

JOINT NEGOTIATING COUNCIL FOR THE EDUCATION AND LIBRARY BOARDS

15 August 2003


To:- Chief Executives
Council Members
MSO/TUSO

Joint Negotiating Council Circular No. 98

Scheme for Payment of Travel Expenses during Secondment to Education and Library Board Service Projects

Following the Joint Council meeting on the 26 June 2003, a Scheme for Payment of Travel Expenses during Secondment to Education and Library Board Service Projects has been agreed. The purpose of the Scheme is to make provision for a payment towards the **additional** cost of travel to Board officers seconded to inter-Board projects. It is not intended that these arrangements will cover all secondments.

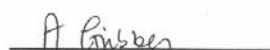
A copy of the Scheme is attached as an appendix to this circular.


Management Side Secretary
J Curran


Trade Union Side Secretary
T Wright


Trade Union Side Secretary
J Donaghy


Trade Union Side Secretary
A Elliott


Trade Union Side Secretary
A Gribben

SCHEME FOR PAYMENT OF TRAVEL EXPENSES DURING SECONDMENT TO EDUCATION AND LIBRARY BOARD SERVICE PROJECTS

The purpose of this Scheme is to make provision for a payment towards the **additional** cost of travel to Board officers seconded to inter-Board projects. Expenses for travel will only be reimbursed when the parent project Board is satisfied that, in the interests of getting support from and to each of the five Education and Library Boards, such arrangements are required and are reasonable. It is not intended that these arrangements will cover all secondments.

ELIGIBILITY

The Scheme shall apply to:

- permanent Education and Library Board/Staff Commission employees only. Persons appointed from outside the Education and Library Boards service are deemed not eligible under this Scheme;
- appointees to all level of posts deemed compulsory to the success of the project;
- appointees who have access to a vehicle appropriately insured and maintained for Board business.

GENERAL CONDITIONS

Only those applications which satisfy the following criteria shall be considered for payment under the Scheme:

- the appointee's new base/Board must be situated at a greater distance than the appointee's normal base;
- payments towards travel shall apply to officers where daily travel takes place.

EXPENSES

The motor mileage allowance payable under this Scheme will be calculated at the appropriate public transport rate current at the date of travel. The additional mileage is the extra mileage travelled by the appointee from his/her home to the new base/Board as compared to his/her travel from home to the old base/Board.

OTHER CONDITIONS

Entitlement to the allowance shall cease/may be reviewed under the Scheme should any of the following circumstances exist:

- access to a vehicle appropriately insured and maintained for Board business should cease or become null and void for any reason;
- an appointee travels by public transport i.e. bus or rail. In such circumstances the calculation of the payment of any **additional** cost of travel will be based on the cost of the bus or rail journey;
- in cases where groups of seconded officers share travel, only one claim per vehicle driven shall be paid.

NOTES

No payment shall be made for daily subsistence, breakfast, dinner, etc. Such costs should be met from salary.

All claims to be submitted on a monthly basis (see attached pro-forma).

In carrying out official duties associated with the business of the project, seconded officers shall be paid a mileage allowance at the appropriate rate.