

## Essential Car User Allowance

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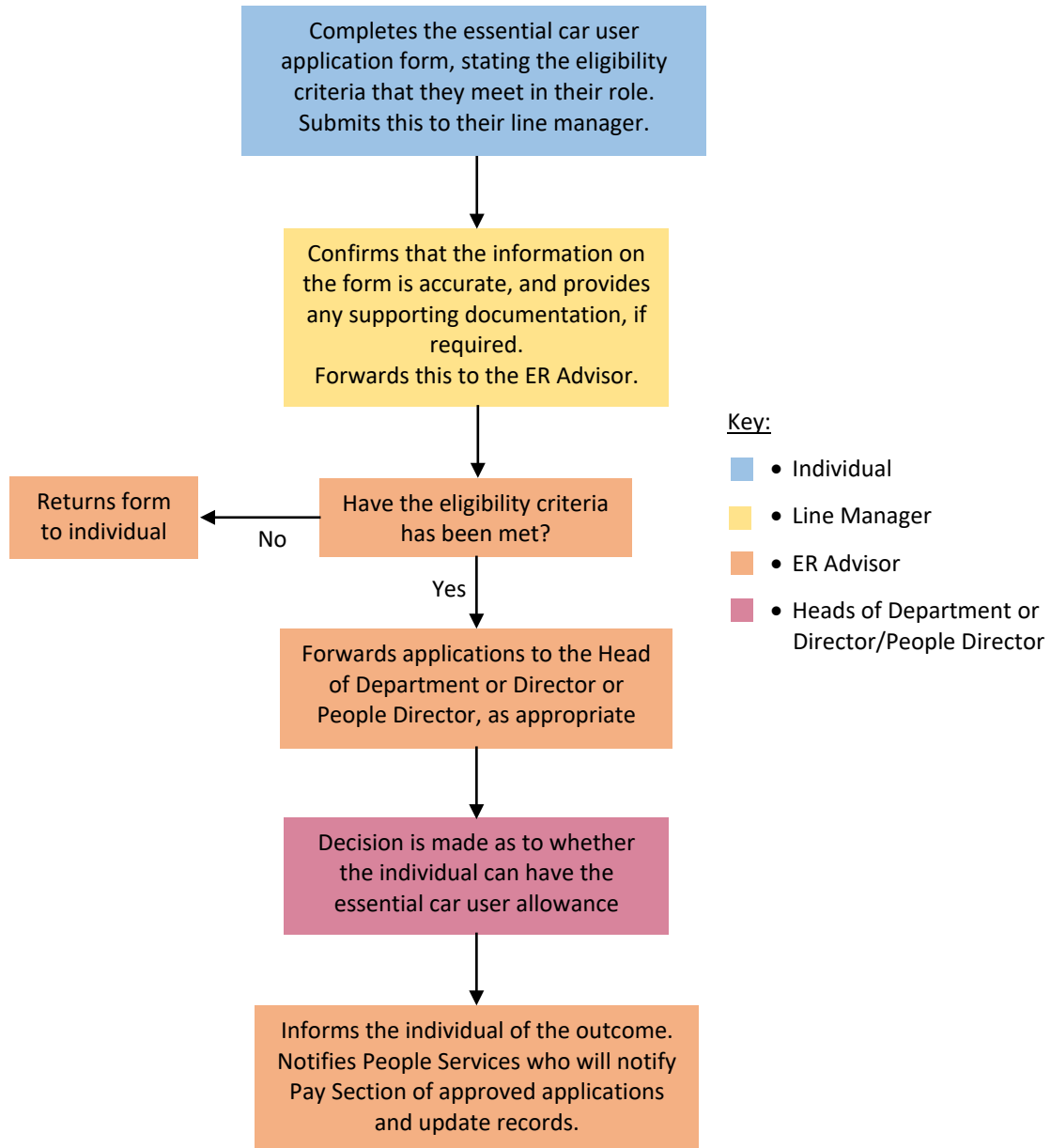
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## Flowchart – Application Process for Essential Car User Allowance

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## Policy Statement

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### Summary

West Yorkshire Police (WYP) has established a policy detailing how police officers and staff may claim essential car user allowance, dependent on whether they fulfil one or more of the set criteria.

The awarding of essential car user allowance is not automatic and must be applied for on an individual basis. The only role-specific exception to this rule is that of a Dog Handler, who is eligible for both essential car user allowance and mileage to and from home to their usual place of duty.

This policy explains what essential car user allowance is, who is eligible and who can apply.

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### Scope

This policy procedure applies to all police officers and police staff.

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## Principles

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### General

- Applications for payment of the allowance, detailing the eligibility criteria that an individual meets, must be made in writing on the Essential Car User Allowance application form (PER 83), through their line manager.
- If an individual's application is successful, they will receive the allowance from the next pay period following the date the allowance is granted. This will be effective from the date the application is approved.
- Mileage accrued prior to the date the allowance was granted will be reimbursed at the appropriate business user rate.
- If an individual takes unpaid leave, for any reason, their essential car user payment will be adjusted for the number of days they are absent from work.
- Individuals will **not** continue to receive the allowance if they move, or are moved (either on a temporary or permanent basis):
  - Into another post or role through promotion;
  - Due to organisational change;
  - Due to capability/medical capability procedures;
  - Through a discipline; or
  - For career development,
 unless they still meet the eligibility criteria. In these circumstances, individuals must re-submit an application for the payment.
- If an individual is on maternity, adoption or sick leave:
  - Payment of their lump sum will continue for the remainder of the month in which the use of their motor vehicle ceases, and for a period of three calendar months thereafter; then
  - For the following three calendar months, payment will be at the rate of

50% of the lump sum after which time the allowance will cease.

- For individuals who are absent from work due to suspension, they will continue to receive their payment until the outcome of the discipline is concluded.
- For individuals in receipt of a disciplinary sanction which constitutes a change in role, payment will be removed unless the individual still meets either, or both, of the eligibility criteria. In these circumstances, individuals must re-submit an application for the payment.

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**Eligibility  
Criteria**

- Individuals must be able to demonstrate they qualify under the following criteria to be considered for essential car user allowance.
  - Individuals must meet at least one of the criteria:
    1. Their normal daily duties are unambiguously a 24-hour responsibility and are regularly required to use their own vehicle.
      - This only relates to individuals who have a 24-hour responsibility.
      - This does not include staff who are occasionally or even regularly on call.
    2. Their business mileage will exceed 4000 miles each financial year, whilst undertaking their core responsibilities.
      - A gauge as to what mileage for a given post is likely to be is assessed based on an individual's projected mileage together with a retrospective analysis, to determine what previous annual mileage has been claimed.
      - **Applications under this criterion must be submitted annually and approval will be based on the individual's previous year's mileage.**
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**Part Time  
Officers and  
Staff**

- Individuals must undertake a pro-rata equivalent of 4000 business miles per year, based on their average number of working hours per week to qualify for essential car user allowance. E.g. if an individual works 60% of full time hours, the mileage threshold for the allowance would be  $4000 \times 60\% = 2400$  business miles per annum.
  - If an individual meets the eligibility criteria, the monthly lump sum for essential car user allowance will be paid in full, with the mileage rate being the same as that for a full time individual.
  - If an individual qualifies for the allowance under the 'unambiguous 24-hour responsibility' criteria, they will be paid the full allowance.
  - If an individual's average number of weekly working hours change part way through a year, their qualifying essential car user mileage will be adjusted at the time the change of hours takes effect, e.g. if an individual works 37 hours from April to December, then reduces to 18.5 hours in January, the calculation will be based on 9/12ths of 4000 miles, and 3/12ths of 2000 miles.
  - As a continuance of payment is based on projected mileage for the next 12 month period, any qualifying mileage calculation will be based on the hours worked at the time of the annual re-application.
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## Responsibilities

### Individuals

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| <b>Responsibilities</b> | <p>Individuals are responsible for:</p> <ul style="list-style-type: none"> <li>• Considering whether they meet the eligibility criteria; and</li> <li>• Completing the essential car user allowance form and submitting it to their line manager for a decision to be made.</li> </ul> |
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### Line Managers

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| <b>Responsibilities</b> | <p>Line managers are responsible for:</p> <ul style="list-style-type: none"> <li>• Confirming the information submitted by the individual on the application form is accurate; and</li> <li>• Providing any supporting information, if required, and forwarding the application on to the ER Advisor.</li> </ul> |
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### ER Advisors

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| <b>Responsibilities</b> | <p>ER Advisors are responsible for:</p> <ul style="list-style-type: none"> <li>• Recommending whether the application meets the eligibility criteria, and informing the line manager and individual if they feel it does not;</li> <li>• Forwarding applications that meet the eligibility criteria to the Head of Department or Director for that individual, and to the People Director for applications made by Superintendents and police staff equivalents and above;</li> <li>• Notifying the individual in writing of the outcome;</li> <li>• Forwarding approved applications to People Services for recording on the HR System, retention on personal files and sending on to Pay Section; and</li> <li>• Notifying People Services, who will notify Pay Section and update systems, when an individual in receipt of essential car user allowance has a change in working hours/role.</li> </ul> |
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### Head of Department or Directors & People Director

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| <b>Responsibilities</b> | <p>Heads of Department or Directors &amp; the People Director are responsible for:</p> <ul style="list-style-type: none"> <li>• Determining whether the application for essential car user allowance meets the eligibility criteria and informing the ER Advisor of the outcome.</li> </ul> |
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## Additional Information

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### Compliance

This policy complies with the following legislation and policy:

- Police Regulations 2003
  - Data Protection Act 2018
  - Police Staff Terms and Conditions
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