
WEST YORKSHIRE FIRE & RESCUE AUTHORITY

**LOCAL CONDITIONS OF SERVICE
PART I - FIRE & RESCUE STAFF**

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SCALES OF ALLOWANCES

1 APPOINTMENTS

1.1 ADVERTISEMENT OF VACANCIES

All vacancies will be advertised both internally and externally simultaneously. Special arrangements for advertisements/appointments may apply eg 'Ring Fencing' following any reorganisation. Where management determines that a particular vacancy may offer development opportunities to staff currently employed, any such vacancy will be initially advertised internally.

1.2 MEDICAL FITNESS

The Authority will require applicants for appointment to answer questions on their medical history as part of the application process. The appointment shall not be effective until the Authority is satisfied as to the applicant's health. In certain cases a medical examination may be required.

An applicant's medical history will be taken into account when deciding on their suitability for the post in question. However, the Authority will not contravene its obligations in respect of the Disability Discrimination Act (see Local Conditions of Service - Part II, Equalities and Fairness Policy, Appendix 1).

1.3 FITNESS TO JOIN LOCAL GOVERNMENT PENSION SCHEME

Provided an employee is medically fit for work, the Authority accepts that he/she is fit to enter the Local Government Pension Scheme. If an employee who has previously opted out of the Local Government Pension Scheme applies to rejoin a medical examination may be required.

1.4 PROBATION

The appointment of every new entrant to the Authority will be subject to a term of probation of six months, which may be extended by a further period of three months (unless otherwise agreed with the employee), should the six months probation report prove unsatisfactory. The employee will be kept informed during their probationary period as to their performance, will have the right to discuss any areas of concern with their line manager and to be represented at these meetings by a friend/representative.

2 NOTICE OF TERMINATION OF EMPLOYMENT

The period of notice (except in cases of dismissal) to be given by both the employer and the employee shall be as follows.

2.1 Notice to be given by the employee to the employer:

Employees graded above Spinal Point 49:	12 weeks
Employees graded Spinal Point 29 to 49:	8 weeks
Employees graded Spinal Point 7 to 28:	4 weeks

Certain posts below Spinal Point 29 may be required to give 8 weeks notice. These will be identified in specific contracts of employment. Consideration may be given to requests for a reduction in the notice period in specific cases where this is mutually acceptable.

- 2.2 Notice to be given by the employer to an employee (except in cases of dismissal) will be in accordance with statutory provisions, currently:

LENGTH OF SERVICE	NOTICE REQUIRED
One month or more but less than 2 years	1 week
Two years or more but less than 12 years	1 week for each year of continuous employment
Twelve years or more	Not less than 12 weeks

3 WORKING WEEK AND HOURS OF WORK

The working week shall be operated over 5 days from Monday to Friday and the normal hours of work for all offices shall be 37 hours as follows:

Monday	8.45 am - 5.20 pm
Tuesday	8.45 am - 5.20 pm
Wednesday	8.45 am - 5.20 pm
Thursday	8.45 am - 5.20 pm
Friday	8.45 am - 4.25 pm

During the working day every employee will be allowed by Management a lunch break of one hour between the hours of 12.00 noon and 2.00 pm. Sections may make an alternative arrangement in special cases.

Certain employees may be required to commence / finish employment at times outside those specified above. Where this is the case their Contract of Employment will specify the times in question.

Alternatively employees may participate in a Flexible Working Hours Scheme, unless their conditions of employment or the nature of their duties preclude participation.

Details of the Scheme appear in Local Conditions of Service Part II and application to participate in the Scheme should be made to Management.

4 ANNUAL LEAVE AND HOLIDAYS

4.1 ANNUAL LEAVE

The annual leave entitlement shall be as follows:

REFERENCE TO SPINAL POINT AS PER NJC AGREEMENT	BASIC LEAVE ENTITLEMENT (DAYS)	ENTITLEMENT AFTER 5 YEARS (DAYS)
Up to and including Spinal Point 21	21	25
Spinal Points 22 to 28 inclusive	22	27
Spinal Points 29 to 49 inclusive	24	29
Above Spinal Point 49	25	30

The leave year runs from 1 April to the following 31 March. However, employees may take their annual leave entitlement in the 15 months between 1 April and 30 June of the next year.

4.2 ANNUAL LEAVE - ENGINEERING CRAFT EMPLOYEES (APPRENTICES)

The basic entitlement is 4 weeks 1 day

4.3 PUBLIC AND DISCRETIONARY DAYS

The public and discretionary holidays will be granted as follows:

Good Friday, Easter Monday and Tuesday, May Day

Spring Bank Holiday Monday and Tuesday*

Late Summer Bank Holiday Monday and Tuesday*

Christmas Day and Boxing Day, plus one other day at Christmas to be fixed at the discretion of Management, and New Year's Day (or, where any of these fall at the weekend, alternative days); together with such other concessionary holidays as Management may decide.

*Staff appointed after 18 January 1995 do not qualify for Spring Bank Holiday Tuesday or Late Summer Bank Holiday Tuesday. Staff appointed before 18 January 1995 will continue to be entitled to these days in accordance with the policy agreed by the Authority. The 2 days in question will be incorporated into the total leave entitlement shown on individuals leave record on SAP.

5 SPECIAL AND OTHER LEAVE

5.1 PERSONAL OR DOMESTIC REASONS

(e.g. bereavements, illness of relatives and urgent domestic distress)

Employees may be granted up to 6 days' paid Special Leave in any one leave year. Additional leave above 6 days shall in all cases be unpaid (unless the Authority decides otherwise) and shall be at the discretion of Management. In either case Management shall have the discretion to require production of a Medical Certificate. The leave granted shall be what is deemed reasonable to meet the needs of the case and shall be at the discretion of management. Management may fix general guidelines/limits eg in cases of bereavement. Where appropriate, clear indication of the circumstances should be submitted in written form, along with details of leave entitlement.

5.2 MEDICAL APPOINTMENTS DURING WORKING HOURS

- a Employees who participate in the Flexible Working Hours Scheme should endeavour to arrange non-emergency appointments (eg dentist, optician) outside core times. However, approval may be given for some non-emergency pre-planned appointments to be taken in core time, provided that a deduction is made from the hours worked for the whole of the absence and that the approval to the absence has been sought in advance.

Management may grant absence with time credit for sudden emergencies and hospital appointments, which are beyond the control of the employee.

- b Doctors' appointments however should, where possible, be made at the beginning or end of the day; and an appointment card produced to verify that particular appointment. A deduction from the hours worked should be made by the employee.
- c The same principles will apply to voluntary non-participants in the Flexible Working Hours Scheme ie the employee will have the option of having pay deducted or making up lost time.
- d Employees who are unable to participate in the Flexible Working Hours Scheme will be expected to arrange appointments in their own time wherever possible; but, when this is impossible, time off with pay may be granted.

5.3 ATTENDANCE AT MEETINGS OF OUTSIDE BODIES

(i.e. Professional Bodies excluding Trade Unions)

Subject to the approval of Management, leave with pay shall be granted to employees for attendance at meetings of approved outside bodies appropriate to the work of the Authority.

5.4 MAGISTERIAL DUTIES

A maximum of 18 days leave, (pro-rata for part-time employees), with pay in any one year shall be granted to staff engaged in magisterial duties. Employees will receive full pay during any absence, subject to adjustment to reflect any payments they

receive by way of Attendance or Financial Loss Allowance under the Justices Allowances Regulations. Employees will be required to notify Employment Services of any payments received, and this amount will be recovered from the next available pay period.

Additional leave for this purpose shall be at the discretion of Management. It will be unpaid unless authorised by the Authority.

5.5 SERVICE AS A MEMBER OF ANOTHER LOCAL AUTHORITY

Employees shall be entitled (subject to statutory limits) to leave with full pay when attending meetings etc as a member of another Local Authority, provided that he/she pays to the employing Authority the amount he/she is entitled to recover under the Local Authorities (Members Allowances) Regulations 1991.

5.6 OTHER AUTHORITIES AND BODIES

Employees shall be entitled to leave with pay when attending meetings etc as a member of a Health Authority, Joint Negotiating Body or other Public Body, subject to the approval of management. Should any allowances be repayable, the procedure outlined in 5.5 above will apply.

5.7 ELECTION DUTIES

Staff assisting at elections (eg as Presiding Officers, Poll Clerks etc) shall, at the discretion of management, be granted leave with pay as appropriate, providing the duties are carried out within the Council District in which they live or work.

5.8 SERVICE IN NON-REGULAR FORCES (e.g. annual training camps and special training courses).

Two additional weeks leave shall be granted for Annual Camp, subject to the production in due course of a Certificate of Attendance.

5.9 TIME OFF FOR TRADE UNION ACTIVITIES

Trade Union officials and members shall be allowed time off for Trade Union activities in accordance with Appendix 3.

5.10 UNPAID LEAVE TO HELP IN A DISASTER AREA

Special leave without pay may be granted subject to approval by the Authority to employees in order to provide any community which experiences a disaster with their expertise, special knowledge or skills.

5.11 ADOPTION LEAVE & MATERNITY SUPPORT LEAVE (INCLUDING PATERNITY LEAVE)

Subject to meeting certain eligibility requirements, adoptive parents will be entitled to Adoption Leave and Paternity Leave.

One parent will qualify for Adoption Leave, and this comprises 52 weeks 'Adoption Leave' of which 39 weeks is paid (which is based on a weekly figure set by the

Government) and 13 weeks unpaid.

One parent will qualify for maternity support leave. Eligible employees will be entitled to take either one week or two consecutive weeks paid Paternity Leave (which is based on a weekly figure set by the Government).

Employees contemplating adoption should advise Employment Services as soon as possible to determine eligibility. (Refer to Employment Services website for Policy).

5.12 ATTENDANCE AT COURT

An employee receiving a summons to attend court in order to give evidence as a witness shall report the fact to his/her manager who shall grant him/her leave of absence to attend.

The employee shall use reasonable endeavours to minimise the length of attendance and in particular shall request release from the witness summons once his/her evidence has been given.

An employee attending court as a witness shall claim the allowance for witness attendance / loss of earnings payment, if any, to which he/she is entitled; and the Authority shall then deduct from the employee's pay an amount equivalent to the payment received. Any such deduction shall not include payments made to the employee for travel and subsistence when attending court as a witness. The Authority may require the employee to produce certified documents in relation to the payment of Witness Attendance/Loss of Earnings payments by the court.

6 PAID SICK LEAVE

All staff will be required to comply with the sickness reporting procedures appertaining within the Authority. The Sick Pay Scheme in the appropriate National Conditions of Service will apply to all employees.

7 TRAVELLING AND SUBSISTENCE ALLOWANCES

7.1 SUBSISTENCE ALLOWANCES

Allowances (ie amounts actually incurred up to the stated maximum) shall be payable in the following instances, subject to appropriate evidence of expenditure being produced.

visits beyond a 3 mile radius of the employee's normal place of work; or

where an employee is unable to return to the normal place of work.

7.2 An employee engaged in duties which involve attendance with members of the Authority, or a Committee thereof, or employees with a higher subsistence entitlement and taking a meal with these officers, shall be reimbursed the actual cost of the meal if it is in excess of the scale of allowances to which he/she is normally entitled. On such occasions he/she will be required to provide a receipt.

- 7.3 Subsistence allowances for employees up to and including Spinal Point 34 will be payable in accordance with these local conditions. Employees graded above Spinal Point 35 are entitled to enhanced allowances. (Rates can be found under Forms and Finance on Intranet).

To qualify for an allowance the employee must comply with the following conditions:

Breakfast - must leave home before 7.00 am;

Tea - absence from usual place of duty must last for a minimum period of two and a half hours up to and including 6.30 pm;

Evening Meal - absence from usual place of duty must last for a minimum period of two and a half hours up to and including 8.30 pm;

General - tea and evening meal allowance will not both be paid in respect of the same evening's work.

- 7.4 Employees who are required to make overnight stays in the performance of their official duties shall be entitled to Bed and Breakfast allowances in accordance with the current rates.

7.5 MOTOR CAR AND MOTOR CYCLE ALLOWANCES

The NJC scheme for motorcar allowances shall generally apply to employees required to use their private vehicles on Fire Authority business. The appropriate rates shall apply to Motor Cycle and Moped users. Management will grant an employee either an 'essential' or a 'casual' user allowance.

Certain Senior Officers may be allowed to participate in the Authority's Car Leasing Scheme.

Details of the scales of allowances can be found on the Employment Services website.

7.6 ASSISTED MOTOR VEHICLE PURCHASE SCHEME

An employee who is required to use his/her private vehicle to carry out official duties and is an essential or casual user, with an annual official mileage in excess of 1500 miles shall be eligible to apply for financial assistance in accordance with the Authority Scheme which can be found on Employment Services website.

7.7 CAR PARKING CHARGES

Car parking charges shall be reimbursed in full to authorised vehicle users where such fees are incurred in the performance of their official duties.

8 LOCAL REORGANISATION DISTURBANCE AND TRAVELLING ALLOWANCES (For employees who do not move home)

8.1 INTRODUCTION

This scheme shall apply to employees of the Authority who are compulsorily transferred; or who, as part of a reorganisation, are forced to seek a new appointment; and as a result of this transfer or appointment, have their administrative centre changed. It shall not apply to employees who are promoted or have applied for a post through a recruitment process.

8.2 ELIGIBILITY FOR ALLOWANCE

Employees will be eligible for the allowance below if, as a result of reorganisation:

their place of employment is changed due to appointment or transfer;

their home is further from the new place of employment than from the former place in a straight line overland.

This agreement applies only to the difference between the cost of travelling (both ways) from home to the new place of work, and from home to the old place of work. Allowances will only be paid if they are approved in advance as being reasonable for a maximum period of 6 months, changed via the Redeployment Policy.

8.3 TRAVELLING ALLOWANCES

a The Authority will consider the provision of special transport facilities between the former administrative centres and new centres. The Authority does not undertake to provide such facilities unless it is satisfied that circumstances require it; nor to maintain them (if provided) for an indefinite period. Passengers will pay an appropriate fare, as fixed by the Authority after consultation with the representative bodies.

b All employees who do not move home will be entitled to a Travelling Allowance in respect of the excess of the new home-to-work distance over the former home-to-work distance, in accordance with the following scales unless an offer of special transport facilities i.e.an Authority vehicle is provided for transport from the old place of work, or another Authority location, to the new place of work, as in 8.3a above:

:

Authorised Car User - at the Essential Car User mileage rate
for 1200 to 1450cc;

All Other Employees - at the Essential Car User mileage rate
for 1000 to 1199cc.

c The allowances will be assessed on an annual basis and paid by instalments with salary, with appropriate adjustments for absence. The allowances cover the additional cost of travel and the inconvenience involved.

- 8.4 The allowances in paragraph 8.2 would be granted for 18 months from the date of transfer or appointment of the employee; and shall cease to be payable from the effective date of moving house, in a case where normal removal takes place and removal allowances are paid. In other cases of removal the allowance will not be increased if the employee, subsequent to reorganisation, moves to a greater distance from the new centre; but will be reassessed if the new home-to-work distance is reduced, or if the employee is appointed to another post.

9 TEMPORARILY TRANSFERRED EMPLOYEES WHO MOVE TO A NEW WORK LOCATION FURTHER FROM THEIR HOME

- 9.1 A temporary transfer is where an employee is requested by management to work from another work location to meet the needs of the service where, at the date of the move, there is the prospect and the intention of a return to the former location.
- 9.2 An employee who is so transferred shall be reimbursed travelling costs at public transport rates appropriate to the day and time of travel; or car mileage for authorised car users at scale rates for the period of transfer or the expiry of six months, whichever is the sooner, based on the shorter of the journeys home-to – temporary-base compared with permanent-base-to-temporary-base.
- 9.3 The provisions of this scheme shall be notified by management to employees at the time of the commencement of the temporary transfer.
- 9.4 This scheme applies where the employee works the normal weekly hours at the temporary work location.
- 9.5 Should the temporary transfer last beyond six months, any further travelling costs will be paid in accordance with the local scheme for compulsorily transferred employees.
- 9.6 If, during the period of the temporary transfer, it is decided that the transfer should be on a permanent basis, then this scheme shall cease to apply and the provisions of the local scheme for compulsorily-transferred employees will then apply.
- 9.7 The scheme will not apply when an employee is transferred by management to another work location without the prospect of return.

10 HOUSING AND REMOVAL EXPENSES – See Relocation Policy

10.1 REMOVAL EXPENSES

- a The Authority will reimburse expenses incurred by newly appointed and transferred (by promotion) employees in removing and storing furniture and effects (for a maximum of 6 calendar months), This only applies where, in the opinion of Management, the change of residence is reasonably necessary and takes place within 12 months of appointment or transfer. Payments shall be on the basis of the lower of the two quotations from approved contractors obtained by the employee concerned.
- b Employees transferred otherwise than by way of promotion shall be entitled to allowances in accordance with the Authority's redeployment or other

approved schemes.

10.2 REPAYMENT

Allowances made under 10.1 shall be subject to repayment in full or in part at the discretion of management if the employee leaves the employment of the Authority within two years of commencement of duties. In cases of hardship repayment may be waived or reduced by the Authority.

11 THIRD PARTY CLAIMS

An employee who is absent from work as a result of an accident caused or contributed to by a third party shall not automatically be entitled to a sick pay allowance if damages may be reclaimable from the third party in respect of such accident; but the Authority shall advance a sum equivalent to the sickness allowance, subject to the employee who successfully recovers damages from the third party undertaking to repay to the Authority the full amount of such allowances or such lower sum as is actually reflected in the award (including any out of court settlement) of damages as being specifically identified within the award as representing loss of earnings/requirement to reimburse this allowance. The employee shall, subject to the Authority providing the necessary financial information, request his/her legal advisers to include this requirement to reimburse the allowance as a quantifiable head of special damage in any claim against the third party.

Where a settlement is reached out of court where the legal advisers of the third party decline to quantify the separate heads of damage, the Authority shall have discretion to make a reasonable assessment as to the amount of settlement attributable to loss of earnings and recover that amount from the employee.

12 FIRST AID PAYMENTS

- 12.1 A nominated qualified First Aid Officer in charge of First Aid at a work location where over 50 employees are regularly employed will receive payment.
- 12.2 All other qualified First Aiders who are approved by management will receive a smaller payment.

13 AWARDS

13.1 RETIREMENT

The following scheme shall apply to all full-time and part-time employees of the Authority who, at the date of retirement, have completed 15 or more years continuous Local Government Service:

Certificates - Certificate of Service shall be presented where management considers it appropriate.

Gifts - the value of the award shall be related to the completed years of continuous service at the date of retirement as detailed in Appendix 4. The award shall be a gift selected by the retiring employee. Cash payments will not be made.

If an employee with the necessary qualifying service dies whilst in the service of the Authority, the award shall be made to the employee's widow(er) or partner, in cash if requested. No other relative shall be entitled to this concession.

13.2 LONG SERVICE

Employees of the Authority who at 1 April have completed 20 years exemplary 'Fire Service' service will qualify for a framed certificate to be presented at an awards ceremony. The Authority will notify personnel as they qualify and give them the option of receiving the certificate at the awards ceremony if they wish.

14 REIMBURSEMENT OF PROFESSIONAL SUBSCRIPTIONS

The following conditions will apply:

- 14.1 One appropriate professional subscription per annum will be reimbursed to all employees where membership is relevant to the individual's employment.
- 14.2 Where an employee is a member of more than one professional society, the most relevant society's fees as determined by management will be reimbursed each year.

15 PERSONAL ACCIDENT INSURANCE

Upon the happening of the event described in Paragraph A to any person described at Paragraph B, the benefits described in Paragraph C shall become payable to the persons described in Paragraph D.

A THE EVENT TO WHICH THE SCHEME APPLIES

An accident resulting in a qualifying contingency as described in paragraph C occurring during and in the course of his/her employment to any person to whom the scheme applies, whilst engaged on official duties or official recreational/welfare activities on behalf of the Authority including journeys directly connected therewith and journeys directly between private residence and place of business and vice versa.

B PERSON TO WHOM THE SCHEME APPLIES

Any full-time or part-time non-uniformed employee of the West Yorkshire Fire and Rescue Service.

C THE BENEFITS

Qualifying Contingency

Amount Payable

- | | | |
|---|-------|---|
| a | Death | A sum equal to four times the gross annual remuneration of the employee concerned at the time of his/ <i>her</i> death, subject to a minimum payment of £15,000 and a maximum payment of £□50,000 (£7,500 |
|---|-------|---|

and £25,000 respectively for a part-time employee), also subject to the provisions of clause D(a)(ii) hereof. Annual remuneration shall be as defined in the pension regulations currently in force and applicable to the service.

b Non-fatal Injuries

I Total and irrecoverable loss of sight in one or both eyes; total loss by physical severance, or complete loss of use of, one or both hands or feet at or above wrist or ankle. 100% of the sum at a) above.

ii Permanent total and absolute disablement (other than as stated at C(b)(i) above) from engaging in, or giving attention to, usual profession or occupation. 100% of the sum at a) above.

iii In respect of the injuries set out in the following subsections 1 to 10, the amount payable shall be the sum produced by applying the percentage shown against the relevant injury to the sum shown at C(a) above:

1 Total loss of hearing in both ears 40%

2 Total loss of hearing in one ear 10%

3 Complete loss of use of hip or knee or ankle 20%

4 Removal of the lower jaw by surgical operation 30%

5 Fractured leg or foot with established non-union 20%

6 Fractured knee-cap with established non-union 20%

7 Shortening of leg by at least 3 centimetres 15%

8 Loss by amputation or complete loss of :

RIGHT LEFT

i One thumb 20% 17.5%

	ii	One index finger	15%	17.5%
	iii	Any other finger	10%	7.5%
	iv	One big toe	10%	10%
	v	Any other toe	3%	3%
9		Complete loss of use of shoulder	25%	20%
10		Complete loss of use of wrist	20%	15%

The benefits under 8, 9 and 10 shall be reversed in the case of a left-handed person.

- 11 Any disabling injury not specified above. The amount payable shall be such percentage of the sum set out in C(b)(i) as is commensurate with the degree of disablement sustained when compared with the degree of disablement specified in C(b)(i).

A payment shall not be made under more than one section of Section C(b), (i), (ii) or (iii) above but payments may be made under more than one of sub-sections 1 to 10 of Section (iii) but only to the extent that the total payable under Section C(b) does not exceed the sum shown at Section C(b)(i). The total amounts payable under Sections C(a) and C(b) of the Scale of Compensation for all accidents sustained in any one year by any one person insured shall not exceed the Capital Sum specified at Section C(a).

D THE BENEFICIARIES

- a In the event of any employee to whom the scheme applies sustaining a fatal injury, the beneficiaries are:
- i the dependants of that employee who for the purposes of the scheme shall be any person(s) who, immediately before the death of the employee concerned, was/were being maintained either wholly or partly by that employee. In the event of there being more than one dependant, any payment shall be made to such dependant(s) and in such proportions as the Authority at its sole discretion shall determine;
- or
- ii in the absence of any dependant(s) the estate of the deceased employee, but in such circumstances the amount payable shall be limited to £500.
- b In the event of the employee sustaining one or more of the qualifying contingencies set out in C(b) (i), (ii) or (iii) above, the beneficiaries are:
- i the employee

- ii the employee's appointed representative in circumstances where the employee is, due to the injuries, or otherwise incapable of managing or conducting his affairs.

E General Conditions

- a Any benefit as set out in Paragraph C shall be reduced by the amount of any damages, compensation or other benefits or allowances receivable in respect of the injury giving rise to an entitlement to benefit except where such benefit arises under a contract of insurance effected by or on behalf of the employee concerned in respect of the same accident.
- b The Authority may in their absolute discretion withhold the whole or part of any benefit where the negligence or misconduct of the injured employee has caused or contributed to the event, giving rise to the injury or to the injury itself.
- c This scheme shall not provide for the payment of any benefit where an otherwise qualifying incapacity is consequent upon war, invasion, act of foreign enemy, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection or military or usurped power.
- d It is a condition precedent to any payment under this scheme that an employee (or in the event of his death his dependant(s)) shall at his or their expense take all reasonable steps to obtain all benefits to which he or they are entitled from whatever source or to obtain damages from any third party wholly or partly responsible for the injury giving rise to a payment under this scheme. Whether the terms of this condition have been met shall be at the sole discretion of the Authority.
- e An employee (or his personal representative in respect of whom a claim is being made):
 - i shall notify the management in writing of any event which may give rise to a claim under this scheme, together with full particulars of the injury as soon as practicable, but in any case within 28 days of the occurrence. The Authority may allow at its sole discretion such extension of time as it sees fit;
 - ii shall furnish such information as the Authority may reasonably require and render all possible assistance in connection with any claim; and
 - iii shall, as often as required, submit to medical examination on behalf of the Authority at its own expense. In the event of a dispute as to the medical evidence, the matter shall be referred to a medical consultant (to be agreed between the employee and the Authority) whose decision shall be final and binding on both parties.
- f The Authority may amend or revoke this scheme at any time, no earlier than three months after they resolve to amend or revoke it;

but such amendment or revocation shall not affect any obligations of the Authority which may have accrued before the effective date of amendment or revocation.

16 EMPLOYEES INDEMNITY CLAUSE

The Authority will, subject to the exceptions set out below, indemnify its officers against claims made, including costs awarded against them, for any loss or damage (other than claims falling within the cover provided to its officers under any policy of insurance taken out by the Authority) occasioned by any neglect, error or omission committed by the officers whilst acting within the scope of their authority.

EXCEPTIONS

The indemnity will not extend to loss or damage directly or indirectly caused by or arising from:

- a fraud, dishonesty or criminal offence on the part of the officer;
- b any neglect, error or omission by the officer otherwise than in the course of his duties;
- c libel or slander;
- d liability in respect of surcharges made by the District Auditor.

The Authority will similarly indemnify its officers whilst properly engaged on work within the jurisdiction of another Local Government Authority or Government Department.

The indemnity will not apply if an employee, without the written authority of the Authority, admits liability or negotiates or attempts to negotiate a settlement of any claim falling within the scope of this resolution.

17 POST ENTRY TRAINING

17.1 GENERAL

The Authority recognises that training and development are fundamental to its continued operational efficiency and that responsibility for training lies with management and supervisors. It is also the responsibility of individual employees of the Authority to participate in training courses as requested and to be pro-active in developing their own skills as appropriate.

The specific aims of the Authority's Training and Development Policy, which covers all levels of employee, are:

to provide an induction for new entrants or those transferred/redeployed within the Authority;

to ensure training is given to enable individuals to reach a satisfactory level of performance in their jobs;

to give consideration to the approval of courses for staff which are of benefit to the Authority and which are in some way job related;

to encourage all staff to participate in courses offered "in house";

to provide suitable training courses for employees to enable them to apply for promotion opportunities within the Authority.

The Authority will pay directly for, or undertakes to reimburse, all training expenses, in full, where the Authority has required an employee to attend a specific course; or in cases where management supports an application for training and recommends that costs are met in full.

In cases where an employee has requested approval to attend a specific course, management may authorise a contribution to costs, subject to budget availability, up to a maximum of 50% where management considers the course to be of benefit to the Authority.

17.2 EXPENSES

In support of this policy the Authority will apply the following arrangements:

Management may grant part-time day or block release for study purposes
- full salary shall be paid.

Prescribed course fees and other approved training/development expenses shall be reimbursed in full where appropriate i.e. where the course is job-related and the manager supports the application.

Approved travelling and subsistence costs shall be reimbursed in full.

Examination entry and registration fee, including second attempt if satisfactory progress has been made with studies, shall be reimbursed in full.

Leave with pay shall be granted for special study purposes immediately prior to examination equivalent to the time required to take the examination.

17.3 REPAYMENT OF EXPENSES

Except for conferences and short courses, repayment of this financial assistance in whole or in part but not including salary, shall be required if:

- i an employee, without good reason, fails to sit a prescribed examination or fails to show satisfactory progress or discontinues his/her studies.
- ii an employee fails to honour his/her obligation to remain in employment with the Authority for a period of two years from the date on which the qualifications are obtained, provided there is a post available requiring those qualifications. Applicants may additionally be required to sign an agreement to this effect but failure to sign an agreement will not prejudice the Authority's entitlement to recover any such financial assistance from the employee.

In exceptional circumstances management is authorised to release an employee

from the whole or part of this agreement eg ill health retirement/early retirement/severance.

18 ALLOWANCES FOR STAFF ON STANDBY DUTY

Where regular Standby duty is required by the Authority a lump sum payment will be fixed by Management, either at the time of appointment or when such duty is assumed. Such payment shall be reviewed following any national award or when such duty is altered.

Full details of the standby scheme are in the Local Conditions of Service Part II

19 PAYMENT OF LGV AND PCV LICENCE COSTS AND FEES

Statutory Licence renewal costs shall be reimbursed to those employees who are required, as part of their normal duties, to hold specialist vehicle licences eg Large Goods Vehicle Driving Licence.

Employees, who as a result of change in job requirements, have to obtain a specialist vehicle licence shall be reimbursed all necessary fees incurred.

20 ACCEPTANCE OF GIFTS, GRATUITOUS OFFERS, SPONSORSHIP, HOSPITALITY, ETC

Employees are contractually required to comply with Authority Standing Orders and/or any statutory Codes of Conduct.

21 DATA PROTECTION ACT

Employees are contractually required to comply with Data Protection legislation and Authority policies.

22 COMPUTER AND MANUAL RECORDS - INSPECTION OF PERSONAL FILES

An employee wishing to inspect his/her Personal Record File must make application in writing to the Human Resources Manager through the usual chain of command. Three alternative dates for the inspection to take place should be given and the request must be received at Fire Service Headquarters at least three weeks in advance of these dates.

23 ACTING UP/HONORARIA PAYMENTS

An 'acting-up'/honorarium payment will be made to an employee undertaking additional duties, subject to the approval of the appropriate Director. The payment will, if an officer is undertaking the 'full' duties of a higher graded post, be not less than the minimum salary point of the post occupied. If, however, the range of duties undertaken does not amount to the 'full' duties of the post temporarily occupied, then an honorarium payment (of an amount dependent upon the circumstances of the case) will be made.

The above arrangements may begin once there has been a requirement to carry out the action up duties for a period of 4 weeks and approved by the appropriate Director. When it is known that the 'acting up'/honorarium payment will last for more

than two months, the post will be advertised internally if deemed appropriate by Management. The same conditions will apply to secondments

24 ARRANGEMENTS FOR PAYMENT OF SALARIES AND WAGES

All staff will be paid 4 weekly by credit transfer to Bank or Building Society.

25 DEDUCTION OF TRADE UNION SUBSCRIPTIONS FROM PAY

Facilities will be made available for trade union subscriptions to be deducted from pay in respect of those trade unions which are constituent members of the appropriate national negotiating bodies, and other trade unions and associations at the discretion of the Treasurer.

26 USE OF INFORMATION TECHNOLOGY

Management is committed to consultation with staff and the training and retraining of employees as necessary in relation to information technology.

Management also undertakes to fulfil its obligations in respect of Health and Safety requirements eg see the Authority policy on Display Screen Equipment in Part 2 of this document.

27 EMPLOYMENT OF PART-TIME STAFF (EXCLUDING SEASONAL STAFF)

The appropriate National Conditions of Service, as amended by the Authority's Local Conditions apply to permanent part-time staff employed each week.

28 SECONDARY EMPLOYMENT

Any employee wishing to engage in secondary employment in addition to that for which they are employed by the Authority, shall inform Employment Services. Approval will be given if the additional work to be undertaken does not compromise or conflict with that of the Authority and the decision to allow this will be at the discretion of management.

A central register will be maintained in Employment Services of all staff undertaking Secondary Employment.

APPENDIX 1

LOCAL CONDITIONS OF SERVICE

ASSISTED MOTOR VEHICLE PURCHASE SCHEME

The Authority may, at its discretion, on receipt of an application for financial assistance from an employee and subject to the terms and conditions of this Scheme, authorise the grant of a loan not exceeding the reasonable purchase price of the new or secondhand vehicle which the employee proposes to acquire, after taking into account an allowance which may be made for the value of any car/motorcycle which the employee offers in part exchange for the vehicle which he/she is proposing to acquire, or the selling price of any car/motorcycle which the employee proposes to sell or has disposed of otherwise than by part exchange during the preceding twelve months. When the employee already has a current car/motorcycle loan with the Authority for loan purposes the deduction from the price of the new vehicle is the higher of the trade-in value of the current vehicle or the balance of the principal outstanding on the current loan. Documentary evidence of the price of the new car/motorcycle and trade-in value of the current vehicle should be enclosed with the application form (eg pro forma order form).

The amount of any loan granted under the terms of this scheme will be subject to a maximum determined by the Authority for the category of vehicle to be purchased.

The purchase price of a vehicle for the purpose of the Scheme is the net basic price payable together with the cost of approved additional safety features, number plates and delivery charges, but excluding the cost of other optional extras such as a radio, and also excluding vehicle excise licence and insurance charges.

The maximum loan repayment period for a car will be the remaining period before the car reaches seven years from original registration, subject to the proviso that a loan shall in no case exceed a repayment period of five years. The maximum loan repayment period for a motorcycle is three years.

As a condition of any assistance given under this Scheme an employee shall execute an Indemnity in favour of a specified insurance company for the due performance of his/her contracted obligations and the premium therefore shall be added to the amount to be repaid. The current premium, at the appropriate rate at the time of request, is based on the original amount of each loan including charges regardless of the length of the period of repayment and no refunds of premium will be made on premature settlement of the loan.

Interest shall be charged by the addition to the amount to be repaid of the annual interest on the amount of the loan and indemnity premium. The current rate of interest is detailed in Appendix 4.

The rate of interest applicable when a loan is granted will remain for the period of the loan except where:

- a in the event of reclassification from casual car user to essential car user the employee will be allowed the lower essential car users rate of interest from the date of reclassification, or
- b in the event of reclassification from essential car user to casual car user the employee will be allowed to retain the lower essential car user's rate of interest until the current loan expires or is redeemed.

APPENDIX 1 (continued)

A loan granted in accordance herewith, together with all charges thereon, shall be repayable by four-weekly instalments, by deduction from salary.

Loans may be settled prematurely by lump sum payment without formal notice but borrowers should first request a settlement figure to be provided. The balance advised will provide for appropriate remission of the original charges.

Any employee to whom assistance under the Scheme has been granted shall, in the event of his/her contract of service with the Authority terminating prior to the completion of repayment of the loan and charges thereon, be liable to repay the balance outstanding with charges accrued to the date of repayment forthwith on the termination of his/her appointment.

No application shall be approved unless the estimated future life of the vehicle, having regard to the annual mileage which the employee might reasonably be expected to cover on private and official journeys, is at least two years.

An application under this Scheme in respect of a second-hand vehicle shall be accompanied by a certificate as to the reasonableness of the price, the road-worthiness and the estimated future life of the vehicle which it is proposed to purchase, given by an independent qualified automobile engineer.

No application shall be approved unless the type of vehicle concerned is certified by the management to be suitable for the performance of the official duties for which it is required.

Any employee to whom assistance under this Scheme has been granted shall, during any period in which the repayment of any part of the loan granted by the Authority and charges thereon are outstanding in favour of the Authority and subject to any unavoidable non-compliance with this condition due to the vehicle requiring repair or overhaul, undertake to utilise the vehicle in respect of which assistance has been granted in the performance of his/her official duties as required by the Authority.

Any employee to whom assistance under this Scheme has been granted shall undertake not to dispose of the vehicle in respect of which assistance had been granted without the previous consent of the Authority, at any time prior to the repayment of the full amount of the loan together with all charges thereon. Should disposal be authorised, the balance of the principal sum owing, together with all charges thereon to date, shall immediately become repayable to the Authority.

An employee shall undertake in respect of any vehicle for the purchase of which assistance under this Scheme has been given, during the currency of the period of repayment of the loan and charges and whilst the vehicle remains in his/her possession, to maintain a comprehensive policy of insurance in respect of the vehicle and to submit such policy to management and to the specified insurance company at such times as may be required.

Where an employee is appointed on the Authority's staff who is a party to an Assisted Purchase Scheme with another Local Authority, this Authority shall refund in appropriate cases to such Authority the amount of principal outstanding at the time of transfer, provided that the new employee accepts the amount of such refund as an advance by this Authority under their Assisted Purchase Scheme and subject to the terms and conditions of that Scheme.

APPENDIX 2

MOTOR CAR AND MOTORCYCLE USER SCHEMES - CONDITIONS

The NJC Services scheme for motor car allowance shall apply to officers required to use their private cars on Authority business. A scale of allowances will apply in accordance with Conditions of Service - see Appendix 4.

No travel allowances are to be paid for the use of private vehicles on official Authority business otherwise than in accordance with these scales, except upon the express direction of the Authority.

Employers will be paid scale allowances for the use of their vehicles on Authority business within the County of West Yorkshire, and also for journeys outside the area of not more than 100 miles by road in each direction from the officer's normal place of work. For other car journeys involving at least one official passenger, car allowance shall be paid. In all other cases the appropriate rail fare shall be paid in lieu of car or motorcycle allowances unless management certifies that the particular circumstances of the journey justify the payment of the motor vehicle allowance.

If during any year an officer exchanges his/her vehicle and as a result is authorised to claim allowances at a new rate, such rate will operate as from the date of authorisation.

All employees who are authorised to use private motor vehicles upon the official business of the Authority must effect insurance covering the Authority's risk.

An employee must not use his/her own motor vehicle when there is room in an Authority vehicle or in the vehicle of another officer travelling over the same route, or when by means of synchronised journeys such use could be avoided.

Payment of the lump sum allowance to essential users shall be made by instalments 4 weekly at the rate of 1/13th of the annual allowance.

If an essential user's car is not in use owing to sickness of the employee; or the car is out of order and unavailable for official journeys; or the employee is in attendance with full salary, at a whole-time course of training approved by the Management and subject to the retention of the car, the following shall apply:

- a the lump sum or guaranteed annual minimum payment shall be paid for the remainder of the pay period in which the car first became out of use and for a further three pay periods thereafter; for the following three pay periods, payments shall be at the rate of 50 per cent of the lump sum or guaranteed annual minimum payment;
- b during the period when a car is "off the road" for repairs, out of pocket expenses in respect of expenses of travel by other forms of transport shall be borne by the Authority.

If an officer is absent on maternity leave no payment of lump sum or guaranteed annual minimum payment shall be made in respect of a period in excess of six weeks unless authorised by the management.

No payment shall be made for a journey between an employee's home and his/her normal place of work, or vice versa, save in circumstances set out in (b) (i) below:

APPENDIX 2 (continued)

- a Allowances in respect of official journeys to a destination from home and vice versa are payable only to an amount based on actual mileage. The payment shall not exceed the amount that would be payable in respect of the actual mileage that would have been entailed had the journey been made between the employees normal place of work and the same destination;
- b where, however, an employee is:
 - i required to use his/her car for work during the weekend or outside normal working hours, allowances shall be based on the actual return mileage travelled between home and destination.
 - ii voluntarily engaged on official approved duties during the weekend or outside normal working hours, his/her home shall be regarded as his/her normal place of work for the purpose of the regulations and allowances shall be based on the actual return mileage travelled between home and destination.
- c where an employee is travelling by rail to a destination other than his/ her place of work, then mileage to the station should be claimed in accordance with (a) above.

Travelling duties, particularly periodic visits of inspection, must be planned so as to reduce the total amount and cost of travelling to a minimum.

It is the duty of an employee when more than one route is available to select that which is the most economic in all the circumstances, including considerations of time and of the more efficient co-ordination of journeys.

The Authority has the right to require an authorised car user to carry official passengers without any additional payment.

When expenses claims are being prepared, the following points must be observed:

- a The nature of the expenses included in the claims must be adequately indicated by full details of each separate journey and charge and by brief explanations of any unusual expenditure.
- b Employees must set forth their movement in proper sequence.
- c Each separate fare or charge must be shown when a journey involves one or more fares or charges, giving the names of stations or points to and from which such amounts are claimed.
- d Claims must be made on the official forms and submitted to and approved by Management.

Where an employee ceases to be an authorised essential user a calculation will be made in respect of his/her entitlement for the portion of the year served with the Authority as an authorised user and any necessary adjustments made.

An allowance will be paid to those employees who are required to have a VHF radio installed in their private cars in connection with their official duties.

APPENDIX 3

PROCEDURE AGREEMENT FOR TIME-OFF FOR INDUSTRIAL RELATIONS AND TRADE UNION DUTIES AND ACTIVITIES BY EMPLOYEES, AND FOR THE PROVISION OF FACILITIES

1 INTRODUCTION

- 1.1 The Time-Off and Facilities Agreement is entered into by the Authority to enable a speedy response and resolution of matters raised in consultation and in order that decisions may be made and implemented as quickly as possible, particularly where such matters have staffing or employment implications.
- 1.2 Section 27 of the Employment Protection (Consolidation) Act 1978 requires an employer to permit an employee of his or hers, who is an official of an independent trade union i.e. Branch Officers and elected members of the Branch Executive Committee (hereafter referred to as elected representatives) which is recognised by the employer, to take reasonable paid time-off during the employee's working hours for the purpose of enabling the employee:
- a to carry out those duties which are concerned with industrial relations between his/her employers and any associated employer and their employees; or
 - b to undergo training in aspects of industrial relations which is:
 - i relative to the carrying out of those duties; and
 - ii approved by the Trade Union Congress or by the independent Trade Union of which he or she is an official.

The following 'time-off' provisions and facilities will apply to those elected representatives in accordance with their respective functions and responsibilities.

- 1.3 All employees have the right to take part in the activities of an independent trade union including employees who serve on Departmental Committees (as will the rank and file members, hereinafter referred to as trade union members). Time off to take part in these activities with or without pay is at the discretion of the management, within the agreement.
- 1.4 Parties to this agreement recognise that its operation will require from each of them exercise of goodwill and flexibility. Therefore, the parties undertake to act with this in mind and in accordance, so far as reasonably practicable, with the ACAS Code of Practice on Time-Off for Trade Union duties and activities. It is the intention of the Authority that no employee shall be unreasonably prevented from taking part in Trade Union duties or activities covered by this agreement but the arrangements for granting time off will be subject to the exigencies of the service.

APPENDIX 3 (continued)

2 TIME-OFF PROVISIONS - GENERAL

- 2.1 Reasonable time-off as set out in Paragraphs 3 and 4 (below) will be granted to elected representatives for industrial relations and certain specific duties and activities, as defined in Paragraph 3 below, and for training, subject at all times to conditions relating to 'time-off' as laid down in the ACAS Code of Practice and prior management approval being obtained on each occasion as far in advance as reasonable in the circumstances with an indication as to the nature of the business for which time off is required, the intended location, and the expected period of absence.
- 2.2 The amount of time off work permitted will take into account the operational requirements of the officer's normal duties and the trade union office held. It is agreed between the trade union and the Authority that representatives will act responsibility in seeking time-off and that management will not unreasonably refuse such requests.
- 2.3 With the approval of the Authority a general meeting of the Branch or Branch Executive may be arranged to start at a time within normal working hours.
- 2.4 In applying the provisions set out below, the following conditions also apply:
 - a where activities extend beyond normal hours no payment or time off in lieu will be granted.
 - b costs of travel, subsistence, and fees are a matter for the Union.

3 TIME-OFF WITH PAY - DUTIES AND TRAINING

Reasonable time-off with pay - see Section 27 of the Employment Protection (Consolidation) Act - will be approved, only in respect of the following matters:

- 3.1 Collective bargaining with appropriate level of management.
- 3.2 Attendance at Consultative and Staff Side Meetings with management and/or elected members of the Authority, also any relevant pre-meetings of trade union officials amounting to not more than one hour on the day of the meeting.
- 3.3 Attendance at meetings with other elected representatives employed by the Authority or with full-time Union Officers on local Industrial Relations matters relating to the staff of the Authority.
- 3.4 Representing members within agreed or recognised grievance, discipline, disputes or appeals procedure at local level.
- 3.5 Attendance at any meeting at the request of the management or attendance by invitation at any Committee meeting of the Authority.
- 3.6 Attendance at Annual Conference of the Trade Union for a reasonable number of elected representatives appointed as Delegates - trade union to seek approval of the management for the nominee to attend.

APPENDIX 3 (continued)

- 3.7 To discharge the duties of the office of National President when a member is so elected by the trade union.
- 3.8 Attendance by virtue of their trade union membership to those employees who are called before a Royal Commission to give evidence or are summoned by the Minister of the Crown or a Department to discuss rates of pay/conditions of service, or in connection with attendance at meetings of National or Provincial Council as a Member thereof.
- 3.9 Attendance recognised and agreed training course for elected representatives relevant to their duties in respect of industrial relations.
- 3.10 Where an official is not taking part in industrial action but represents members involved, normal arrangements for the time-off with pay should apply.
- 3.11 Elected representatives shall be entitled to take leave with pay to enable them to attend meetings of bodies set up by trade unions (eg technical or advisory committees) for the purpose of research or the further advancement of knowledge etc, where the primary object of such committees are wholly unrelated to trade union activity.

4 TIME OFF WITHOUT PAY

The following activities - see Section 28 of the Employment Protection (Consolidation) Act) - would qualify for reasonable time-off without pay, subject to the approval of the Chief Fire Officer:

- 4.1 Any activities of the union of which the employee is a member.
- 4.2 Any activities in relation to which the employee is acting as a representative of the trade union.
- 4.3 Attendance at recognised and agreed education courses (other than 3.9 above) sponsored by the trade union.

5 INDUSTRIAL ACTION

Any activities which consist of industrial action whether in contemplation or furtherance of a trade dispute will not qualify for authorised time off either with or without pay.

6 FACILITIES

The Authority will make the following facilities available to elected representatives of locally recognised trade unions.

- 6.1 Lists of new starters and leavers together with their destination in the establishment, in whichever form is the most convenient to management.
- 6.2 Use of interview, meeting and committee rooms, with prior management approval, subject to availability.

APPENDIX 3 (continued)

- 6.3 Telephone facilities in privacy will be made accessible for use by elected representatives whenever possible. Where this is required the elected representative should first seek management approval and, if it is an external call, should then ensure that it is recharged on a personal basis.
- 6.4 Where available and subject to operational workloads and priorities, reasonable typing, duplicating and photocopying facilities for essential work in respect of industrial relations activities, where this does not interfere with official work. In each case the approval of the Chief Fire Officer must be obtained. Elected representatives shall take all steps necessary to minimise the use of these facilities.
- 6.5 Use of internal mail system for properly addressed trade union official correspondence.
- 6.6 Use of notice boards for reasonable trade union information, and notices to be made available at agreed locations. The display on such notice boards to be the responsibility of the trade unions.
- 6.7 Provision of appropriate circulars and policy letters relating to staffing matters will be provided to the Branch Offices by the Authority.
- 6.8 Appropriate facilities for the election of representatives, and for those elections to be conducted during working hours.
- 6.9 With prior approval and subject to availability, use of Authority premises for trade union meetings in and out of normal working hours.
- 6.10 Occasionally workplace meetings between representatives and a group of members may be required to discuss important industrial relations matters. In order to assist the consultative process by assuring a fuller attendance and with prior agreement of management, such meetings may be held in working hours without loss of pay at times approved by management.
- 6.11 Facilities for the deduction of Trade Union dues from Payroll at a cost rechargeable to the trade union will be provided.
- 6.12 Provision of rent-free premises.
- 6.13 The full time officer of any Branch of any recognised or appropriate trade union, having membership employed by the Authority, to be allowed to visit Authority establishments as required in pursuance of trade union duties, providing that prior approval has been sought from management.
- 7 **PROCEDURE FOR DEALING WITH A GRIEVANCE IN RELATION TO TIMEOFF FOR TRADE UNION DUTIES AND ACTIVITIES**
- 7.1 Where permission to take time off is withheld, the reason shall be given by the appropriate representative of management.
- 7.2 Any problem arising out of the operation of this agreement shall be raised by the Branch with the management in the first instance.

APPENDIX 3 (continued)

- 7.3 Any matter not being resolved may then be referred by the Branch to the JCC.
- 8 Trade unions will make available to the management, in writing, the names of all representatives' appointments and their sphere of representation.

APPENDIX 4

SCALES OF ALLOWANCES - FIRE & RESCUE STAFF

TRAVELLING AND SUBSISTENCE ALLOWANCES (28 May 2009)

	Officers graded up to and including Grade 9 (Spinal Point 34)	Officers graded Grade 10 (Spinal Point 35) and EO3 (Linked to NJC Scale)
Breakfast	7.27	9.69
Lunch	10.02	19.57
Tea	3.94	5.24
Evening Meal	12.40	24.83

OVERNIGHT ALLOWANCE (at 1 APRIL 2008)

Employees graded up to and including Grade 9*	£40.08	(London - £64.18)
Employees graded Grade 10 to EO3	£51.23	(London - £81.95)

*costs in excess of this allowance will be reimbursed up to Grade 10 to EO3 rate, subject to the production of receipts.

Paragraph 7 – Officers graded above EO3 shall be allowed out-of-pocket expenses as approved by the Authority.

Out-of-pocket expenses £4.98 per night (£19.92 per week)

APPENDIX 4 (continued)

MOTOR CAR ALLOWANCES

The following revised rates become operative from 1 April 2009:

1.1 CASUAL USER ALLOWANCES (from 1.4.09)

	451-999cc	1000-1199cc	1200-1450cc
Per mile – first 8,500 miles	42.9p	47.7p	60.1p
Per mile – after 8,500 miles	11.7p	12.2p	14.2p

1.2 ESSENTIAL CAR USER (from 1.4.09)

	451-999cc	1000-1199cc	1200-1450cc
Lump Sum per annum	£795	£906	£1170
Per mile – first 8500 miles	33.6p	37.1p	46.4p
Per mile – after 8500 miles	11.7p	12.2p	14.2p

TELEPHONE ALLOWANCE

- a Reimbursement of basic line rental plus VAT
- b £7 per quarter allowance including VAT for calls.

FIRST AID PAYMENTS

£184 per annum where over 50 employed.

☐£27 per annum others.

RETIREMENT GIFTS

Full-time service - £178 for 15 years plus £3.00 per completed year.

Part-time service - £89 for 15 years plus £1.50 per completed year.

APPENDIX 4 (continued)

ASSISTED MOTOR CAR PURCHASE SCHEME

a Flat rate insurance premium addition:

5 year loan - 1.1% of amount borrowed

4 year loan - 1.0% of amount borrowed

3 year loan - 0.8% of amount borrowed

2 year loan - 0.6% of amount borrowed

1 year loan - 0.4% of amount borrowed

b Rate of interest 8.8% per annum (March 2005)