

DURHAM CONSTABULARY



Altogether Better Policing

Car Allowance Policy

Application	Police Officers and Staff
Policy Owner	Human Resources
Version	5
Date of PUG approval	17.12.97
Last Review Date	14.02.20
Next Review Date	14.02.23
Protective Marking	Official
Publication Scheme Y/N	Yes
Durham Constabulary Freedom of Information Act Publication Scheme	



1.0 CAR ALLOWANCE POLICY

2.0 PURPOSE AND SCOPE

- 2.1 The purpose of this policy is to provide a guide to individuals on their entitlement to reimbursement for the use of their car when they are on Constabulary business.
- 2.2 Throughout the operation of this policy Durham Constabulary will seek to take the least intrusive action which fits within the working policy criteria and will act fairly and proportionally to achieve the proposed purpose.

3.0 THE LEGAL BASIS

- 3.1 Durham Constabulary is required to comply with the requirements of the Police Act 1996.

The Force recognises the contribution of its entire staff and is committed to creating a fully inclusive working environment. This will be achieved by making reasonable adjustments where appropriate, valuing the differences that a diverse workforce can bring and challenging unlawful and unfair discrimination, bullying, harassment, victimisation and other unfair treatment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, ethnicity, religion or belief, sex and sexual orientation.

4.0 POLICY STATEMENT

- 4.1 Staff required to use their car on force business shall, after authorisation, be paid allowances in accordance with the arrangements set out below. Statements of Main Terms and Conditions of Employment will specify whether or not a post attracts a casual or essential user allowance.
- 4.2 Nationally recommended rates will be adopted on the discretion of the Assistant Chief Officer (ACO)
- 4.3 Police officers will adopt the same annually amended rates.

5.0 **GUIDANCE**

5.1 **Essential User/ Casual User**

- 5.1.1 An essential user is a member of staff for whom it is deemed essential that they have a motor car at their disposal whenever required.
- 5.1.2 A casual user is a member of staff for whom it is merely desirable that a car should be available when required.
- 5.1.3 A list of all authorised essential and casual user posts are included in Appendix one and two and details held on origin.
- 5.1.4 When moving into a post attracting casual or essential user allowance the individual will be advised of the eligibility for the allowance via a movement order/ contract.
- 5.1.5 When someone who has previously attracted the allowance is no longer eligible through movement to another post or if a review decides the allowance is no longer required for that post / person they will also be advised via a movement order/contract.
- 5.1.6 Any officer carrying out acting duties in a post where the main post holder receives essential car user allowance will be entitled to claim casual car user allowance for the duration of the acting.
- 5.1.7 At the point of the post holder becoming temporary promoted essential car user allowance will apply.
- 5.1.8 The following condition applies to officers in receipt of an essential user's allowance who are on sick leave. Officers on extended sick leave will receive the appropriate full lump sum payment for the month in which they first became sick and of the following three months of sickness. Thereafter, payments will be made at half the lump sum rate for the following three months and will then cease altogether, until the officer resumes duty.

5.3 **Passengers**

- 5.3.1 Staff may be required to carry official passengers, no extra allowance is payable for this.

5.4 Mileage Rates

- 5.4.1 Current car mileage rates can be obtained from Headquarters Accountancy Services.

6.0 ADMINISTRATION

- 6.1 Claim periods to run from the 20th of each month to the 19th of the next.
- 6.2 Completed forms must be submitted to Support Services Command - Accountancy Service by no later than 5:00 (pm) on the 26th of each month if they are to be included in the following payroll run.

7.0 APPEALS PROCEDURE

If an individual wishes to appeal against any decision made in connection with this policy, they should write to or email, the Deputy Chief Constable at the below address within 14 days of receiving a decision. The appeal will be considered and consultation will take place with appropriate individuals to establish all facts before a decision with regard to the appeal is made. A response to the appeal will be provided in writing within 10 working days of receipt of the appeal. Should this period not be achievable the individual will be notified in writing when a decision will be communicated.

The Deputy Chief Constable
c/o Human Resources
Police Headquarters
Aykley Heads
Durham
DH1 5TT
Email human.resources@durham.pnn.police.uk

Appendix 1

**APPENDIX ONE – LIST OF POSTS ATTRACTING CASUAL CAR USER
ALLOWANCE AGREED PUG 27.7.15 AND PSG 28.7.15**

POLICE OFFICER POSTS

Any officer carrying out acting duties in a post where the main post holder receives essential car user allowance will be entitled to claim casual user allowance for the duration of the acting.

RESPONSE & CRIME COMMAND

Detention Officers/VIPER X 4 (Floaters)

Head of SSU x 1

Head of CJU x 1

CJU Managers x 2

WCU manager x 1

Coroners Officer

Forensic Manager

Holmes Officers

SAFER NEIGHBOURHOODS COMMAND

Neighbourhoods & Partnerships

Neighbourhood Insp

Partnerships Chief Inspector

Safeguarding

Strategic Co-ordinator for Domestic Violence

PROFESSIONAL STANDARDS

Analyst

Prevent Officer

Appendix 2

**APPENDIX TWO – LIST OF POSTS ATTRACTING ESSENTIAL USER
ALLOWANCE AGREED AT PUG 27.7.15 amended to reflect new command
structure May 2016**

Any officer carrying out acting duties in a post where the main post holder receives essential car user allowance will be entitled to claim casual user allowance for the duration of the acting.

RESPONSE & CRIME COMMAND

CH SUPT Head of Response and Crime Command

SUPT Response SMT

CI Response SMT South Durham & Darlington

CI Response SMT East & West

CI Firearms Licensing / Custody

D/SUPT county wide CID

D/SUPT Special/Organised Crime

D/SUPT Projects/Checkpoint/IOMU

DCI Crime Manager for East and West Localities

DCI Crime Manager for South Durham & Darlington Localities

DCI Specialist Crime Op

DCI Major Crime Team Branch Head

DI Serious Crime Team

DI SCT Newton Aycliffe & Spennymoor

DI West Locality Crime Manager

DI CID North

DI CID South (Bishop, Crook & Barnard Castle)

DI SCT Darlington

DI Special Branch

DI Special Operations

DI Fraud & Financial Investigations

DC Counter Terrorist Security Advisor, Special Branch

SAFER NEIGHBOURHOODS COMMAND

CH/SUPT Neighbourhood Commander

SUPT NHPT & Partnerships Supt

D/SUPT Safeguarding

OFFICIAL

CI South Locality Neighbourhood Operations Manager
CI East Locality Neighbourhood Operations Manager
CI West Locality Neighbourhood Operations Manager
CI Darlington Locality Neighbourhood Operations Manager
DCI Safeguarding
DI Safeguarding
DI Safeguarding
DI CHILD ABUSE INVESTIGATION

TASKING & CO-ORDINATING COMMAND

T/CH SUPT TAC Command
D/SUPT Force Authorising Officer
DCI Intelligence
DI Force Intel Manager
DI SOURCE CONTROLLER
DI INTELLIGENCE MANAGER

PROFESSIONAL STANDARDS AND LEGAL SERVICES

DCI Head Of PS & LS Department
DI Counter Corruption & Integrity Unit
INSP Public Complaints

OFFICE OF POLICE AND CRIME COMMISSIONER

INSP Staff Officer PCC

STRATEGIC DEMAND MANAGEMENT

CH SUPT Commander
SUPT Business Change Manager
CH INSP Strategic Demand Reduction

CDSOU

CH INSP CDSOU

EQUALITY IMPACT ASSESSMENT (EIA)

CAR ALLOWANCE POLICY	
<p>An equality impact assessment (EIA) form <u>must</u> be completed by the Policy/Function lead when developing or reviewing policies or procedures which may impact on the way the Force conducts its business (both internally and externally) and must show that when making decisions we:-</p> <ul style="list-style-type: none"> • Give due regard to the impact it will have on protected groups • Undertake an assessment <u>prior to</u> any decisions around policies/procedures being ratified to identify what potential impact has been found and subsequent action taken, and • Provide an audit trail of the assessment undertaken which identifies how the policy or procedure is likely to affect protected groups. <p>The EIA must be completed <u>before</u> decisions are made, and remain a live document to be reviewed and continually updated during policy/procedure development or updating</p> <p><u>This form is a Tool to document the assessment and should be completed, attached to the relevant policy/procedure document and submitted to the HR User Group or other strategic group for ratification</u></p>	
	1) Purpose of the policy. Why do we need it and what will it achieve Provide a guide to individuals on their entitlement to reimbursement for the use of their car when they are on Constabulary business
	2) Explain briefly why the Policy/Procedure is being developed or reviewed? Casual user list amended to include Analyst and Prevent Officer in Professional Standards
	3) What research/resources have been used or considered in the initial stages of this assessment?
	4) Who has been consulted around the potential impact during the development/amendment of the policy/procedure All support networks. Force Executive (AC0) HR Staff Independent Advisory Groups (IAG's) Staff associations Legal Services

Hheads of Command				
<p>5) Following assessment of available information, has a positive or adverse impact been identified OR is the initiative equality neutral?</p> <p>A Positive Impact – will actively promote equality of opportunity or improve relations between one or more groups</p> <p>An Adverse impact – will cause some form of disadvantage or exclusion. Neutral impact is when there are no notable consequences for any diversity group</p> <p>Provide details on ALL decisions for ALL the protected characteristic groups below. Specify what actions, if any, will be taken as a result of the assessment, provide any findings and the reason any decisions were reached, and determine what changes may be necessary to either reduce any adverse impact or enhance any beneficial impact.</p> <p>If an adverse (negative) impact has been identified question 5 must be completed.</p>				
	<u>Positive</u>	<u>Negative</u>	<u>Neutral</u>	<u>Details</u>
Age			X	
Disability			X	
Transitioning from one sex to another (either thinking of, in the process of or have)			X	
Marriage and Civil Partnership			X	
Pregnancy and Maternity			X	

OFFICIAL

	Race			X	
	Religion or Faith			X	
	Sex			X	
	Sexual Orientation			X	
	6) If a negative impact has been identified, please provide further details stating what actions need to be undertaken as a result of the section 5). How any negative impact can be justified for this initiative.				

	Confirm the above Actions have been incorporated and the EIA is now ready for submission to HR PUG or other Strategic Group.	
	Signature...	
	Name Sylvia Horsfield	Date 14th February 2020
	7) – Ratify the Policy / Procedure at HR PUG or other Strategic Group	
	Meeting/Group:-	HR PUG
	Chair of Meeting/Group:-	T/C/Supt Chris Curtis

OFFICIAL