

Mileage Buy-Out Appeals Form

Mileage buy-out compensation payments are paid to eligible staff who transferred from a CRC on 26th June 2021 and are covered by the National Agreement. The buyouts available are as follows:

* If, on transfer you were in a post designated as attracting **essential car user status** (with no end date) – you will receive a one-off compensation payment of £1,000.
* If you were eligible to claim mileage at the **casual user rate of 65p per mile and had claimed a minimum of 350 miles in the 12 months** **prior to transfer**– you will receive a one-off compensation payment of £410; or,
* If you were eligible to claim mileage at the **casual user rate of 52p per mile up to and including 64p per mile, and had claimed a minimum of 350 miles in the 12 months** **prior to transfer** – you will receive a one-off compensation payment of £150.

The following are the only grounds for appeal against a decision to not award a mileage buy-out compensation payment:

* Factually incorrect information was used in the calculation of the buy-out
* Employee provides new information which would affect the buy-out
* The employee was unable to achieve the 350 miles claimed in the 12 months prior to transfer threshold on account of COVID19 work/travel restrictions and / or long-term absence from the workplace
* The employee can evidence that he/she was contractually entitled to an essential car user allowance if this is disputed

Further details can be found on the Welcome Hub: <https://welcome-hub.hmppsintranet.org.uk/what-you-need-to-know/the-transfer-explained/mileage-buyout/#toggle-id-2>

If you have not received a mileage buy-out compensation payment on 30th July 2021 payroll and believe you are due a compensation payment, please complete this form and send to ProbationHQHR@justice.gov.uk by **20th August 2021** alongside supporting evidence. No late returns will be processed.

Supporting evidence can include claim history, example claims highlighting the rate, travel plan, work schedule showing journeys with line manager endorsement, P11D benefits in kind return, expenses report, CRC pay slips, contract of employment, formal statement by line manager endorsed by Head of LDU.

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| **Name:** |  |
| **NPS Employee Number:** |  |
| **Former CRC organisation:** |  |
| **What are your grounds for appeal? Please explain here why you are appealing.** |  |
| **Have you submitted evidence alongside this appeal form? If not, why not?** |  |
| **Signed:** |  |
| **Date:** |  |

If your appeal is successful you will receive your compensation payment in October 2021 payroll.

Please send this form with your supporting evidence to ProbationHQHR@justice.gov.uk by **20th August 2021.**