

**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL  
RECORD OF EXECUTIVE / CHIEF OFFICER DECISION**

This form should be used to record key and other decisions made by individual Portfolio Holders and key decisions made by Chief Officers. The contact officer will ensure that the signed and completed form is given to Democratic Services as soon as reasonably practicable after the decision has been taken.

Unless permission has been obtained from the Chairman of Council and the Chairman of the Scrutiny and Overview Committee that this decision be treated as a matter of urgency under Rule 12.19 of the Scrutiny and Overview Committee Procedure Rules, this decision will come into force, and may then be implemented, on the expiry of five working days after the publication of the decision, unless called in under Rule 7 of the Budget and Policy Framework Procedure Rules or Rule 12 of the Scrutiny and Overview Committee Procedure Rules.

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|-------------------------|--|
| <b>Portfolio</b>        | Resources, Staffing, Information & Customer Services   |
| <b>Subject Matter</b>   | Motorcycle, Bicycle and Car Share Allowances   |
| <b>Ward(s) Affected</b> | None   |
| <b>Date Taken</b>       | Tuesday, 12 September 2006   |
| <b>Contact Officer</b>  | Susan Gardner-Craig, Human Resources Manager (01954 713285, <a href="mailto:susan.gardnercraig@scamb.gov.uk">susan.gardnercraig@scamb.gov.uk</a> ) |
| <b>Key Decision?</b>    | No   |
| <b>In Forward Plan?</b> | No   |
| <b>Urgent?</b>          | No   |

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| <b>Purpose / Background</b>   |
| To review rates for motorcycles, bicycles and car share allowances and to agree provision for an annual review. These rates were last reviewed in May 2004 by the New Offices Working Group under the Travel for Work plan. |
| The Resources, Staffing, Information & Customer Services Portfolio Holder approved the increased travel rates for car drivers at his 9 June 2006 meeting.   |

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| <b>Declaration(s) of Interest</b><br><i>Record below any relevant interest declared by any executive Member consulted or by an officer present in relation to the decision.</i> |
| None  |

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| <b>Dispensation(s)</b><br><i>In respect of any conflict(s) of interest declared above, record below any dispensation(s) granted by the Council's Standards Committee.</i> |
| None  |

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| <b>Consultation</b><br><i>Record below all parties consulted in relation to the decision.</i> |
| None  |

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| <b>Other Options Considered and Reasons for Rejection</b>   |
| Option 1: To leave the rates as is. This would mean that rates would be less of an incentive to encourage employees to use 'green' transport.<br>Reason for Rejection: option 1 does not meet the council's sustainable transport agenda. |
| Option 2: To increase rates to NJC nationally agreed levels. This would currently have a negligible   |

impact in financial terms (we paid 1 claim for motorcycle mileage recently).  
Reason for Rejection: future increases would be determined by agreements reached by LGE and unions.

Option 3: To apply a 2.5% increase to rates in line with pay award increase.  
Reason for Rejection: None – this is the preferred option for this financial year. However it would be prudent to agree a method by which future increases are determined and agreed at a local level, possibly by taking account of the RPI.

| Final decision | Reason(s) |
|----------------|-----------|
|                |           |

| Signed           | Name (CAPITALS) | Signature | Date |
|------------------|-----------------|-----------|------|
| Portfolio Holder |                 |           |      |
| Chief Officer    |                 |           |      |

| Further Information  |                    |                   |  |
|--|--------------------|-------------------|--|
| Although there are no national or regional agreements relating to motorcycle rates, a number of authorities use the AA rates of 1993 which East of England Regional Assembly (LGE) amend by the motoring element of the RPI at 1 April each year. Please note that the rate has increased by 1.9% compared to last year. |                    |                   |  |
| <b>From April 2006</b>   | <b>Up to 125cc</b> | <b>Over 125cc</b> |  |
| Up to 4000 miles   |                    |                   |  |
| a. 3 <sup>rd</sup> party insurance   | 18.38p per mile    | 27.92p per mile   |  |
| b. comprehensive insurance   | 20.36p per mile    | 31.86p per mile   |  |
| Over 4000 miles  | 7.77p per mile     | 11.36p per mile   |  |
| <b>Current SCDC Rates (Travel for Work Scheme):</b>  |                    |                   |  |
| Cycle business mileage allowance: 20p per mile   |                    |                   |  |
| Car share business mileage allowance: 2p per mile  |                    |                   |  |
| Motorcycle business mileage allowance:   |                    |                   |  |
| Below 150cc  | 9p per mile        |                   |  |
| 151cc to 500cc   | 12.5p per mile     |                   |  |
| Above 500cc  | 17.5p per mile     |                   |  |