

# Civil Service Conciliation and Arbitration Scheme

## General Council Report 1445

(Meeting/s of 18 November 2003, 25 March 2004, 20 April 2004, 18 May 2004, 9 July 2004, 28 July 2004)

### Travel and Subsistence claims at General Council

1. The Staff Side are seeking an increase in the Domestic Subsistence Rates with effect from 1 January 2004 on the basis of the agreed formula. (Panel)

2. That Mileage Rates be increased with effect from 1 January 2004 on the basis of the agreed formula. (Panel)

3. That the methodology and constituent elements of the formulae used to determine civil service mileage and domestic subsistence allowances, and revisions of those allowances, be amended. (Official Side)

4. That revision of motor mileage allowances and domestic subsistence allowances should, in future, take place without any element of retrospection. (Official Side)

5. That subsistence payments be made to all officers who spend in excess of five hours from the office on official duties, irrespective of distance from the office. (Staff Side)

1. Negotiations on the above 4 claims have been ongoing for some time now. Based on the progress to date the Staff Side has asked for an interim agreed report outlining progress to date and setting out where agreement has been reached.

2. Both sides have agreed to continue meaningful negotiations on the Official Side's claims based on the actions and principals agreed and set out in Appendix 1, the intention being that these negotiations should conclude by October 2004. In any event both sides agree that the negotiations will be brought to a conclusion within the procedures of the scheme for Conciliation and Arbitration.

3. Arising from negotiations to date the Domestic Subsistence Rates will be increased in accordance with the existing formula agreed in 1978 as set out in paragraph 4. The domestic subsistence rates are calculated by reference to

the changes in the accommodation prices in an agreed list of 100 hotels. 9 hotels had to be replaced in the list of 100 this year. 2 hotels should have been removed from the list but were retained as there were no appropriate alternatives. The changed hotels are set out in Appendix 2 (Appendix 2).

4. As a result of the changes in the price of accommodation since last year the day and night subsistence allowances fall to be increased by the 1.78%. The increases will take effect from 1 September 2004. The amended rates are set out in Appendix 3.

5. Retrospection will no longer apply to adjustments in Domestic Subsistence rates in future years with rate changes taking effect from 1 July of the relevant year. The Staff Side have agreed in principle to the same arrangements for motor mileage rates.

6. The Class C overnight subsistence rate will cease to apply from 1 September 2004. The B rate will subsequently apply to staff in grades currently entitled to the C rate.

7. This interim agreed report was adopted on 28 July 2004.

### **Appendix 1 to Agreed Report 1445**

#### **Proposals for resolution of current general Official and Staff Side claims concerning Mileage and Subsistence Payments**

The following interim arrangements to be implemented pending, and without prejudice to, the outcome of the discussions provided for below.

#### **Mileage**

- No Change in the current mileage rates in 2004.
- The mileage formula to be reviewed in further discussions between the Staff and Official Side, with a view to reaching agreement by October 2004.
- Annual reviews of mileage rates will be undertaken based on the revised

formula.

- Annual review discussions will be completed by end April at the latest.
- Future revisions of mileage rates will be effective from 1 July of the year in which the review takes place.

## **Subsistence**

The issues of the 15 mile limit for overnight subsistence (changes sought by Official Side) and the 5 mile rule for day subsistence (changes sought by Staff Side) will be considered in the context of the discussions provided for in this section

### ***Overnight Subsistence Rates***

- Apply the 2004 rate revisions using the existing formula, with effect from 1 September 2004.
- The existing formula will be retained for future annual reviews of the B overnight rate.
- Annual review discussions will be completed by end April at the latest.
- Rate revisions will be effective from 1 July in future years.
- The C overnight rate to be abolished with effect from 1 September 2004.
- The A overnight rate will increase by 40% of the revision applied under the annual review to the B rate, until such time as parity between the two rates occurs. A single rate will subsequently apply to all grades.

### ***Day Subsistence Rates***

- Apply the 2004 rate revisions using the existing formula, with effect from 1 September 2004.
- Rate revisions will be effective from 1 July in future years.
- The formula for day subsistence to be reviewed in further discussions between the Staff and Official Sides with a view to reaching agreement by October 2004.
- Annual revisions of day subsistence rates will be undertaken based on the formula emerging from these discussions.

Department of Finance  
July 2004

Agreed report, recording agreement.

This report was adopted on 28 July 2004