



Care and Learning Service

Highland Local Negotiating Committee for Teachers

LNCT Agreement no. 36

Travel and Subsistence for Teaching Staff

Agreement on Travel and Subsistence Rates and Transitional Arrangements for Teaching Staff

1. Introduction

- 1.1 In 2007, all Highland Council employees with the exception of Teachers and Associated Professionals whose terms and conditions were covered by the SNCT, moved to the Highland Council's corporate [Travel and Subsistence Policy](#), with the exception of an entitlement to claim subsistence for attending parent's evenings.
- 1.2 Agreement has now been reached on transitional arrangements and the process to transfer Teachers and Associated Professionals to the corporate scheme
- 1.3 The new arrangements replace the existing arrangements contained in Section 5.1.10 Travel and Subsistence Expenses for teaching staff within the Highland Council Administration and Policy Handbook, and represent a variation by local agreement to the national conditions contained in Sections 14.4 Travelling Expenses, 14.5 Car Allowances, 14.6 Subsistence Allowances of the SNCT Handbook. The LNCT will review annually rates payable under this agreement, any increases agreed will be payable from 1 April.

2. Process and Transitional Arrangements

- 2.1 All employees who, as at 30 November 2015, are covered by the arrangements set out in the Administration and Policy Handbook and who are not in receipt of an annual essential car user allowance will automatically move on to the new scheme with effect from 1 December 2015.
- 2.2 Employees who, as at 30 November 2015, are in receipt of the annual essential car user allowance, and where there is no evidence that sufficient business mileage (over 2,000 per annum) has been undertaken in financial year 2014/15, that would suggest continued eligibility for being classified as an essential car user, will automatically move on to the new scheme with effect from 1 December 2015 at which time the monthly payment of the annual allowance will cease.
- 2.3 Employees who are in receipt of the annual essential car user allowance, and who have undertaken sufficient business mileage (over 2,000 per annum) in the financial year 2014/15, confirming continued eligibility for classification as an essential car user, will be offered the option to move to the new scheme with effect from 1 December 2015 or to remain in the current scheme for a period up to 30 November 2017 or earlier if transferred or appointed to a new post where business mileage is less than 2000.
- 2.4 With effect from 1 December 2017 all employees will be covered by the new arrangements and the payment of annual essential car user allowance will cease.

Signed on behalf of the Council

Signed on behalf of the Teachers' Side

Name Bill Alexander

Name Robert Colman

Designation Joint Secretary LNCT

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Date 6 November 2015

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