5 years. |
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7. Payments on Termination

- 7.1 The Council's approach to statutory and discretionary payments on termination of employment of chief officers, prior to reaching normal retirement age, is set out within its policy statement in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 and Regulations 12 and 13 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007.
- 7.2 Any other payments falling outside the provisions or the relevant periods of contractual notice shall, in respect of the Managing Director, Directors and Statutory Officers, be subject to a decision made by the Personnel Board which has otherwise delegated authority to approve such payments to other Chief Officers to the Managing Director.
- 7.3 The Council's policy is not to re-employ (or engage under a contract for services), for a period of at least 12 months after their employment with Telford & Wrekin Council ends, anyone who has been made redundant or who has left the Council in the interest of the efficiency of service where a severance payment has been made in accordance with the Council's policy under the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 or under Regulation 30 of the Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007, as amended.
- 7.4 Flexible retirement under Regulation 18 of the Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007, as amended, will be permitted as long as savings to fund the cost of such release are achieved.

8. Publication

- 8.1 Upon approval by the full Council, this statement will be published on the Council's Website. In addition, for senior employees where the full time equivalent salary is at least £50,000, the Council's Annual Statement of Accounts will include a note setting out the total amount of:
- salary, fees or allowances paid to or receivable in the current and previous year;
 - any bonuses so paid or receivable in the current and previous year;
 - any sums payable by way of expenses allowance that are chargeable to UK income tax;
 - any compensation for loss of employment and any other payments connected with termination;
 - any benefits received that do not fall within the above

- 8.2 This information will be listed individually by job title where the salary is £50,000 or more. Persons whose salary is £150,000 or more will be identified by name.

9. Lowest Paid Employees

- 9.1 The lowest paid persons employed under a contract of employment with the Council are employed on full-time (37 hour per week) equivalent salaries in accordance with the minimum spinal column point currently in use within the Council's grading structure. As at 1st April 2012, this is £12,312 per annum. The Council employs Apprentices who are not included within the definition of 'lowest paid employees' as they are employed under a Training Contract
- 9.2 The statutory guidance under the Localism Act 2011 recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton 'Review of Fair Pay in the Public Sector' (2010). The Hutton report was asked by Government to explore the case for a fixed limit on dispersion of pay through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organisation.
- 9.3 The pay levels within the Council as at 1st April 2012 define the multiple between the lowest paid (full time equivalent) employee and the Managing Director as 1:11 and; between the lowest paid employee and average Chief Officer as 1:7.
- 9.4 As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council will use available benchmark information as appropriate.

10. Accountability and Decision Making

- 10.1 In accordance with the Constitution of the Council, the Personnel Board is responsible for decision-making in relation to the recruitment, pay, terms and conditions and severance arrangements for employees of the Council.

LOCAL GOVERNMENT ACT 1972**Unitary Council – Electoral Fees**

Scale of Fees and Disbursements for County Council Elections with effect from 1st April 2009.

PART A – RETURNING OFFICER’S FEES

Fee for conducting the election and generally performing the duties required by an enactment relating to the election or poll and including all expenses other than those specifically mentioned in Part ‘C’ below.

| | | £ |
|----|---|--------|
| 1. | <u>Uncontested Elections</u> For each ward | 134.00 |
| 2. | <u>Contested Elections</u> For each ward | 234.00 |
| 3. | <u>Declaration of Results</u> To the Deputy Returning Officer in charge of counting the votes and declaring the result (or where this function is performed by the Returning Officer personally, to the Returning Officer) For each ward | 99.00 |

PART B – PAYMENTS TO STAFF

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| 4. | <u>Presiding Officers</u> For each Presiding Officer (to include all expenses other than travelling expenses) Note: 1. Where county and parish elections or a parish poll are held on the same day the fee payable to the Presiding Officer shall be as stated in the Council’s scale of fees for parish elections | 195.00 |
| 5. | <u>Poll Clerks</u> (i) For each full time Poll Clerk (to include all expenses other than travelling expenses) (ii) part time or evening poll clerks Notes: 1. An additional poll clerk may be employed at any polling station where there are more than 700 electors assigned | 115.00 7.00 per hour |

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| | 2. Where county and parish elections or a parish poll are held on the same day the fees payable to poll clerks shall be as stated in the Council's scale of fees for parish elections | |
| 6. | <p><u>Counting Assistants & Supervisors</u></p> <p>(i) For each Counting Assistant (not exceeding two for each 500 electors on the register) For the first two hours For each additional hour or part thereof (to include all expenses other than travelling expenses)</p> <p>(ii) For each Counting Supervisor other than a person acting as Deputy Returning Officer (to include all expenses other than travelling expenses): For the first two hours For each additional hour or part thereof</p> | <p>45.00 10.00</p> <p>30.00 9.00</p> |
| 7. | <p><u>Postal Votes</u></p> <p>For the remuneration of persons employed for the issue and receipt of postal ballot papers:</p> | 10.00 per hour or part thereof |
| 8. | <p><u>Clerical Allowance</u></p> <p>For the employment of staff for clerical or other assistance or the payment of honoraria to staff other than the Returning Officer who undertake additional duties or overtime in connection with The election or poll (as the case may be):</p> <p>For each ward</p> | 149.00 |

PART C – OTHER DISBURSEMENTS

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| 9. | <p><u>Travelling Expenses</u></p> <p>Returning Officer, Deputy Returning Officer, Presiding Officers, Poll Clerks and Counting Assistants</p> | <p>Either:</p> <ul style="list-style-type: none"> • Actual and necessary cost of public transport; • Own car mileage rates on District Council scale; or Actual and necessary costs of hire (subject to prior approval by the Returning Officer) |
| 10. | <p><u>Printing, Stationery and Publishing Costs</u></p> <p>(i) Printing and providing ballot papers</p> <p>(ii) Purchase of Registers of Electors</p> <p>(iii) Printing and providing all other notices, nominations and other documents required in and about the Election</p> <p>(iv) Payment of persons for the distribution</p> | <p>Actual costs</p> <p>Actual costs</p> <p>Actual costs</p> |

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| | and posting of notices | Actual costs |
| | (v) All other general stationery, telephone calls, bank charges and miscellaneous expenses | Actual costs |
| 11. | <u>Hire and Fitting up of Premises</u> | |
| | (i) for hire or necessary fitting up of rooms or buildings for polling and counting (including the hire of any portable buildings) or expenses for use of such room or building | Actual costs |
| | (ii) For constructing a polling station with fittings and compartments including: <ul style="list-style-type: none"> - Purchase, hire and repair of polling screens - Delivery and collection of polling screens; and - All other expenses of and incidental thereof | Actual costs |
| | (iii) Payment of compensation in consequence of the cancellation of functions in order to make suitable premises available for polling stations or for the counting of votes | Actual costs |
| 12. | <u>Ballot Boxes</u> | |
| | Purchase, hire and repair of ballot boxes | Actual costs |

Note All fees payable in accordance with this schedule will be increased with effect from 1st April each year by such percentage as is equal to the percentage increase in the salaries for APT&C staff or where that amount has not yet been determined, by a reasonable estimate of the likely amount, subject to subsequent adjustment. Fees correct as at 1st April 2009

LOCAL GOVERNMENT ACT 1972

Parish Councils – Electoral Fees

Scale of Fees and Disbursements for Parish Council Elections and Polls consequent upon a Parish Meeting – with effect from 1 April 2009.

PART A – RETURNING OFFICER’S FEES

Fee for conducting the election or poll, and generally performing the duties requires by any enactment relating to the election or poll and including all expenses other than those specifically mentioned in part 'C' below:

| | | £ |
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| 1. | <u>Uncontested Parish Elections</u> | |
| | (i) For each parish or where the parish is divided into wards, for each ward | 50.00 |
| 2. | <u>Contested Parish Elections</u> | |
| | (i) For each parish or where the parish is divided into wards, for each ward | 100.00 |
| 3. | <u>Polls Consequent on a Parish Meeting</u> | |
| | (i) Where official notice of a poll has been received but no poll is taken in consequence of the withdrawal of a candidate or otherwise | 23.00 |
| | (ii) For every poll taken for the election of the chairman of a parish meeting or for an appointment to any other office | 54.00 |
| | (iii) For every poll taken consequent on a parish meeting on any question other than as mentioned in paragraph 3(ii) | 54.00 |
| | (iv) In the case of a poll to which either paragraph 3(ii) or (iii) applies, for each additional polling station after the first | 11.00 |
| | Notes: 1. If a poll is taken on the same date in any parish on more than one question then only one fee shall be charged under paragraph 3(iii) 2. If polls are taken on the same day in any parish for the election or appointment of persons to more than one office, then separate fees shall be payable under paragraph 3(ii) for each poll 3. Where polls are taken in any parish on the same day for the election or appointment of persons to any office <u>and</u> on any other questions consequent on a parish meeting, separate fees shall be payable under paragraphs 3(ii) and (iii) but only one fee shall be payable under paragraph 3(iv) in respect of each additional polling station | |

PART B – PAYMENTS TO STAFF

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| 4. | <p><u>Presiding Officers</u></p> <p>For each Presiding Officer (to include all expenses other than travelling expenses):</p> <p>(i) Parish Election 195.00</p> <p>(ii) Parish Poll 41.00</p> <p>(iii) Additional fee where two or more elections (County & Parish) or an election (County or Parish) and a poll are held on the same day 58.00</p> <p>(iv) Additional fee where two or more parish polls are held on the same day 20.00</p> <p>Notes:</p> <p>1. Where more than two parish polls are held on the same day then only one additional payment will be made under paragraph 4(iv)</p> <p>2. Where County elections, parish elections and one or more parish polls are held on the same day, only one additional fee shall be payable under paragraph 4(iii) and there shall be no payment under paragraph 4(iv)</p> | |
| 5. | <p><u>Poll Clerks</u></p> <p>For each Poll Clerk (to include all expenses other than travelling expenses):</p> <p>(i) Parish Election 115.00</p> <p>(ii) Parish Poll 30.00</p> <p>(iii) Additional fee where two or more elections (County & Parish) or an election (County or Parish) and a poll are held on the same day 39.00</p> <p>(iv) Additional fee where two or more parish polls are held on the same day 15.00</p> <p>(v) Part-time or evening Poll Clerks 7.00 per hour</p> <p>Notes:</p> <p>1. Where more than two parish polls are held on the same day then only one additional payment will be made under paragraph 6(iv)</p> <p>2. Where County elections, parish elections and one or more parish polls are held on the same day, only one additional fee shall be payable under paragraph 5(iii) and there shall be no payment under paragraph 5(iv)</p> <p>An additional poll clerk may be employed at any polling station where there are more than 700 electors signed</p> | |
| 6. | <p><u>Deputy Returning Officers, Counting Assistants & Supervisors</u></p> <p>(i) Deputy Returning Officer in charge of counting 43.00</p> | |

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| | <p>votes and declaring the result of an election or poll (including and Presiding Officer appointed to act in this capacity) per each parish or where the parish is divided into wards for each ward</p> <p>(ii) For each Counting Supervisor other than a person acting as Deputy Returning Officer (to include all expenses other than travelling expenses): For first two hours 45.00 For each additional hour or part thereof 10.00</p> <p>(iii) For each Counting Assistant (not exceeding two for each 500 electors on the Register) For first two hours 30.00 For each additional hour or part thereof 9.00</p> | |
| 7. | <u>Postal Votes</u> For the remuneration of persons employed for the issue and receipt of postal ballot papers: | 10.00 per hour or part thereof |
| 8. | <u>Clerical Allowance</u> For the employment of staff for clerical or other assistance or the payment of honoraria to staff other than the Returning Officer who undertake additional duties or overtime in connection with the election or poll (as the case may be): For each parish or where the parish is divided into wards, for each ward | 95.00 |

PART C – OTHER DISBURSEMENTS

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| 9. | <u>Travelling Expenses</u> Returning Officer, Deputy Returning Officer, Presiding Officers, Poll Clerks and Counting Assistants | <p>Either:</p> <ul style="list-style-type: none"> • Actual and necessary cost of public transport; • Own car mileage rates on County Council scale; or • Actual and necessary costs of hire (subject to prior approval by the Returning Officer) |
| 10. | <u>Printing, Stationery and Publishing Costs</u> | |
| | (vi) Printing and providing ballot papers | Actual costs |
| | (vii) Purchase of Registers of Electors | Actual costs |
| | (viii) Printing and providing all other notices, nominations and other documents required in and about the Election | Actual costs |
| | (ix) Payment of persons for the distribution and posting of notices | Actual costs |

| | | |
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| | (x) All other general stationery, telephone calls, bank charges and miscellaneous expenses | Actual costs |
| 11. | <u>Hire and Fitting up of Premises</u> | |
| | (iv) for hire or necessary fitting up of rooms or buildings for polling and counting (including the hire of any portable buildings) or expenses for use of such room or building | Actual costs |
| | (v) For constructing a polling station with fittings and compartments including: <ul style="list-style-type: none"> - Purchase, hire and repair of polling screens - Delivery and collection of polling screens; and - All other expenses of and incidental thereof | Actual costs |
| | (vi) Payment of compensation in consequence of the cancellation of functions in order to make suitable premises available for polling stations or for the counting of votes | Actual costs |

All fees payable in accordance with this schedule will be increased with effect from 1st April each year by such percentage as is equal to the percentage as is equal to the percentage increase in the salaries for APT&C staff or where that amount has not yet been determined, by a reasonable estimate of the likely amount, subject to subsequent adjustment. Fees correct as at 1st April 2009

APPENDIX B

NATIONAL JOINT COUNCIL FOR LOCAL GOVERNMENT SERVICES

Employers' Secretary:

Sarah Messenger
Local Government House, Smith Square
London, SW1P 3HZ
Tel: 020 7187 7373 Fax: 020 7664 3030

**TRADE UNION
SECRETARIES**

Peter Allenson, UNITE
Brian Strutton, GMB
Heather Wakefield, UNISON

Address for union correspondence:

1 Mabledon Place
London, WC1H 9AJ
Tel: 0845 3550845
Fax: 020 7551 1195

TO: CHIEF EXECUTIVES IN ENGLAND, WALES & N IRELAND
(WITH COPIES FOR HR DIRECTOR & FINANCE DIRECTOR)

Members of the National Joint Council
Provincial/Associated Joint Secretaries
Local Authority Associations' Secretaries

12 April 2010

Dear Chief Executive,

NJC CIRCULAR 1/10

NJC CAR ALLOWANCES 2010/11

1. 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:

| | <u>451 - 999cc</u> | <u>1000 - 1199cc</u> | <u>*1200+</u> |
|-------------------------------|--------------------|----------------------|---------------------------------|
| <u>Essential Users</u> | | | <i>No Longer Applicable</i> |
| 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 |
| <u>Casual Users</u> | | | |
| per mile first 8,500 | 46.9p | 52.2p | 65.0p |
| per mile after 8,500 | 13.7p | 14.4p | 16.4p |

Yours sincerely,



Sarah Messenger



Pete Allenson

**BRIAN
STRUTTON**

Brian Strutton



Heather Wakefield

Joint Secretaries