

Reference No: E105/11/75; **Date:** 09/04/76

09/04/1976 LP:- Rate of subsistence allowance payable to Higher Executive Officers and Executive Officers while engaged on official business abroad

Dear Personnel Officer

At present Higher Executive Officers and Executive Officers (on the upper range of the salary scale) are paid subsistence allowance at the Class B rate while on duty abroad except when accompanying an officer entitled to Class A rate when they also may be paid that rate.

The Staff Side claimed at General Council that HEOs and EOs who travel abroad on official business should be paid at Class A rate whether or not the claimant was accompanying a senior officer. A summary of the ensuing discussion follows.

"The Staff Side claimed that the circumstances which exist in relation to foreign travel are much different from those which pertain in the case of home travel. Where an officer travels abroad he has no option as to the hotel in which he stays or the places in which he eats. For the purpose of attendance at meetings abroad, APs and HEOs have, to a high degree, become interchangeable. There should not, therefore, in the Staff Side's view, be any difference between the rate of subsistence payable to HEOs and APs in respect of foreign travel.

The Official Side stated that an officer who travels to a meeting abroad is normally paid subsistence at conference rate and his hotel costs are always met in full. The only point at issue was, therefore, whether the meal element to be paid to a HEO or EO i.e. two-thirds the normal subsistence rate, should be at the Class A rate as for officers of AP and upwards or at the rate appropriate to the HEO or EO grade. In view of the case put forward by the Staff Side, the Official Side were prepared to agree that HEOs and EOs who travel to meetings abroad on their own should be paid subsistence at Class A rate. The arrangement would not extend to a journey made for the purpose of (1) attending a training course, (2) a familiarisation visit (3) fact-finding or otherwise securing information (4) attending a seminar or meeting held solely to exchange information.

Following discussion it was agreed to recommend that, with effect from 7 May 1975, and subject to the exceptions mentioned in the preceding paragraph, HEOs and EOs should, in respect of foreign travel, be paid subsistence at the Class A rate".

The agreed recommendation has been accepted and I am to request you to give effect to it from 7 May 1975.

Yours sincerely
John Whelan