

APPENDIX A

CAR ALLOWANCES AGREEMENT

The Travelling Allowance effective from 01 April 2010, and Subsistence Allowances to be effective from 01 January 1997 are as follows.

TRAVELLING ALLOWANCES FROM 01 APRIL 2010

	451-999cc	1000-1199cc	1200-1450cc
<u>Essential User</u>			
Lump Sum per annum	£846	£963	£1,239
Per mile up to 8,500	36.9p	40.9p	50.5p
Per mile over 8,500	13.7p	14.4p	16.4p
<u>Casual Users</u>			
Per mile up to 8,500	46.9p	52.2p	65.0p
Per mile over 8,500	13.7p	14.4p	16.4p

SUBSISTENCE ALLOWANCES – EFFECTIVE FROM 01 JANUARY 1997

The rates applicable are as follows:

Where the total absence from the administrative centre is less than 24 hours:

Breakfast	£4.48
Lunch	£6.17
Tea	£2.43
Dinner	£7.64

APPENDIX B

ESSENTIAL CAR USERS CONDITIONS

1. Officers designated by Libraries NI as “Essential Users” are those whose duties are of such a nature that it is essential for them to have a motor car at their disposal whenever required for the official performance of their duties. In designating Essential Users Libraries NI will use a minimum annual mileage criteria. This will apply to the tenure of the assigned post and is not transferable.
2. The payment of a “lump sum” allowance is made on the understanding that:
 - (i) the officer is in possession of a current Driving Licence
 - (ii) the motor car is maintained in a roadworthy condition at all times
 - (iii) officers ensure that the car is covered by a current Policy of Insurance, permitting the use of the vehicle for business journeys and indemnifying Libraries NI against all third party claims (if an officer is in any doubt he/she should consult the insurance company or broker concerned)
 - (iv) officers ensure that the car exhibits in accordance with the Vehicle Excise Act (1972) a valid Road Fund Licence (Tax Disc).
3. Certificates of Insurance and Registration Books may be required for verification purposes. Requests for such documents must be met within a reasonable period.
4. Officers must advise their Supervisory Officer if they are found guilty of any motoring offence which may affect their capacity to fulfil their responsibilities or which is in breach of the conditions set out in paragraph 2 above.
5. Officers must not use their car as “Essential Users” if they are in breach of any of the conditions set out in paragraph 2 above.
6. Officers’ claims for travelling expenses incurred whilst in breach of any of these rules will be disallowed.
7. Officers may be subject to Disciplinary Action for failure to comply with any of the foregoing conditions.
8. Officers unable to execute their duties as a result of being in breach of these rules will be considered in breach of their contract of employment.

APPENDIX C

CASUAL CAR USERS CONDITIONS

1. Officers designated as “Casual Users” are those for whom it is desirable that a car should be available when required for the official performance of their duties.
2. The payment of a mileage allowance is made on the understanding that:
 - (i) the officer is in possession of a current Driving Licence
 - (ii) the motor car provided is in roadworthy condition
 - (iii) officers ensure that the car is covered by a current Policy of Insurance, permitting the use of the vehicle for business journeys and indemnifying Libraries NI against all third party claims
 - (iv) officers ensure that the car exhibits in accordance with the Vehicle Excise Act (1972) a valid Road Fund Licence (Tax Disc).
3. Certificates of Insurance and Registration Books may be required for verification purposes. Requests for such documents must be met within a reasonable period.
4. Officers are advised that they must not use their cars as “Casual Users” if they are in breach of any of the conditions set out in paragraphs 2(i), (ii), (iii) and (iv).
5. Officers’ claims for travelling expenses incurred whilst in breach of these rules will be disallowed.
6. Officers may be subject to Disciplinary Action for failure to comply with any of the foregoing conditions.