

CIVIL SERVICE CONCILIATION AND ARBITRATION SCHEME

General Council Report 962

(Meeting of 26 May 1982)

Revision of Travelling and Subsistence Regulations

1. On 19 December 1979 the Staff Side presented a revised draft of the travelling and subsistence regulations.
2. The Official Side also reviewed the existing regulations and sent their draft to the Staff Side on 20 June 1980.
3. The Official Side's draft was discussed at sub-committee meetings of the General Council on seven occasions between 4 November 1980 and 4 November 1981. Following these discussions it was agreed to recommend acceptance of the sub-committee's report and the revised draft circular on the regulations governing the payment of travelling and subsistence allowances.
4. This report was adopted on 21 June 1982.

CIVIL SERVICE CONCILIATION AND ARBITRATION SCHEME - REPORT OF
SUB-COMMITTEE OF THE GENERAL COUNCIL

Revision of Travelling and Subsistence Regulations

1. The first meeting of the sub-committee was held on 4 November 1980. Subsequent meetings were held on 20 January, 3 February, 17 February, 11 March and 24 March 1981 at which discussions on the first Official Side draft took place. Following these discussions a revised draft circular was sent to the Staff Side on 14 May 1981.

2. The provisions of the original draft circular were fully discussed at the above meetings and the following minor amendments were subsequently agreed.

3. Paragraph 5 (2) (b)

The Staff Side said that paragraph 5 (2) (b) was unnecessary because if an officer is authorised to use his car on official business, it automatically follows that there is no suitable public transport available. The Official Side stated that they were reluctant to delete paragraph 5 (2) (b). However, it was agreed that a distinction should be made between officers who travel occasionally and those who are "required" to use their cars. Consequently paragraph 5 was amended accordingly.

4. Paragraphs 13 and 14

The Staff Side said that paragraphs 13 and 14 should be deleted and the following substituted - "Travelling expenses should be payable from the starting point of a journey". They also said that sometimes confusion arose as to whether an officer should be paid from home or headquarters. The Official Side said that the two paragraphs referred to were clear and that Personnel Officers should have no difficulty in interpreting them.

After further discussion the two paragraphs as originally drafted were agreed.

5. Paragraph 15

The Staff Side said that they were very much opposed to the increase in the distance from 5 to 20 miles within which a night subsistence rate would not be payable. They instanced some cases where an officer absent at a place within 20 miles of his home or headquarters could not get home and said that this was particularly so where an officer worked irregular hours or if no public transport was available.

The Official Side said that it was not unusual in present circumstances for a person to travel 20 miles to his work. After further discussion the Official Side offered to reduce the limit to 15 miles which was agreed to by the Staff Side.

6. Paragraphs 17 and 18

The Staff Side expressed their dissatisfaction with paragraphs 17 and 18. They pointed out that even within the 5 mile limit it was impossible for some field officers to get home at lunchtime and in the circumstances they wanted this limit deleted.

The Official Side said they could not agree to the deletion of the 5 miles limit or indeed to its reduction.

Following further discussion both paragraphs as originally drafted were agreed to by the Staff Side.

7. Paragraphs 20 and 21

The Staff Side expressed their dissatisfaction with paragraphs 20 and 21. They wanted normal rate to apply for the full period of absence on a "visit of inspection or inquiry". They said that it was unreasonable to expect officers to move into cheaper accommodation and that the cost of paying the normal rates for the duration of the visit would be minimal.

After lengthy discussions the Official Side said that they were prepared to make certain improvements in their original draft on condition that agreement could be reached on other paragraphs. They offered the following improved terms in paragraph 20 and these rates were accepted by the Staff Side.

20 (1) FOR VISITS OF INSPECTION OR INQUIRY

- (a) Normal rate for first fourteen nights
- (b) reduced rate for next twenty-one nights
- (c) detention rate for next twenty-eight nights
- (d) thereafter the provisions set out in paragraph 21 will apply

20 (2) FOR TEMPORARY TRANSFERS

- (a) Normal rate for first fourteen nights
- (b) reduced rate for next fourteen nights
- (c) detention rate for next twenty-eight nights
- (d) thereafter the provisions set out in paragraph 21 will apply

Paragraph 21 was then agreed.

8. Paragraph 22

The Staff Side said that in the present regulation (paragraph 11 (c) of Circular 28/36) a special subsistence rate of half the appropriate day allowance was payable to an officer who was able to travel between his home and his temporary headquarters. This allowance was not provided for in the Official Side's original draft.

The Official Side agreed to amend paragraph 22 to allow for a payment of a day allowance on the same basis as that which previously applied.

9. Paragraph 25

The Staff Side argued for the deletion of this paragraph. They said that because an officer came home at weekends he was not paid subsistence allowance

and consequently should not be penalised by reckoning the nights spent at home for the purposes of reduction of subsistence allowance.

The Official Side pointed out, however, that the payment for the journey home was in lieu of subsistence at his detached station and consequently the nights spent at home should be reckoned.

Following further discussion the Staff Side agreed to accept the paragraph as drafted.

10. Paragraph 33

The Staff Side suggested that an officer should be recouped any extra expense incurred in consequence of his being admitted to a hospital or other institution while away from home on official business.

The Official Side said that the circular only covered the subsistence costs of an officer. However, any claim for such expenses could be examined separately.

11. Paragraphs 35, 36 and 37

The Staff Side suggested that these paragraphs be deleted. They said that the one rate of subsistence should apply to all officers. The Official Side said that the question of reducing the number of subsistence class was under consideration and that further information was needed with regard to the cost before a decision would be taken.

It was agreed however that the issue of the revised circular should not be delayed pending the outcome of the discussions on the classes of subsistence or other matters which the Staff Side might wish to raise in the future.

12. The foregoing amendments should be effective from a current date.