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**To: Police and Crime Commissioner (copy Chief Exec & Treasurer)
Chief Constables (copy Force Personnel/HR Manager/Payroll Manager)**

**cc: PSC Members
Scotland and MPS (for information only)**

24 June 2020

JOINT CIRCULAR 108 – MILEAGE ALLOWANCE

Dear colleague

The Police Staff Council has reached an agreement on a change in the method of calculation of mileage allowance.

When calculating mileage allowance, it has been common practice for police forces to deduct the commuting distance between home and work from the total mileage claimed for work related duties. As of 1 June 2020 this method of calculation has ceased and there will be no deduction for commuting distance, save where the journey is, in whole or in part, substantially the same as the daily commute and/or where the distance travelled is less than ten miles longer than the normal daily commuting distance in any one direction.

This change is reflected in section seven, Travel and Subsistence, of the Police Staff Council Handbook which can be accessed at: <https://www.local.gov.uk/our-support/workforce-and-hr-support/police/police-staff>. A new paragraph five is shown in Appendix I with various scenarios to illustrate how the new method of calculation will apply in Appendix II

Yours sincerely



Ben Priestley
Trade Union Side Secretary



David Algie
Employers' Side Secretariat

Police Staff Council Handbook

Section 7 - Travel and subsistence

5. Mileage Allowance for Commuting

Employees using their own vehicles commuting between home and work will not incur a deduction for commuting distance, save where the journey is, in whole or in part, substantially the same as the daily commute and/or where the distance travelled is less than ten miles longer than the normal daily commuting distance in any one direction

Examples are as follows:

1. Normal Commute

I live ten miles from Force HQ, which is my permanent place of work. On a normal working day, I drive 10 miles in my own car to get to and from work. This is my normal daily commute.

Entitlement: The police staff employee is not entitled to claim any motor vehicle allowance.

2. Travel from home to a meeting at an alternative place of work then return trip to normal place of work

I live ten miles from Force HQ, which is my permanent place of work. Today I am going directly from home to a meeting in Cadetsville, which is 20 miles from my home address and which does not take me past Force HQ. I will go on to Force Headquarters from my meeting, which is another 22 miles.

Entitlement: The police staff employee can claim a motor vehicle allowance for the full 42 miles.

3. Travel from normal place of work to a meeting at an alternative place of work and from there back home

I live ten miles from Force HQ, which is my permanent place of work. Today I have a meeting at Sergeantown which is 15 miles away from the Force HQ. I will go directly home from Sergeantown, which is a further 19 miles.

Entitlement: The police staff employee can claim a motor vehicle allowance for the full 34 miles unless there is a possible route home that takes the officer via HQ then only the 30 miles can be claimed.

4. Travel from home to a meeting and back home (short extension of normal route to work – less than 10 miles)

I live ten miles from Force HQ, which is my permanent place of work. Today I am going directly from home to an all-day meeting at Warrant Station, which is fourteen miles from my home address. I will go home directly from Warrant station. The route I will take to get to Warrant Station and then home is substantially the same as my normal route to work, but my mileage will be slightly further.

Entitlement: The police staff employee will be unable to claim in these circumstances.

5. Travel from home to a meeting and back home (extension of normal route to work – more than 10 miles)

I live ten miles from Force HQ, which is my permanent place of work. Today I am going directly from home to an all-day meeting at Superstowe, which is twenty-two miles from my home address. I will go home directly from Superstowe. The route I will take to get to Superstowe is substantially the same as my normal route to work, but my mileage will be more than 10 miles further for each leg of my commute.

Entitlement: The police staff employee cannot claim for the portion of the journey that takes him/her past his usual place of work but can claim for the balance of the journey – 20 miles (10 miles for each leg of the additional commute).

6. Travel from Home to a meeting and back home (not a short extension of normal route to work)

I live ten miles from Force HQ, which is my permanent place of work. Today I am going directly from home to an all-day meeting at Handcuffstead, which is forty miles from my home address. I will go home directly from Handcuffstead. The route I will take to get to Handcuffstead is not the same as my normal journey to work.

Entitlement: The police staff employee can claim a motor vehicle allowance for the full 80 miles.

7. Travel from normal place of work to a meeting and back to normal place of work

My permanent place of duty is Force HQ. Today, I have a meeting at Chiefland, which is 15 miles from Force HQ. I will be going from Force HQ to my meeting and then back to Force HQ.

Entitlement: The police staff employee can claim a motor vehicle allowance for the full 30 miles.

8. Reallocated rest day

I live ten miles from Force HQ, which is my permanent place of work. Today, I would normally have a rest day, but I have been asked to cover a shift for another team member who is off sick. My rest day has been reallocated. I travel to my normal place of work and back to complete my duty.

Entitlement: The police staff employee cannot claim a motor vehicle allowance as the journey is their normal commute.