

Proposed Changes to Staff Terms and Conditions

14 March 2016

Phase 1 - planned implementation by June 2016

Terms & Conditions	Current Situation	Proposal
<p><u>Proposal 1</u></p> <p>Essential Car User Allowance (ECUA)</p> <p>No of staff receiving this: 117 (22% of staff)</p>	<p>The Essential Car User Allowance (ECUA) is based on the National Joint Council (NJC) scheme. The national scheme was originally developed many years ago in order to support staff who were required to purchase a car in order to undertake their duties; this was essentially because their job required them to undertake a significant amount of mileage per annum or they were required to carry bulky equipment in order to carry out their job. Eligible employees receive an annual lump sum at one of 3 rates, based on car engine size as follows:</p> <ul style="list-style-type: none"> • 451-999cc - £846 per annum • 1000-1199cc - £963 per annum • 1200 cc & above - £1,239 per annum. <p>(These rates may differ for TUPE transferred in staff)</p> <p>In some cases the ECUA has been used as a staff retention/attraction incentive. This is contrary to its purpose.</p>	<p>The ECUA has been identified as a key saving as part of the overall review.</p> <p>It is proposed that the ECUA should be withdrawn for all staff for the following reasons:</p> <ul style="list-style-type: none"> • It will realise significant savings for the Council • It is in line with modernised working practices as there is a business expectation that individuals who regularly travel as part of their day to day job will have access to a vehicle in order to efficiently carry out their contractual duties • Individuals will continue to receive recompense in the form of mileage rates; for a small amount of staff .this may mean an increase in the amount that they can claim per mile • The removal of the allowance will mean that all car users are treated the same • The change will mean that Warwick District Council is in line with other councils in not offering ECUA - 65% of Councils surveyed in LGA T&C Survey Dec 2014 no longer offer ECUA • 30 individuals (25% of those receiving it) receive ECUA despite doing less than 500 miles per year which is

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		<p>unreasonable</p> <p>New ways of working will need to be considered as well as improved management of mileage and travel by line managers and staff E.g. review of the need to travel on Council business.</p> <p>Savings achieved = £92,600</p> <p><i>A number of different "buy out" offers have been put to the Unions. The latest proposal to recompense staff currently receiving ECUA is to recommend that staff have a choice in how they would receive the 'buy out' over 2 or 3 years as follows:</i></p> <p><u><i>Option A – 2 years</i></u></p> <p><i>June 2016 - March 2017 = 100% of current ECUA paid</i></p> <p><i>April 2017 - March 2018 = 100% of current ECUA paid</i></p> <p><i>April 2018 = ECUA withdrawn</i></p> <p><u><i>Option B – 3 years</i></u></p> <p><i>June 2016 - March 2017 = 100% of current ECUA paid</i></p> <p><i>April 2017 - March 2018 = 66% of current ECUA paid</i></p> <p><i>April 2018 – March 2019 = 33% of current ECUA paid</i></p> <p><i>April 2019 = ECUA withdrawn</i></p> <p><i>The 2/3 year buy out option will only be paid if individuals agree to use their own car for WDC business.</i></p>

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<p><u>Proposal 2</u></p> <p>Essential Car User (ECU) Mileage Rates</p> <p>No of staff claiming this: 117 (22% of staff)</p>	<p>Essential car users are currently eligible to claim for business mileage based on the engine size of their car as follows:</p> <ul style="list-style-type: none"> • 451-999cc – 36.9p for first 8,500 miles, 13.7p thereafter • 1000-1199cc – 40.9p for first 8,500 miles, 14.4p thereafter • 1200 cc & above – 50.5p for first 8,500 miles, 16.4p thereafter <p>(These rates may differ for TUPE transferred in staff)</p>	<p>It is proposed that the Essential Car User Mileage Rates should be amended for all staff to the HMRC rate of 45p per mile claimed (25p above 10,000 miles) regardless of engine size or type of car eg electric, for the following reasons:</p> <ul style="list-style-type: none"> • The change will mean that Warwick District Council is in line with other councils in offering the HMRC rate - 38% of Councils surveyed in LGA T&C Survey Dec 2014 pay HMRC rates for all claims • Staff will no longer be taxed on the difference between the claimed rate and the HMRC rate • The change in the rate will mean that all car users are treated the same <p>NB HMRC advises that electric car mileage rates should be reimbursed at the same rate as other mileage rates as the rates are not fuel dependent</p> <p>However, management acknowledge the comments relating to a need for increased management and staff controls on mileage and non-essential journeys</p> <p>Savings achieved (proposals 2 & 3) = £12,300</p>

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<p><u>Proposal 3</u></p> <p>Casual Car User (CCU) Mileage Rates</p> <p>No of staff claiming this:105 (20% of staff)</p>	<p>Casual Car Users are eligible to claim for business mileage based on the engine size of their car as follows:</p> <ul style="list-style-type: none"> • 451-999cc – 46.9p for first 8,500 miles, 13.7p thereafter • 1000-1199cc – 52.2p for first 8,500 miles, 14.4p thereafter • 1200 cc & above – 65p for first 8,500 miles,16.4p thereafter <p>(These rates may differ for TUPE transferred in staff)</p>	<p>It is proposed that the Casual Car User Mileage Rates should be amended for all staff to the HMRC rate of 45p per mile claimed (25p above 10,000 miles) regardless of engine size or type of car e.g. electric, for the following reasons:</p> <ul style="list-style-type: none"> • The change will mean that Warwick District Council is in line with other councils in offering the HMRC rate - 38% of Councils surveyed in LGA T&C Survey Dec 2014 pay HMRC rates for all claims • Staff will no longer be taxed on the difference between the claimed rate and the HMRC rate • The change in the rate will mean that all car users are treated the same • Car mileage policy to be clarified to ensure all staff claim on a uniform basis, eg how much to claim when going directly to an appointment from home. <p>NB HMRC advises that electric car mileage rates should be reimbursed at the same rate as other mileage rates as the rates are not fuel dependent</p> <p>However, management acknowledge the comments relating to a need for increased management and staff controls on mileage and non-essential journeys</p> <p>Savings achieved (proposals 2 & 3) = £12,300</p>

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<p><u>Proposal 4</u></p> <p>Mileage rate for Cycling on Council Business</p>	<p>Currently there is no reimbursement for mileage incurred whilst cycling on Council business.</p> <p>This is designed to complement the Cycle to Work Scheme which is being launched in January 2016</p>	<p>It is proposed to introduce a mileage rate at the HMRC rate of 20p per mile for mileage incurred when using a bicycle on Council business</p> <p>However, management confirm that there would be an expectation that cycling for business use purposes is only conducted when it is reasonable to do so and it supports service delivery needs</p>
<p><u>Proposal 5</u></p> <p>Mileage rate for using a Motorbike on Council Business</p>	<p>Currently staff are eligible to claim for use of a Motorcycle Allowance on council business, based on a percentage of the mileage allowance for a 999cc car as follows:</p> <ul style="list-style-type: none"> • 451-999cc – 10.725p for first 8,500 miles, 3.325p thereafter • 1000-1199cc – 11.725p for first 8,500 miles, 3.4p thereafter • 1200 -1450cc – 14.675p for first 8,500 miles, 3.95p thereafter <p>(These rates may differ for TUPE transferred in staff)</p>	<p>It is proposed to increase the mileage rate to the current HMRC rate of 24p per mile regardless of engine size for the following reasons:</p> <ul style="list-style-type: none"> • The change will mean that Warwick District Council is in line with other councils in offering the HMRC rate • Staff will no longer be taxed on the difference between the claimed rate and the HMRC rate • The change in the rate will mean that all motorbike users are treated the same <p>However, management confirm that there would be an expectation that using a motorbike for business use purposes is only conducted when it is reasonable to do so and it supports service delivery needs</p>
<p><u>Proposal 6</u></p> <p>Car Parking Passes and Charging for Parking Passes</p>	<p>Currently all staff are entitled to receive a free car parking pass which enables them to park at Riverside House and certain other designated Council owned car parks in</p>	<p>It is proposed that staff retain a car parking pass as they currently are but they are made non-contractual pending the office</p>

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<p>No of staff receiving this: 400 (77% of staff)</p>	<p>the District.</p>	<p>relocation</p> <p>The current car parking arrangements ie spaces, passes and car parks remain unchanged.</p> <p>WDC Terms and Conditions are either contractual (the majority) or non-contractual. This proposal changes the current car parking arrangements to being offered on a non-contractual basis due to the pending relocation when car parking will be reviewed.</p>
<p><u>Proposal 7</u></p> <p>Weather wear/ PPE (Personal Protective Equipment) Allowances</p> <p>No of staff receiving this:47 (9% of staff)</p>	<p>Currently some staff receive an allowance of £3.62 per month to recompense them for purchasing PPE</p>	<p>Although there are minimal savings to be gained from this, it is proposed that the Weather wear/PPE Allowance be withdrawn for staff for the following reasons:</p> <ul style="list-style-type: none"> • The Allowance is inconsistently applied and no longer relevant • Uniform or protective equipment is purchased for staff when necessary <p>However, there is an understanding that staff will be provided with the necessary PPE to fulfil the role on a risk assessed basis</p> <p>Savings achieved = £350</p>
<p><u>Proposal 8</u></p> <p>Homeworking Allowance</p> <p>No of staff receiving this: 13 (2% of staff)</p>	<p>Currently staff who work all their time from home receive an Allowance of £25 per month</p>	<p>It is proposed that the Homeworking Allowance be withdrawn for staff for the following reasons:</p> <ul style="list-style-type: none"> • This payment was made when homeworking was first introduced. It is less relevant now, particularly as the Council moves towards relocation and more flexible ways of working

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		<ul style="list-style-type: none"> • Staff do derive other benefits from home working, including flexible working hours and savings from travelling from home to Council owned premises • Arrangements will be made for those staff who choose to no longer work from home to work from Council premises <p>However, existing staff currently working at home and receiving an allowance will have the choice to continue to work from home or attend an office if they prefer</p> <ul style="list-style-type: none"> • Savings achieved = £5,000
<p><u>Proposal 10</u></p> <p>Land line Telephone Line Rental and Broadband</p> <p>No of staff claiming this: 14 (3% of staff)</p>	<p>A number of staff are currently reimbursed for land line telephone line rental and broadband rental. Some of these staff are also receive a work mobile telephone</p>	<p>It is proposed that the reimbursement for landline telephone line rentals and broadband rental be withdrawn for staff for the following reasons</p> <ul style="list-style-type: none"> • To provide consistency across the Council • No longer relevant to current circumstances as mobile telephones are provided for staff who require them. <p>However, staff who require telephone access should be provided with a mobile phone</p> <p>Savings achieved = £3,000</p>
<p><u>Proposal 11 a</u></p> <p>Queen’s Garden Party tickets</p>	<p>The Council is invited annually to nominate 4 representatives to attend the Queen’s Garden Party - currently the Chairman attends with people</p>	<p>Proposal to reward long service of 20 years and above by annually selecting 4 names out of a draw of staff or Councillors to attend the Garden Party (any individual can</p>

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	of his/her choice	only attend on one occasion)
<p><u>Proposal 12</u></p> <p>Subsidised Sports Facilities</p> <p>No of staff having reduced fees: 25 (5% of staff)</p>	<p>At present staff are entitled to a reduced fee for use of WDC Sports Facilities on payment of a subscription as well as free swims at Council pools from 12-2pm on Tuesdays</p>	<p>Proposal to retain Subsidised Sports facilities for staff as they are currently but to make non-contractual</p> <p>The current subsidised sports facilities remain unchanged.</p> <p>However, the proposal is to change contractual arrangements to retain on a non-contractual rather than contractual basis pending the Leisure Development review.</p> <p>WDC Terms and Conditions are either contractual (the majority) or non-contractual. This proposal changes the current subsidised sports facility arrangements to being offered on a non-contractual basis due to the pending Leisure Development review.</p> <p>Alternative options will be explored as part of the Health and Wellbeing agenda</p>

Phase 2 – planned implementation by April 2017.

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<p><u>Proposal 13</u></p> <p>Enhanced overtime payments</p>	<p>At present, overtime can be paid up to and including SCP 35 (top of E2) in accordance with the Local Conditions. In exceptional circumstances and only with Chief Executive</p>	<p>It is proposed to pay in line with the National Conditions of Service (Green Book) i.e. only pay enhancements to staff up to and including SCP 28 for the following reasons:</p> <ul style="list-style-type: none"> • There are variations in which staff

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	<p>prior approval, overtime may be paid to staff above E2 (i.e. Grade D and above) at a rate based on the maximum of Grade E2 (SCP 35).</p> <p>National Conditions state that up to SCP 28 it is paid at the actual rate, plus time and a half and double time as appropriate. However WDC operates under Local Conditions which are up to SCP 35 Over SCP 35 is paid at the enhanced hourly rate for SCP 35.</p>	<p>receive this</p> <ul style="list-style-type: none"> • The Council is out of step with National Conditions of Service as to what pay scale point is allowed for the enhanced rate and the enhancement paid. • There is a requirement to review this alongside a review of the need for shift working and a redesign of how services are delivered. <p>Consultation is continuing and a report with recommendations will be submitted to a future Employment Committee</p>
<p><u>Proposal 14</u></p> <p>Use of Stand by payments</p> <p>No of staff claiming this: 22 (4% of staff)</p>	<p>Some Services require staff to be on Stand by for which they receive a payment. The payments vary according to which department they work in and which days of the week are spent on standby. Please see Appendix 2</p>	<p>It is proposed that Stand By payments are reviewed and possibly removed for the following reasons:</p> <ul style="list-style-type: none"> • There is inequality on amount of payments given to different groups of people • Not all standby payments are relevant to current and future demands. <p>Consultation is continuing and a report with recommendations will be submitted to a future Employment Committee</p>
<p><u>Proposal 15</u></p> <p>Subsistence Policy & Payments</p>	<p>Subsistence allowances are currently paid to staff who are prevented by their official duties from taking a meal at their home, or establishment where they normally take their meals.</p> <p>Currently rates that can be claimed are:</p>	<p>It is proposed that a Subsistence Policy review is undertaken including a review of criteria for claiming, amounts that can be claimed and review ability to claim without a receipt. This is for the following reasons:</p> <ul style="list-style-type: none"> • There is a lack of clarity around what can be claimed for • A review of rates is required to

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	<ul style="list-style-type: none">• Breakfast £7.01• Lunch £9.66• Tea £3.81• Evening Meal £11.96• Out of Pocket Expenses £5.49 per day, £22.06 per week No receipt is needed	ensure rates are still relevant Consultation is continuing and a report with recommendations will be submitted to a future Employment Committee
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