

Revised Car Mileage Scheme

Terms of the agreement reached between Management and Trade Unions

- The revised car mileage scheme is applicable to all Council employees, **except** Teachers, those employed under Soulbury Terms and Conditions and those employees who transferred from Solihull Care Trust on 1 April 2011.
- To differentiate between an essential car user and a user who may choose to use their vehicle on an occasional basis.
- An essential car user is defined as follows:
 - where the job demands make it operationally essential and there is a contractual requirement to make a suitable vehicle available to ensure that the requirements of the job can be discharged effectively.
 - without a suitable vehicle being made available, an employee would be unable to carry out the duties of their job effectively.
 - the majority of journeys cannot be undertaken using public transport.
- An essential car user will receive the following rates:

Annual Mileage	All Cars
First 10,000 miles	45p per mile
Over 10,000 miles	25p per mile

- In situations where an employee transports fellow employees, an additional 5 pence per passenger per business mile will be paid for work journeys.
- These mileage rates are approved by the HMRC and will be paid to employees without tax or national insurance being deducted. These rates will be reviewed in line with any changes in HMRC rates.
- An essential car user will have access to the Council's electric pool car/cycle pool where this is an appropriate and suitable form of transport.
- In situations where an employee is required to make an occasional journey and chooses to use their own vehicle, the mileage rates will be HMRC rates less 20%. This provides a current rate of 36p per mile and will be protected for all existing non-essential car users.

- For all non-essential car mileage undertaken by new employees, the mileage rate will be 25p per mile.
- 'Out of borough' mileage rates will be:
 - For essential car users the HMRC mileage rates will apply as above, i.e. 45p per mile (first 10,000 miles) and 25p per mile (over 10,000 miles).
 - For non-essential mileage the mileage rate will be HMRC rates less 20%. This provides a current rate of 36p per mile and will be protected for all existing non-essential car users.
 - For all non-essential car mileage undertaken by new employees, the mileage rate will be 25p per mile.
- The revised scheme will be implemented on 1 October 2011.
- SMBC will continue to work to reduce its carbon footprint of staff travel by developing sustainable and affordable alternatives to individual car use provided by essential car users for work purposes under the HMRC mileage scheme.
- SMBC commits to review the environmental impact of HMRC mileage scheme in 12 months' time and will seek to recognise the need to integrate car use for work purposes within its review of the Green Staff travel plan.
- SMBC is committed to consulting with the Trade Unions over the development of the Green staff travel plan.

Date of agreement: 16 May 2011