

CAR ALLOWANCES – CURRENT CRITERIA FOR ESSENTIAL USERS

Chief Officers should note that one or more of the following factors should apply when determining an essential car user allowance for a period:

- (1) The post requires that the officer frequently uses his/her car to visit different parts of the Borough, or outside it, thereby making certain the fact that travel by public transport would considerably reduce the effective working time; this would be evidenced by an average annual mileage of not less than 2000 per annum.
- (2) The officer in the post is subject to immediate call out to deal with emergency situations or is on regular standby duty rota; the criteria giving essential user status to officers who are subject to “immediate call out to deal with emergency situations” should be established by Chief Officers and the following list gives some indication of the factors which should be taken into consideration
 - (a) average number of call-outs in preceding 12 months;
 - (b) urgency of matter to be dealt with;
 - (c) availability of other transport arrangements.
- (3) The officer in the post regularly carries additional passengers who form part of a working team and averages not less than 1000 miles per annum.
- (4) That there should be an absolute minimum of 500 miles per annum below which only the casual user allowance be paid; where this particular criterion conflicts with that under the “immediate call-out” condition the mileage limitation takes precedence.

All these criteria are applied to all officers including Chief Officer posts.