

SAMPLE LOCAL AGREEMENT COVER SHEET

Public Services Commission

Manual and Craft Workers

Local Agreement

The Employers' and Employees' Sides of the PSC Joint Negotiating Committee have agreed the Local Agreement for **Domiciliary Home Care Workers, Department of Health and Social Care**, between the Public Services Commission (the Employer) and the Employees' represented by Unite and Prospect.

The operative date of the agreement is **04 February 2018***

*I.E. the date on which payments under the previous informal arrangements were suspended.

PSC Local Agreement

Manual & Craft Workers

Department /Division / Local Authority

Department of Health and Social Care – Domiciliary Home Care Workers

Title

Home to Base Mileage Allowances for Domiciliary Home Care Workers employed within the Department of Health and Social Care under PSC Manual and Craft Terms and Conditions.

Scope of the Local Agreement

This forms a Local Agreement for Home to Base Mileage Allowances in respect of Domiciliary Home Care Workers between the Public services Commission (the Employer) and the Employees represented by Unite and Prospect. All parties will act reasonably to support these working practices and the spirit of this agreement. This agreement will not come into force until it has been signed.

Background

Historically, home care workers received payment for mileage incurred in travelling to and from their place of work, which varied from day to day, as well as payment for mileage incurred in travelling between clients. This was documented in the staff handbook. In February 2018 concerns were raised that this practice breached financial regulations and payments for mileage from home to first place of work were ceased. Following clarification from Treasury Audit Advisory Service it was confirmed that the payments were not in breach of financial regulations. For the avoidance of doubt it is felt that a local agreement documenting the circumstances in which home to base mileage will be paid to Domiciliary Home Care Workers would be beneficial.

Duration of Local Agreement

The operative date of the Local Agreement is 04 February 2018*

*i.e. The date on which payments under the previous informal arrangements were suspended.

Terms of the Local Agreement

Employees will be reimbursed for miles travelled between home and their first/last place of work if either are in excess of the home to agreed work base distance.

The agreed work base will normally be a specified Department premises. A current list of agreed work bases are as follows:

Cummal Moor: Ramsey
Peel Day Centre
Thie Rosien: Port Erin
Palatine House: Douglas

These may at times be varied as premises available to the Department may change any change will be notified in writing by management to the staff concerned.

Exceptionally, when formally agreed in writing, employees may have their home designated as their work base and shall be paid for all journeys by the most direct route from their home to all places necessarily visited on duty and back to their home.

Employee Responsibilities

When using their vehicles in the performance of their duties employees must ensure they possess a valid driving licence, and motor insurance which covers business travel, that their vehicle is fit for purpose and that he or she is fit to drive, drives safely and that they obey the relevant laws e.g. speed limits. The employee must inform their line manager if there is a change in status in relation to any of these.

Management Responsibilities

When authorising the use of a vehicle, the employer must ensure that the driver has a valid driving licence and has motor insurance which covers business travel.

Isle of Man Government Financial Regulations require that the Budget Holder is notified immediately if an employee no longer has a valid driving licence or insurance. If the line manager is not the budget holder they should ensure the budget holder is advised of the above as soon as it comes to their attention.

Agreed Rate

All mileage claims will be paid in accordance with the prevailing Travelling Allowances Order made under the Payment of Members Expenses Act 1989.

Group of Staff Agreement Covers

Employees of the Department of Health and Social Security employed as Domiciliary Home Care Workers and represented by Unite and Prospect.

Does this supersede or link in with any other Local Agreements?

No

Signature on behalf of the Public Services Commission

[Handwritten Signature]

Date: 24/5/19

Signature on behalf of Unite the Union

[Handwritten Signature]

Date: 24/5/19

Signature on behalf of Prospect

[Handwritten Signature]

Date: 22-5-2019

Instruction for implementation:

Passed to Brian Daniels.....

By Alex Mafee.....

Date 24/5/2019.....

**An IOM Government All Staff Notice prior to implementation ~~is~~*/is not* required
(*please delete as appropriate)**

Signed Alex Mafee.....

Head of Industrial Relations and Policy Section

Date Regs/MOA/Website updated:

Website [Signature].....

Printed Copy (if required).....

Date 24/05/19.....

Date

Previous PSC Civil Service Regulation/Manual & Craft MOA amendment reference (if any) :	
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<u>Notes/Special Instructions:</u> E.g. Communication to Pay Sections required
