

**Name:** Craig Cummings

**Address:**

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If calling please ask for:  
Kenny McKaig 01382 434577

Dear Sir/Madam

**Freedom of Information Request Reference No. 20180112003**

I refer to your request of 12/01/2018

The answers to your questions are as follows:

Could you provide me your interpretation of "costs" section 19.3 of the single status agreement

19. REIMBURSEMENT OF EXPENDITURE

19.3 Where a council requires an employee to possess a Heavy Goods Vehicle, Passenger Service Vehicle and/or other special driving licence, the council shall meet the costs.

Does the council meet the cost or reimburse for employees for :

Certificate of Professional Competence (CPC)- **We would expect any new start to have obtained the certificate, but we would reimburse any employees with their cost of training for continued professional development, in this case it is 7 hours per year.**

LGV medical - **We would reimburse employees for a medical.**

Tachograph card (driver smart card) - **We would reimburse employees for a Tachograph Card.**

**Your Right to Appeal**

If you are unhappy with this reply you may require the Council to review its actions and decisions in relation to your request.

The requirement for review must:-

- be in writing or other permanent form (please address it to me);
- state your name and give an address for correspondence;
- specify the original request for information and the matter which gives rise to your dissatisfaction; and
- be made within 40 working days of the date of this response, although the Council may, if it considers it appropriate to do so, consider requirements for review after that time has passed.

Your requirement for review will be dealt with by the Chief Executive. He will reply to you in writing promptly and in any event within 20 working days. He may:-

- confirm my decision with or without modification;
- substitute a different decision for my decision;

and will give you his reasons for so doing. If you are unhappy with the Chief Executive's decision you may then appeal to the Scottish Information Commissioner. You must submit your appeal to the Scottish Information Commissioner within six months of receiving the Chief Executive's decision.

Further details on the Scottish Information Commissioner's appeal procedure can be found using the direct link [www.itspublicknowledge.info/Appeal](http://www.itspublicknowledge.info/Appeal) or email [xxxxxxxx@xxxxxxxxxxxxxxxxxxxx.xxxx](mailto:xxxxxxxx@xxxxxxxxxxxxxxxxxxxx.xxxx) or telephone (01334) 464610 or write

to Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife, KY16 9DS.

Yours faithfully

Kenneth McKaig  
Legal Manager